

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

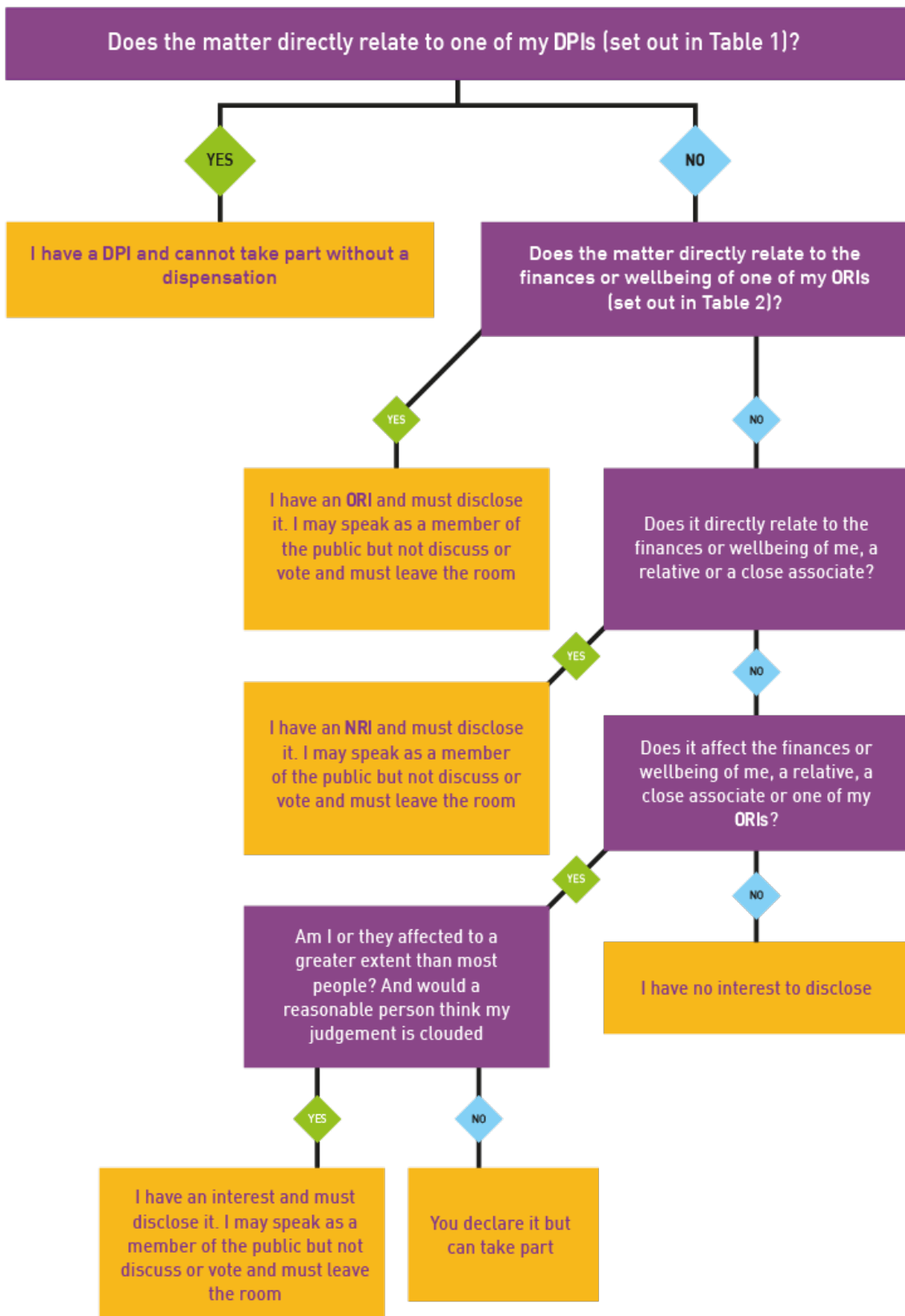


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registrable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
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**Minutes the Annual Meeting of Hellesdon Parish Council
held on Tuesday 16th May 2023 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr G Diffey
Cllr I Duckett
Cllr R Forder
Cllr S Holland
Cllr D Maidstone
Cllr S Smith

Cllr N Barker
Cllr G Britton
Cllr L Douglass
Cllr D Fahy
Cllr S Gurney
Cllr A Lock
Cllr R Sear

In attendance: Mrs F LeBon (Clerk) and one member of the public.

WELCOME BY THE OUTGOING CHAIR – Cllr Gurney welcomed all to the meeting and read the rules relating to the recording of meetings.

1. Election of Chairman of the Council and Declaration of Acceptance of Office

Cllr Johnson was proposed as Chairman by Cllr Britton and seconded by Cllr Sear. There were no further nominations. The nomination was accepted by Cllr Johnson and the motion was carried. Cllr Johnson signed the Declaration of Acceptance of the Office of Chairman

2. Election of Vice Chairman

Cllr Douglass was proposed as Vice Chairman by Cllr Gurney and seconded by Cllr Sear. There were no further nominations. The nomination was accepted by Cllr Douglass and the motion was carried.

3. To Agree that the Date for the Signing of the Declaration of Acceptance of Office be Before, or at, the Meeting of HPC on Tuesday 13th June 2023

The Clerk advised that all councillors had signed their Declaration of Acceptance of Office therefore an extension to the date was not required.

4. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr P Sparkes.

5. Declarations of Interest and Dispensations

A general dispensation was **AGREED** for a term of four years for all councillors when matters of the precept and budget setting were discussed. This is permissible under The Localism Act 2011 s33 whereby without this dispensation the number of persons prohibited from participating in this business would impede the transaction of the business.

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6. To Receive Written Report from the Outgoing Chairman

Cllr Gurney congratulated all members on their election and further congratulation Cllrs Johnson and Douglass on their new posts within the Parish Council.

Cllr Gurney reported that there remained a degree of Covid recovery this year, with the community centre opening for the first time since pre-Covid. The opening had been successful, with the main event being attended by Lady Dannatt. The building is now in good stead for the future.

The Parish Council also opened the Warm Room, which has received positive feedback. Norwich Airport had kindly donated a television that is located in this room.

The community café was also opened and has proved very popular, so much so it will be opening an extra day in due course.

Also popular was the Jubilee Fayre, which is now going to be a permanent feature in the Parish Council calendar, now as the Summer Fayre.

The Parish Council also started the Friday Friends Group for senior citizens which runs on the 3rd Friday of each month. This is attended by roughly 40-45 people each session.

The four District Councillors will be meeting with the Broadland Planning Officers to discuss phases 4 to 6 of the Persimmon Development.

Cllr Gurney had been working with Firside School on their new building, the design of which will incorporate a drop off point onsite to help alleviate parking on the roads.

The Parish Council budget was a balanced one, with no increase in the parish share.

In the future, the new council will have to consider projects, such as the community centre extension and the Neighbourhood Plan.

Cllr Gurney had also represented the Parish Council at a recent church service for the Coronation, followed by the Big Lunch with music from the Hellesdon and Sprowston Brass Band.

7. To Resolve That Hellesdon Parish Council Qualifies to use the General Power of Competence

It was **AGREED**, after a proposal from Cllr Gurney and a second from Cllr Douglass, that Hellesdon Parish Council, by virtue of the number of elected council members and the qualification of the Clerk, is qualified to use the General Power of Competence.

8. To Appoint Signatories for Orders for Payment

It was **AGREED** that the signatories should be Cllr Johnson, Cllr Douglass, the Clerk and the Finance Officer.

9. Committees

a) To Appoint Members to the Planning Committee, Agree Substitutes, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the six members of the Planning Committee should be:

Cllr Britton (Chairman), Cllr Johnson (Vice Chairman), Cllr Duckett, Cllr Holland, Cllr Maidstone and Cllr Sear. It was further **AGREED** that all councillors could be called on as substitutes, specifically from the party of the member who would be absent from the meeting. This would be an amendment to the Terms of Reference to all committees.

b) To Appoint Members to the Community Centre Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the six members of the Community Centre Committee should be:

Cllr Forder (Chairman), Cllr Smith (Vice Chairman), Cllr Barker, Cllr Diffey, Cllr Gurney and Cllr Maidstone.

c) To Appoint Members to the Events Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the seven members of the Events Committee should be:

Approved.....

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Cllr Douglass (Chairman), Cllr Gurney (Vice Chairman), Cllr Britcher, Cllr Forder, Cllr Johnson, Cllr Sear and Cllr Smith. It was further **AGREED** that the Terms of Reference for this committee should be amended to reflect the membership of seven councillors.

d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the six members of the Playing Fields, Allotments and Amenities Committee should be: Cllr Maidstone (Chairman), Cllr Fahy (Vice Chairman), Cllr Barker, Cllr Diffey, Cllr Gurney and Cllr Sparkes.

e) To Appoint Members to the Staffing Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **AGREED** that the seven members of the Staffing Committee should be: Cllr Douglass (Chairman), Cllr Gurney (Vice Chairman), Cllr Britcher, Cllr Britton, Cllr Johnson, Cllr Lock and Cllr Maidstone. It was further **AGREED** that the Terms of Reference for this committee should be amended to reflect the membership of seven councillors.

f) To Consider Creation of a Community Café Committee, Agree Terms of Reference and Appoint Chairman and Vice Chairman

It was **AGREED** to set up with committee with its associated Terms of Reference. It was further **AGREED** that the six members of the Community Café Committee should be: Cllr Smith (Chairman), Cllr Forder (Vice Chairman), Cllr Diffey, Cllr Douglass, Cllr Gurney and Cllr Johnson.

g) To Agree the Policy, Property and Resource Committee to be made up of Committee Chairman for all the above, and Appoint other Member(s) so Membership Equates to seven. To Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the seven members of the Policy, Property and Resources Committee should be: Cllr Gurney (Chairman), Cllr Maidstone (Vice Chairman), Cllr Britcher, Cllr Britton, Cllr Douglass, Cllr Forder and Cllr Smith.

h) To Appoint Member to be the Parish Council Internal Scrutineer (Financial Regulation 2.2).
It was **AGREED** that this should be Cllr Maidstone.

10. Local Bodies and Groups

a) To Appoint Member(s) to the Norwich Airport Consultative Committee

It was **AGREED** that the member appointed to the Norwich Airport Consultative Committee should be Cllr Sear.

b) To Appoint Member(s) to the Safer Neighbourhood Action Panel

It was **AGREED** that the member appointed to the Safer Neighbourhood Action Panel should be Cllr Forder.

c) To Appoint Member(s) to the Western Link Project

It was **AGREED** that the member appointed to the Western Link Project should be Cllr Britcher.

Other Local Bodies and Groups as Raised at the Meeting

d) To Appoint Member(s) to Represent Hellesdon Parish Council at Norfolk ALC

It was **AGREED** that the member appointed to represent Hellesdon Parish Council at Norfolk ALC should be Cllr Gurney.

e) To Appoint Member(s) to Review Social Supermarket Feasibility Project

It was **AGREED** that the members appointed to review the Social Supermarket Feasibility Project should be Cllr Forder, Cllr Gurney and Cllr Johnson.

f) To Appoint Member(s) to Represent Hellesdon Parish Council at the Hellesdon Asylum Dispersal Meetings

It was **AGREED** that the member appointed to represent Hellesdon Parish Council at Hellesdon Asylum Dispersal Meetings should be Cllr Gurney, supported by The Clerk.

g) To Appoint Member(s) to be Hellesdon Parish Council's Armed Forces Representative

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It was **AGREED** that the member appointed to be Hellesdon Parish Council's Armed Forces Representative should be Cllr Barker.

Cllr Holland Left the Meeting

11. To Review the Following Primary Policies

a) Standing Orders

These were **AGREED** following a proposal from Cllr Britton and a second from Cllr Sear.

b) Financial Regulations

These were **AGREED** following a proposal from Cllr Douglass and a second from Cllr Forder.

c) Members' Code of Conduct

This was **AGREED** following a proposal from Cllr Maidstone and a second from Cllr Sear.

d) Scheme of Delegation

This was **AGREED** following a proposal from Cllr Britton and a second from Cllr Barker.

e) Statement Internal Controls

This was **AGREED** following a proposal from Cllr Maidstone and a second from Cllr Britton.

f) Financial Reserves Management

This was **AGREED** following a proposal from Cllr Forder and a second from Cllr Sear.

12. Minutes from Full Council meeting held 14th March 2023

The Minutes of the Full Council meeting held on 11th April 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Gurney and a second from Cllr Douglass.

13. Public Participation

A member of the public asked if they could display a community poster in the Parish Council noticeboards. The Clerk replied that, space permitting, this would be possible and if the posters are brought to the parish office this would be arranged.

14. Reports

a) Clerk's Report

This had been previously circulated. The following matters were added:

- The Fire Door Survey at the community centre had been completed and the report was awaited. This will be discussed with the Community Centre Committee.
- There are problems with the lack of mixer valves in the plumbing at the community centre. The M&E spec is to be checked for these features.
- With regards to the Library Protection Scheme, Norfolk County Council has requested details of the Parish Council's legal representation. The Parish Council is normally represented by NPLaw, but in this instance Norfolk County Council is also represented by NPLaw. After seeking advice, NPLaw is happy to represent both parties based on the simplicity of this easement. Documentation would need to be signed by both parties acknowledging this, and NPLaw would reserve the right to cease acting for both parties if they felt a conflict of interest arise. Members **AGREED** to move forward with NPLaw.
- The time it has taken to deliver the new photocopier has been quite dissatisfactory. A delivery date has yet to be received.
- The planning application for the car park area on the allotment site has yet to be determined. This has been chased with Broadland Council.
- The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, but to date no response has been received.

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- Three options were suggested by councillors as possible sites to recycle the bus shelter being replaced on the Cromer Road. This part of the project has been removed from the Sustainable Transport Project as it was becoming too complicated and can be addressed by Highways directly.
- The Parish Council's Health and Safety representative will be onsite on 17th May.
- All councillors need to submit their declarations of pecuniary interests form to Broadland Council within 28 days of being elected.

The report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

New District councillors are currently attending training courses. The date of the move of Broadland Council to the Horizon building is 26th May.

Cllr Gurney, in her role as County Councillor, reported that there is a new Leader of Norfolk County Council, Cllr Kay Mason-Billig. There is also a new reformed Cabinet, with Cllr Gurney remaining in her position of Deputy Cabinet Member for adult social services.

Cllr Gurney is working with officers over the planned seven week closure of the Boundary for important roadworks.

She is hoping to pull forwards works to the pavement on Links Avenue, and also to have pavement works arranged for Prince Andrews Road.

A site meeting has been arranged with an officer after reports of speeding on Hercules Road and Mountfield Avenue.

c) Verbal Update from Chairman

Due to the Chairman being voted in at this meeting, there were no updates from the Chairman.

15. Financial Matters

a) Bank Reconciliation – April 2023

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

This report was **NOTED**.

c) Payments – April 2023

After clarification was given about purchases for the kitchenette, the payments detailed in the written report were **AGREED**.

d) Receipts – April 2023

The receipts detailed in the written report were **AGREED**.

e) To Receive Report from Internal Scrutineer

Cllr Diffey reported that she had visited the office and all finance documents reviewed were found to be in order.

16. Planning Committee

a) To Note the Decisions made by the Planning Committee on 25th April 2023

The minutes and decisions arising from the Planning Committee meeting held on 25th April 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

17. Events Committee

a) To Note the Decisions made by the Events Committee on 25th April 2023

Cllr Douglass reported that the latest meeting was to finalise the details of the Summer Fayre, to be held on 24th June 2023.

18. Policy, Property and Resources

a) To Note the Decisions made by the Policy, Property and Resource Committee on 2nd May 2023

Approved.....

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CLlr Gurney reported that this meeting was to ensure that all Parish Risk Assessments had been reviewed. It was **AGREED** to note the minutes and the decisions made.

19. Training

a) To Consider Upcoming Training Course and Agree Attendees

The Clerk reported that Norfolk ALC had offered to provide initial councillor training, free of charge at Diamond Jubilee Lodge. The Clerk is to obtain some dates and establish councillor availability.

Planning training was also discussed. It was **AGREED** that Cllrs Britton, Johnson, Maidstone and Sear should be booked onto the Planning for Parish Councillors Course on 23rd June at a cost of £38 per attendee. Cllr Duckett will check availability.

20. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 21 and 22 in view of the confidential nature of the business to be transacted. This was AGREED.

All Members of the Public Left the Meeting

21. Staffing Committee

a) To Note decisions made by the Staffing Committee on the 18th April 2023 and Associated Updates

The minutes from the Staffing Committee held on 18th April 2023 had been circulated. Applications had been received for the role of Cook Manager and interviews will be arranged soon. It was **AGREED** to note the minutes and the decisions made.

22. Community Centre Outstanding Matters

a) To Receive Update Report and Consider Further Actions Relating to Outstanding Matters

A written report had been circulated to councillors. The following was **AGREED**:

- To accept the recommendation on damages for loss of income
- To accept the recommendation for outstanding invoices between parties.
- To invite the Parish Council's Project Manager to a meeting of the Community Centre Committee to assist in determining a recommendation on the remaining defects, to go to full council in June

23. Matters for the Next Agenda

Cllr Sear requested a discussion on an extra SAM2 sign location.
Cllr Britcher requested an item to update the Western Link

24. Time and Venue of Next Council meeting.

Tuesday 13th June 2023 at 7pm in the Council Chamber.

The meeting closed at 9.02pm

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 16th May 2023

CLERK'S REPORT FOR COUNCIL MEETING
13th June 2023

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	Agenda items. Update to AV installation – this should be completed on 12 th June.
Car Park – Community Centre	NPlaw was appointed by the Parish Council on 19 th May to act on its behalf as part of the Library Protection Scheme. They have been chased as to progress.
Parish Council Offices Diamond Jubilee Lodge	Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested. The new photocopier has finally been delivered.
Recreation Ground including Children's Play areas	The new coronation bench has been installed and has been received favourably. The new table tennis table has been delivered and will be installed when resources allow. The community order relating to the damage is being progressed with the police. The new dog control signage has been received and will be installed when resources permit.
Skate Park & MUGA	The Smartgate is now operational and National Tennis has done a soft launch whilst we iron out any teething problems. The full launch event on Saturday 3 rd June was well attended and very well received.
Meadow Way	Land registry deeds have been requested to ensure that the Parish Council has these on file.
Mountfield Park	Concerns have been raised by a parishioner about damage to their paving from the roots of trees situated in Mountfield Park. Raised to the Playing Fields, Allotments and Amenities Committee. Quotes now being sought for removal with options of retaining as much as possible for habitat purposes.
Cottinghams Park	A parishioner has raised concerns about gate access being installed from properties to the open space. This has been raised to the landowner.
Allotments	Broadland Planning has advised that permission will need to be sought from the Secretary of State to progress the car parking area project. Clarification has been requested about whether Part 12A The Town and Country Planning (General Permitted Development) Order 1995 has been taken into account. If it has, then permission will be sought from the SoS. HAHA has installed their Coronation seat. The Clerk and Facilities Manager met with a representative from AC Leigh to discuss access to the site, as the current lock failing. A quote has been received for electronic access. This is to be discussed with the Playing Fields Committee, in consultation with HAHA.
Community Orchard	No matters to report
Community Apiary	£64.10 has been received in donations from the production of honey, with 4 jars remaining
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership.
Persimmons Homes	Broadland Council is awaiting revised layout plans, then will re-consult.

	<p>Complaints have been received about early morning working on the site. This has been raised as an enforcement matter to Broadland Council. A copy of the Construction Management Plan has been received but is surprisingly scant in detail considering the size of the site. The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, but to date no response has been received.</p>
Public Toilets	No matters to report.
Litter & Dog Waste Bins	<p>Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council.</p> <p>Broadland Council has agreed to repair the litter bin on Middletons Lane (close to junction with Nursery Close) and 'will subsequently be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received.</p>
Bus Shelters	<p>Funding has been approved under the Parish Partnership Scheme for two new bus shelters. These will be ordered and installed.</p> <p>Three options were suggested by councillors as possible sites to recycle the bus shelter being replaced on the Cromer Road. This part of the project has been removed from the Sustainable Transport Project as it was becoming too complicated and can be addressed by Highways directly.</p> <p>Norfolk County Council has gone out to tender on the new Bus Shelter on the Cromer Road.</p>
Benches	No matters to report
War Memorial	No matters to report
Highways	<p>Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways.</p> <p>A request has been made to highways for additional pedestrian directional signage on Middletons Lane. There is currently signage to the library, but there is no mention of the community centre and the parish office. This has been agreed by Highways and it is hoped that they will be installed early in the new financial year.</p> <p>A report has been made to NCC about the faded white markings on the junction between the Cromer Road and Fifers Lane. NCC has agreed to address this.</p> <p>The Clerk is working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for Q4 of 2023/2024, but it is hoped that the works may be brought forwards. No further information has been received to date.</p> <p>A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound).</p> <p>Highways has advised that they will address to two blocked drains on Boundary Road, between City View Road and Asda, within 6 weeks.</p> <p>The wildflower area at the entrance to Wood View Road is starting to grow.</p>

The Parish Council was contacted in December by Broadland Council with regards to involvement in a Surface Water Strategy, as Hellesdon had been identified as a priority due to the recorded number of internal flooding properties with 27, along with 24 recorded instances of external flooding. The Clerk has chased this as there has been no update since then.

The new rota for SAM2 signs is now operational.

Saffron Housing has been emailed over surface water flooding on Angus McKay Court.

After reports of repeated surface water flowing on Boundary Avenue, highways will organise for a tanker to attend Boundary Avenue shortly. At present there are only 2 gullies and 1 Borehole Soakaway which appears to be coming to the end of its working life. Due to the location by the A140 Boundary Rd our highways engineer will be putting this forward for a Drainage scheme in the 24/25 Financial Year.

Highways has advised the following:

Our Streetscene Inspectors are due to visit your parish from 3rd July 2023 onwards if there is work identified for their attention.

If you have any specific highway maintenance issues, we would be grateful for any information to ensure these issues are considered by the Inspector who will be taking account of maintenance needs of the road network in your area.

Our key concern is maintaining the safety of the road network. At this time of year the following highway defects are generally our highest priority -

- *Potholes – an accurate location and dimensions (including depth) really help us to judge their priority.*
- *Regular incidences of Standing water – location and area affected are important, in addition any knowledge of any features which may be blocked, does the ponding eventually clear over time, does this only occur during heavy rain. Recently heavy rain falls and wash from fields has caused issues over which we sometimes have no control. We can clear gully pots and back ditches and grips within the highway boundary.*
- *Mud on road – this is a common occurrence in our rural community and will be a factor in particular during winter months. If this repeatedly affects highway users ability to travel, is not signed in advance or is simply left following farming activity, the most useful information is contact details of the responsible party. Be assured that this information is completely confidential, we will not disclose any details of an enquiry.*

Other maintenance activities are listed below. These may be identified for action but will be lower priority and given a longer timescale for completion.

- *Side out a carriageway or footway - where an encroachment of silt, verge growth or weeds etc. has reduced the width of the carriageway or footway.*
- *Hedge/Tree/Vegetation Encroachments – We will intervene where important signs are obstructed from view. Ideally, where encroachments exist we would contact the property owner so they may make their own arrangements at their own expense. Any information leading to identifying who is responsible for a certain feature will both be treated in confidence and reduce the time taken for the issue to be addressed.*
- *Damaged or dirty signs – If a damaged sign has been recovered, details of where this can be collected will be appreciated.*

	<p>The Clerk has requested that the following alleyways be looked at for vegetation encroachment:</p> <p>FP2 – Mountfield Ave to Hercules Road</p> <p>FP1 – Links Ave to Berkley Close</p> <p>FP4 – Woodland Road to Yelverton Road</p> <p>FP5 - Drayton Wood Road to Woodland Close</p> <p>FP6 – Heath Close to Fifers Lane</p>
Staffing	<p>New Cook Manager started on 5th June</p> <p>Staffing committee meeting to be arranged</p>
Street Lighting	<p>Leaning street light on Gowing Road reported as a matter of urgency.</p>
Events	<p>Agenda item</p>
Meeting Dates	<p>Tuesday 11th July for Full Council</p> <p>5th July – Friday Friends Planning Meeting</p> <p>Events 20th June – final meeting for Summer Fayre</p> <p>Staffing Committee to be arranged.</p> <p>Playing Fields Committee to be arranged</p> <p>Community Café Committee to be arranged.</p>
Health and Safety	<p>No matters to report</p>
Other Matters	<p>All councillors should have now completed their Declaration of Pecuniary Interest forms and sent these to Broadland Council.</p>

**DISTRICT AND COUNTY COUNCILLORS REPORTS FOR COUNCIL MEETING
13th June 2023**

From District Councillor Bill Johnson

Following initial Induction meeting and getting to know the new Horizon Centre, I attended an IT training meeting where we were issued with new iPads for Broadland business.

I have attended the AGM of Broadland Council congratulations to Cllr. Sue Holland being voted council leader.

Personally, I have places on the Appeals and Awards Committees.

I have attended a Planning training course which was very enlightening.

From District Councillors Lacey Douglass and Simon Jones

Hellesdon South-East

We have attended Induction training and IT training and have various training courses booked throughout the summer and into the Autumn covering Governance, Role of the Member, Help Hub, Scrutiny, Audit, Allocation of Housing and Homelessness & Prevention.

A meeting has been arranged with Persimmon, regarding phase 3 of the White Rose Park development and the build out of phases 4, 5 and 6.

Discussions with Broadland District Council Planning department regarding White Rose Park and the green space provision are planned along with the Licencing department regarding the Whiffler and the issues that their lack of parking is creating for residents and the highway safety implications.

We will be meeting with the Norfolk County Council Transforming Cities Manager, Jeremy Wiggin, to discuss the report on the Cromer Road Bus Lane and we will be asking residents for their input into this meeting.

Regarding speeding and volume of traffic on Mountfield Road, Hercules Road and associated feeder roads, we intend to survey residents and discuss the issues with Highways to see what can be done to alleviate the problems. Residents in Vera Road will also be contacted with a view to closure of this road to stop the rat running that occurs.

A list of empty properties in the ward is being compiled.

Allocations of Committees and Panels that we have been appointed to is as follows:

Lacey	Simon
Overview & Scrutiny	Overview & Scrutiny
Standards	Economic Success
Communities, Housing & Planning Policy Panel	Electoral Arrangements

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2023	Active Saver 4401	536,238.48
31/05/2023	Business Current Account 2077	500.00
31/05/2023	Petty Cash	128.34
31/05/2023	Active Saver 7702	338,371.88
31/05/2023	Active Saver 4503	81,528.55
23/05/2023	Number 2 account 0958	0.00
31/05/2023	Cafe float	100.00

956,867.25

Other Cash & Bank Balances

20.00

956,887.25

Unpresented Payments

599.44

956,287.81

Receipts not on Bank Statement

965.32

Closing Balance

957,253.13

All Cash & Bank Accounts

1	Current Bank Account	537,104.36
2	Petty Cash	128.34
3	Active Saver 7702	338,371.88
4	Active Saver Emergency 4503	81,528.55
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	957,253.13

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	8,787.01	3,403.09	12,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	5,701.00	-5,701.00	0.00
323 EMR Hard Surface Area	5,000.00	11,500.00	16,500.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	3,396.00	1,350.00	4,746.00
326 EMR Elections	7,403.70	4,500.00	11,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	0.00	10,000.00	10,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	15,462.99	20,000.00	35,462.99
332 EMR Good Causes in Hellesdon	4,170.00	-59.94	4,110.06
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	53,127.24		53,127.24
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,008.00	-380.00	1,628.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storafe	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,140.00		5,140.00
347 EMR Land Acquisition account	30,752.17	29,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	7,241.59	2,000.00	9,241.59
350 EMR Community Apiary & allotme	2.46		2.46
351 EMR Events	2,054.80		2,054.80
352 EMR HCC extension	42,171.00		42,171.00
360 EMR CIL 22/23	0.00		0.00
361 EMR CIL 23/24	0.00	62,242.78	62,242.78
	248,761.66	137,854.93	386,616.59

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/05/2023	Public Works Loan Board	£8,945.20	loan repay & interest DJL
02/05/2023	Trade UK	£176.35	platform trolley
02/05/2023	Broadland District Council	£330.00	bus rates tractor shed
02/05/2023	Broadland District Council	£1,205.00	bus rates HCC
02/05/2023	Broadland District Council	£155.00	bus rates stores
03/05/2023	Vodafone Ltd	£87.48	mobile charges 16 Mar - 15 May
03/05/2023	TV Licensing	£159.00	TV office
03/05/2023	EastGB Ltd	£126.00	safer food certificate LA
09/05/2023	Venners Ltd	£240.00	stock taking cafe y/e
09/05/2023	Barclays Bank Plc	£44.44	charges 13 Mar - 12 Apr
09/05/2023	Casual hire	£150.00	Deposit refund hire 15 Apr
10/05/2023	Anglia Culinary Suppliers Ltd	£246.50	white paper bags x 1000
10/05/2023	Anglia Culinary Suppliers Ltd	£166.39	café purchaases
10/05/2023	Amazon.com	£235.17	tug of war rope
10/05/2023	Ben Burgess Groundscare Equipm	£594.00	JD compact tractor month rent
10/05/2023	DD Health & Safety Supplies Lt	£37.88	w/proof trousers & jacket grds
10/05/2023	Easters Norwich Ltd	£75.85	cafe purchases
10/05/2023	Easters Norwich Ltd	£61.33	café purchases
10/05/2023	Norse Commercial Services Ltd	£1,069.32	cutting grass verges Apr
10/05/2023	Ernest Doe & Sons Ltd	£186.43	blades CRX mower
10/05/2023	Huws Gray Ridgeons	£980.47	corr sheets/materials com heap
10/05/2023	Mayday Office Equipment Servic	£415.78	April copies/printing
10/05/2023	Norse Commercial Services Ltd	£403.20	lock/unlock parks Apr
10/05/2023	Rialtas Business Solutions Ltd	£935.72	MTD S/ware Apr - Mar 24
10/05/2023	Viking Direct	£333.68	copy paper & stationery
10/05/2023	Osiris Technologies	£652.45	Mthly IT support
10/05/2023	UK Fuels Ltd	£25.02	diesel Apr
10/05/2023	Norfolk Community Foundation	£1,899.62	repay grant overpayment
10/05/2023	Casual hire	£149.04	refund deposit 18 Aug
10/05/2023	Casual hire	£300.00	refund hire fee 29 Apr
12/05/2023	Apple.com	£0.79	cloud storage
18/05/2023	Anglian Water Business (Nation	£249.20	chges 3 Feb - 2 May 23
18/05/2023	Melton Builders of Beetley Ltd	£599.44	settlement monies owed
24/05/2023	Anglia Culinary Suppliers Ltd	£385.60	cafe purchases
24/05/2023	Amazon.com	£351.97	café consumables, equipmemnt
24/05/2023	The Calypso Coffee Company	£36.00	lavazza capsules
24/05/2023	Easters Norwich Ltd	£216.32	cafe purchases
24/05/2023	Glasdon UK Ltd	£1,776.77	Kings Coronation seat
24/05/2023	Just Regional Publishing	£420.00	Just Hellesdon May 23
24/05/2023	LJB Fire Safety	£300.00	fire door inspection HCC
24/05/2023	Norwich Accordion Club Band	£300.00	Residents party entertainment
24/05/2023	Pips Skips Ltd	£312.00	skip hire 18/05/2023
24/05/2023	The Fresh Air Company	£222.00	service heat recovery units
24/05/2023	Ernest Doe & Sons Ltd	£29,934.00	part exchange used wessex mower

24/05/2023	Casual hire	£150.00	return dam deposit hire 20 May
24/05/2023	Casual hire	£505.44	repay dup receipt 18 May
24/05/2023	EEE 69	£12.95	re/burse part food processor
25/05/2023	Broadland District Council	£645.00	bus rates office
25/05/2023	Total Gas & Power	£387.34	elec Apr 23
25/05/2023	Total Gas & Power	£31.07	elec allotments Apr 23
25/05/2023	Total Gas & Power	£648.89	elec Apr 23 DJL, tractor shed
26/05/2023	Total Gas & Power	£1,025.95	gas Apr DJL
30/05/2023	Anglian Water Business (Nation	£23.71	water allotments
31/05/2023	Anglian Water Business (Nation	£37.58	water allotmnts 12 Feb-11 May
31/05/2023	Drayton Farms Ltd	£270.82	land for allotments

£59,229.16

Cash Received between 01/05/2023 and 31/05/2023

Date	Cash received from	Receipt Description	Receipt total
02/05/2023	Regular Hire HCC	Hire SW hall	£38.88
02/05/2023	Sports Booking	Training area hire	£54.00
02/05/2023	Regular Hire HCC	Hire SW hall	£116.64
02/05/2023	Regular Hire HCC	Hire ML hall	£290.64
02/05/2023	Regular Hire HCC	Hire SW hall	£311.04
03/05/2023	Casual Hire	Hire OH 4 May	£18.00
03/05/2023	Casual Hire	Hire ML 7 Jul	£273.12
03/05/2023	Sports Booking	Football pitch hire	£132.00
03/05/2023	Sports Booking	Training area hire	£64.80
03/05/2023	Stall rent	Summer fayre stall	£15.00
03/05/2023	Takings - Cafe	card receipts 2 May	£43.30
03/05/2023	Takings - Cafe	cash receipts 2 May	£56.90
04/05/2023	Regular Hire HCC	Hire ML hall	£375.84
04/05/2023	Sports Booking	Training area hire	£84.00
04/05/2023	Regular Hire HCC	SW hall hire	£248.40
05/05/2023	Sports Booking	football pitch hire	£42.00
05/05/2023	Regular Hire HCC	Hire SW hall	£77.76
05/05/2023	Takings - Cafe	card receipts 4 May	£146.40
05/05/2023	Takings - Cafe	cash receipts 4 May	£180.70
09/05/2023	Barclays Bank Plc	loyalty reward	£7.19
09/05/2023	Casual Hire	hire OH room 3 Jun	£27.00
09/05/2023	Sports Booking	net ball court hire	£76.00
09/05/2023	Regular Hire HCC	ML hall	£90.72
09/05/2023	Regular Hire HCC	SW hall hire	£298.08
09/05/2023	Regular Hire HCC	SW & WW room hires	£116.34
09/05/2023	Takings - Cafe	cafe card receipts	£35.30
09/05/2023	Takings - Cafe	cafe cash receipts	£122.00
10/05/2023	Casual Hire	Hire SW 3 Jun	£32.40
10/05/2023	Casual Hire	Hire ML 15 Jul deposit	£92.10
10/05/2023	Casual Hire	Hire OH 10 May	£18.00
10/05/2023	Casual Hire	Hire ML 9 Sep deposit	£69.30
10/05/2023	Casual Hire	Hire ML 7 Oct deposit	£69.30
10/05/2023	Casual Hire	Hire ML 4 Nov	£69.30
10/05/2023	Sports Booking	Training area hire	£86.40
11/05/2023	Sports Booking	net ball court hire	£88.00
11/05/2023	Takings - Cafe	cash receipts 11 May	£119.50
11/05/2023	Takings - Cafe	card receipts 11 May	£136.50
12/05/2023	Casual Hire	Hire OH 18 May	£18.00
15/05/2023	Casual Hire	Hire ML 14 Oct deposit	£35.00
15/05/2023	Regular Hire HCC	SW hall hire	£25.44
16/05/2023	Casual Hire	Hire SW 10 Jun	£84.24
16/05/2023	Takings - Cafe	cash receipts 16 May	£97.90
16/05/2023	Takings - Cafe	card receipts 16 May	£48.20
17/05/2023	Casual Hire	Hire OH & kitchen 26 May	£505.44
17/05/2023	Casual hire	ML hall hire	£174.96

18/05/2023	Casual Hire	Hire ML 2 Jun	£74.52
18/05/2023	Casual Hire	Duplicate receipt 17 May	£505.44
18/05/2023	Casual Hire	Hire ML 9 Sep	£39.00
18/05/2023	Casual Hire	OH room hire	£9.00
18/05/2023	Takings - Cafe	cafe cash 18 May	£160.20
18/05/2023	Takings - Cafe	cafe card receipts 18 May	£103.95
19/05/2023	Regular Hire HCC	WW room hire	£153.88
22/05/2023	Stall rent	Summer fayre stall	£25.00
22/05/2023	Sports Booking	net ball court hire 22 May	£4.00
22/05/2023	Sports Booking	net ball court hire 22 May	£4.00
22/05/2023	Sports Booking	netball court hire 10 Jul	£4.00
23/05/2023	Takings - Cafe	cash receipts 23 May	£168.50
23/05/2023	Takings - Cafe	card receipts 23 May	£99.80
25/05/2023	Casual Hire	Hire OH room 25 May	£18.00
25/05/2023	Regular Hire HCC	Hire ML hall	£261.00
25/05/2023	Takings - Cafe	card receipts 25 May	£99.10
26/05/2023	Casual Hire	Hire ML 17 Jun	£227.00
26/05/2023	Casual Hire	Hire ML 26 May	£150.00
26/05/2023	Casual Hire	Hire Kitch 24 Jun	£130.98
26/05/2023	Casual Hire	Hire ML 25 Nov	£130.98
26/05/2023	Casual Hire	Hire OH room	£2,021.76
26/05/2023	Takings - Cafe	cash receipts 25 May	£139.00
26/05/2023	Zurich Insurance	recovery t/tennis table	£691.65
30/05/2023	Regular Hire HCC	SW hall hire	£58.32
30/05/2023	Regular Hire HCC	SW hall hire	£194.40
30/05/2023	Sports Booking	Football pitch hire	£42.00
30/05/2023	Regular Hire HCC	SW hall hire	£233.28
30/05/2023	Regular Hire HCC	ML/SW hall hire	£400.32
30/05/2023	Stall rent	Summer fayre stall	£25.00
30/05/2023	Takings - Cafe	cash receipts 30 May	£95.10
30/05/2023	Takings - Cafe	card receipts 30 May	£112.80
31/05/2023	Sports Booking	Training area hire	£64.80
31/05/2023	Regular Hire HCC	SW hall hire	£508.80
31/05/2023	Regular Hire HCC	ML hall hire	£336.00
31/05/2023	Sports booking	Bowling Green fees	£900.00
31/05/2023	Regular Hire HCC	SW hall hire	£64.32
31/05/2023	Sports Booking	netball court hire	£80.00

£13,447.93

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1400 Community Centre Income	0	0	45,225	45,225			0.0%	
1410 Community Centre Inc ML Room	2,045	3,752	0	(3,752)			0.0%	
1415 Community Centre Inc SW Room	1,342	2,832	0	(2,832)			0.0%	
1420 Community Centre Inc OH Room	2,205	2,378	0	(2,378)			0.0%	
1425 Community Centre Inc Spr Room	196	284	0	(284)			0.0%	
1445 Community centre kitchenette	113	176	0	(176)			0.0%	
1455 Community centre stage hire	10	10	0	(10)			0.0%	
1460 Hire of flasks	35	93	0	(93)			0.0%	
1470 Hire of urn	0	4	0	(4)			0.0%	
1475 Storage charge	55	100	0	(100)			0.0%	
Community Centre :- Income	6,001	9,627	45,225	35,598			21.3%	0
4150 Utilities	2,244	3,220	25,315	22,095		22,095	12.7%	
4250 PHS services	930	930	2,424	1,494		1,494	38.4%	
4295 Equipment - New/Replacement	133	408	1,897	1,489		1,489	21.5%	
4300 Equipment-Repair/Maintenance	0	0	657	657		657	0.0%	
4435 Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450 Inspections	406	406	661	256		256	61.3%	
4480 Memberships & Subscriptions	0	0	1,980	1,980		1,980	0.0%	
4560 Property Maintain/Replacement	185	185	1,589	1,404		1,404	11.6%	
4625 Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630 Consumables	0	16	166	150		150	9.8%	
4635 cleaning agents/materials	196	226	900	674		674	25.1%	
4695 community centre redevelopment	599	599	0	(599)		(599)	0.0%	
Community Centre :- Indirect Expenditure	4,694	6,071	40,589	34,518	0	34,518	15.0%	60
Net Income over Expenditure	1,307	3,556	4,636	1,080				
6000 plus Transfer from EMR	0	60						
Movement to/(from) Gen Reserve	1,307	3,616						
110 Administration								
1076 Precept	0	280,614	0	(280,614)			0.0%	9,350
1085 Grants received	(1,900)	2,500	0	(2,500)			0.0%	
1099 Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370 Insurance recoveries	692	692	0	(692)			0.0%	
Administration :- Income	(1,208)	426,182	0	(426,182)				151,727
4065 councillor training	0	0	(1,081)	(1,081)		(1,081)	0.0%	
4070 Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465 External Audit	0	0	1,750	1,750		1,750	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Internal Audit	0	0	2,981	2,981		2,981	0.0%	
4480 Memberships & Subscriptions	14	1,745	2,000	255		255	87.2%	
4550 Insurance	10,418	10,418	10,771	353		353	96.7%	
Administration :- Indirect Expenditure	10,432	12,163	22,371	10,208	0	10,208	54.4%	0
Net Income over Expenditure	(11,640)	414,019	(22,371)	(436,390)				
6001 less Transfer to EMR	9,350	151,727						
Movement to/(from) Gen Reserve	(20,990)	262,292						
<u>120 Staff</u>								
4000 Admin Staff	6,798	13,597	124,884	111,287		111,287	10.9%	
4010 Groundstaff	5,337	10,589	79,682	69,093		69,093	13.3%	
4020 Care Takers	4,051	8,073	63,861	55,788		55,788	12.6%	
4025 Cafe Staff	680	2,121	29,868	27,747		27,747	7.1%	
4040 PAYE	3,494	6,789	0	(6,789)		(6,789)	0.0%	
4045 Pension Scheme	4,374	8,682	43,993	35,311		35,311	19.7%	
4055 Staff training	126	126	4,000	3,874		3,874	3.1%	
4080 Employer NI	1,694	3,351	25,139	21,788		21,788	13.3%	
4090 Protective clothing/workwear	52	83	3,405	3,322		3,322	2.4%	
4480 Memberships & Subscriptions	0	0	353	353		353	0.0%	
Staff :- Indirect Expenditure	26,606	53,411	375,185	321,774	0	321,774	14.2%	0
Net Expenditure	(26,606)	(53,411)	(375,185)	(321,774)				
<u>130 Council Office</u>								
1360 Electricity FIT	0	0	666	666			0.0%	
Council Office :- Income	0	0	666	666			0.0%	0
4112 Advertising	0	0	343	343		343	0.0%	
4150 Utilities	1,421	2,061	14,843	12,782		12,782	13.9%	
4250 PHS services	19	19	56	37		37	33.6%	
4295 Equipment - New/Replacement	0	50	3,671	3,621		3,621	1.4%	
4400 Chairman's Budget	0	42	1,694	1,652		1,652	2.5%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	5	100	95		95	5.4%	
4415 Refreshments	22	37	287	250		250	12.8%	
4420 Telephone and Broadband	258	482	3,398	2,916		2,916	14.2%	
4425 IT Support and Maintenance	394	810	5,006	4,196		4,196	16.2%	
4430 Photocopier	22	368	2,648	2,280		2,280	13.9%	
4435 Contingencies	0	0	100	100		100	0.0%	
4440 Stationery	5	285	393	108		108	72.5%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4445 Postage	3	5	60	55		55	8.7%	
4450 Inspections	160	160	661	502		502	24.1%	
4485 Other Licences/Fees	1,270	2,324	3,116	792		792	74.6%	
4500 PWLB	8,945	21,547	43,094	21,547		21,547	50.0%	
4560 Property Maintain/Replacement	0	859	3,874	3,015		3,015	22.2%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	750	800	50		50	93.8%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	12,518	29,805	89,260	59,455	0	59,455	33.4%	0
Net Income over Expenditure	(12,518)	(29,805)	(88,594)	(58,789)				
<u>150 Investment</u>								
1080 Bank Interest Received	0	0	80	80			0.0%	
1090 Monthly Loyalty Rewards	7	15	10	(5)			145.1%	
Investment :- Income	7	15	90	75			16.1%	0
4060 Bank Charges	68	140	318	178		178	44.0%	
Investment :- Indirect Expenditure	68	140	318	178	0	178	44.0%	0
Net Income over Expenditure	(61)	(125)	(228)	(103)				
<u>160 Planning</u>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	1,996	1,996	2,995	999		999	66.7%	
4140 Defibrillator	0	0	340	340		340	0.0%	
4295 Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630 Consumables	13	13	0	(13)		(13)	0.0%	
Health and Safety :- Indirect Expenditure	2,010	2,129	3,498	1,369	0	1,369	60.9%	0
Net Expenditure	(2,010)	(2,129)	(3,498)	(1,369)				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	350	545	5,634	5,089		5,089	9.7%	

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Website and Emails	728	728	1,071	343	1,034	(691)	164.5%	
4155 IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	4,678	1,450	(3,228)		(3,228)	322.6%	
4685 Noticeboards	0	0	1,484	1,484		1,484	0.0%	
Media and Communications :- Indirect Expenditure	1,078	5,951	11,639	5,688	1,034	4,654	60.0%	0
Net Expenditure	(1,078)	(5,951)	(11,639)	(5,688)				
<u>190 Stores</u>								
4150 Utilities	155	306	1,546	1,240		1,240	19.8%	
Stores :- Indirect Expenditure	155	306	1,546	1,240	0	1,240	19.8%	0
Net Expenditure	(155)	(306)	(1,546)	(1,240)				
<u>195 Tractor Shed</u>								
4150 Utilities	330	661	3,301	2,640		2,640	20.0%	
4450 Inspections	135	250	585	335		335	42.7%	
4460 CCTV	0	0	198	198		198	0.0%	
Tractor Shed :- Indirect Expenditure	465	911	4,084	3,173	0	3,173	22.3%	0
Net Expenditure	(465)	(911)	(4,084)	(3,173)				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	0	550	550		550	0.0%	
4120 Over 65 Entertainment	150	150	325	175		175	46.2%	
4630 Consumables	0	0	125	125		125	0.0%	
Residents' Parties :- Indirect Expenditure	150	150	1,000	850	0	850	15.0%	0
Net Expenditure	(150)	(150)	(1,000)	(850)				
<u>205 Events</u>								
1480 Events income	65	90	550	460			16.4%	
Events :- Income	65	90	550	460			16.4%	0
4122 Events	0	314	3,000	2,686		2,686	10.5%	
Events :- Indirect Expenditure	0	314	3,000	2,686	0	2,686	10.5%	0
Net Income over Expenditure	65	(224)	(2,450)	(2,226)				
<u>210 Grounds</u>								
1200 Football Hire Charges	140	390	1,270	880			30.7%	

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Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1210 Football Training Area Hire	87	177	1,134	957			15.6%	
1215 Grass cutting agreement	0	0	15,000	15,000			0.0%	
1270 Floodlights Income	0	10	0	(10)			0.0%	
Grounds :- Income	227	577	17,404	16,827			3.3%	0
4195 Keys/Locks	0	0	465	465		465	0.0%	
4200 Locking parks	336	672	1,576	904		904	42.6%	
4210 Emptying Bins/Fresheners	0	0	3,493	3,493		3,493	0.0%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	380	380	0	(380)		(380)	0.0%	380
4225 Floodlights Maintenance/Repair	0	0	2,556	2,556		2,556	0.0%	
4245 Highway grass verge cutting	1,782	2,673	9,641	6,968		6,968	27.7%	
4255 Skip hire	260	260	2,600	2,340		2,340	10.0%	
4260 Shrub/Tree/Hedge	64	64	500	436		436	12.8%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,845	1,845		1,845	0.0%	
4275 Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295 Equipment - New/Replacement	0	12	396	384		384	3.1%	
4320 Small tools	21	21	1,000	979		979	2.1%	
4325 fence repairs	0	0	5,000	5,000		5,000	0.0%	
4435 Contingencies	1,493	1,493	4,150	2,657		2,657	36.0%	
Grounds :- Indirect Expenditure	4,337	5,576	36,128	30,552	0	30,552	15.4%	380
Net Income over Expenditure	(4,110)	(4,999)	(18,724)	(13,725)				
6000 plus Transfer from EMR	380	380						
Movement to/(from) Gen Reserve	(3,730)	(4,619)						
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	155	815	660		660	19.1%	
4265 Fuel	350	371	3,030	2,659		2,659	12.2%	
4290 Servicing	0	0	8,457	8,457		8,457	0.0%	
4295 Equipment - New/Replacement	0	24,945	11,513	(13,432)		(13,432)	216.7%	13,432
4310 Hire of Machinery	495	990	6,940	5,950		5,950	14.3%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	845	26,461	31,755	5,294	0	5,294	83.3%	13,432
Net Expenditure	(845)	(26,461)	(31,755)	(5,294)				
6000 plus Transfer from EMR	0	13,432						
Movement to/(from) Gen Reserve	(845)	(13,029)						

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455 work & inspections	0	0	7,683	7,683	220	7,463	2.9%	
Trees :- Indirect Expenditure	0	0	9,272	9,272	1,165	8,107	12.6%	0
Net Expenditure	0	0	(9,272)	(9,272)				
<u>240 Allotments</u>								
1100 Allotment Income	0	0	4,389	4,389			0.0%	
Allotments :- Income	0	0	4,389	4,389			0.0%	0
4145 Landowner Rent	768	1,038	1,444	406		406	71.9%	
4150 Utilities	91	91	1,329	1,238		1,238	6.8%	
4170 Pest Control	0	0	470	470		470	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4390 Materials	0	0	430	430		430	0.0%	
4560 Property Maintain/Replacement	0	817	1,000	183		183	81.7%	
Allotments :- Indirect Expenditure	858	1,946	4,773	2,827	0	2,827	40.8%	0
Net Income over Expenditure	(858)	(1,946)	(384)	1,562				
<u>250 Play Areas</u>								
4300 Equipment-Repair/Maintenance	0	0	1,846	1,846		1,846	0.0%	
4450 Inspections	0	0	279	279		279	0.0%	
Play Areas :- Indirect Expenditure	0	0	2,125	2,125	0	2,125	0.0%	0
Net Expenditure	0	0	(2,125)	(2,125)				
<u>255 Hard Courts and Car Park</u>								
1225 Outside courts	10	62	2,200	2,138			2.8%	
1230 No longer in use	67	120	0	(120)			0.0%	
Hard Courts and Car Park :- Income	77	183	2,200	2,017			8.3%	0
4340 Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345 Surface Clean Chemicals	0	0	100	100		100	0.0%	
4560 Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4580 Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	4,100	4,100	0	4,100	0.0%	0
Net Income over Expenditure	77	183	(1,900)	(2,083)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260</u> <u>Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	1,800	0			100.0%	
Bowling Green :- Income	<u>0</u>	<u>1,800</u>	<u>1,800</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4160 Repairs/Maintenance	0	0	222	222		222	0.0%	
4390 Materials	0	0	1,908	1,908		1,908	0.0%	
Bowling Green :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,130</u>	<u>2,130</u>	<u>0</u>	<u>2,130</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,800</u>	<u>(330)</u>	<u>(2,130)</u>				
<u>265</u> <u>Memorials</u>								
4360 Rose Renewal	0	0	100	100		100	0.0%	
4575 War Memorial	0	0	300	300		300	0.0%	
Memorials :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>400</u>	<u>400</u>	<u>0</u>	<u>400</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(400)</u>	<u>(400)</u>				
<u>270</u> <u>Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	0	2,510	2,510			0.0%	
Traffic Highways/Environment :- Income	<u>0</u>	<u>0</u>	<u>2,510</u>	<u>2,510</u>			<u>0.0%</u>	<u>0</u>
4650 SAM2 Weekly Move	0	0	953	953		953	0.0%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	0	0	5,020	5,020		5,020	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>6,473</u>	<u>6,473</u>	<u>0</u>	<u>6,473</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(3,963)</u>	<u>(3,963)</u>				
<u>300</u> <u>Cafe</u>								
1500 Café Income	1,638	3,347	25,000	21,653			13.4%	
Cafe :- Income	<u>1,638</u>	<u>3,347</u>	<u>25,000</u>	<u>21,653</u>			<u>13.4%</u>	<u>0</u>
4070 Profess Fees/Agency Personnel	0	200	0	(200)		(200)	0.0%	
4630 Consumables	181	357	0	(357)		(357)	0.0%	
4635 cleaning agents/materials	0	31	0	(31)		(31)	0.0%	
4710 Café Purchases	1,066	1,911	11,115	9,204		9,204	17.2%	
Cafe :- Indirect Expenditure	<u>1,246</u>	<u>2,499</u>	<u>11,115</u>	<u>8,616</u>	<u>0</u>	<u>8,616</u>	<u>22.5%</u>	<u>0</u>
Net Income over Expenditure	<u>391</u>	<u>848</u>	<u>13,885</u>	<u>13,037</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,807	441,820	99,834	(341,986)			442.6%	
Expenditure	65,463	147,833	661,061	513,228	2,199	511,029	22.7%	
Net Income over Expenditure	(58,656)	293,987	(561,227)	(855,214)				
plus Transfer from EMR	380	13,872						
less Transfer to EMR	9,350	151,727						
Movement to/(from) Gen Reserve	(67,626)	156,132						

Hellesdon Parish Council Internal Audit Report

Year ended 31st March 2023

Final report to the Council – issued 07/06/2023



Contents

Section:

Key

- 1. Introduction and scope
- 2. Overall Assurance Opinion & Summary of Recommendations
- 3. Detailed findings
- Appendix 1 Statement of responsibility

Key

Key to Overall Assurance Opinion in section 2

In section 2 of this report we give our overall opinion as to the level of assurance provided by the system reviewed in this report.

The five potential levels of assurance are.

Substantial	A sound system of control is in place which should provide management and Trustees with assurance that risks are being appropriately managed
Significant	A generally sound system of control is in place but with some weaknesses identified in specific areas which could, if not rectified, put the achievement of objectives in those specific areas at risk
Adequate	A generally sound system of control is in place but with several weaknesses identified which could, if not rectified, put the achievement of overall objectives at risk
Limited	Significant weaknesses have been identified which would, if not rectified promptly, place the achievement of objectives at serious risk
None	A system of control and risk management is not present in the area reviewed.

Key to Recommendations in sections 2 and 3 of this report

In section 2 we also summarise all recommendations made in section 3 of this report (being the detailed findings section).

Our recommendations / points to consider are colour-coded as follows -.

Priority 1	We have identified a significant weakness or error and make a recommendation which requires your immediate attention
Priority 2	We have identified a weaknesses or error and make a recommendation which requires your prompt attention
Priority 3	We found no errors or control weaknesses but make a good practice suggestion, a point to consider, or suggest continuation of a new process
(None)	We found no errors or control weaknesses, therefore no recommendations made in this area (seen in section 3 only)

1 / Introduction and Scope

- 1.1. The Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control'.
- 1.2. The purpose of internal audit is to review and assess whether the Council's systems of financial and other controls are well designed and are operating effectively. It is essential that the internal audit function is sufficiently independent of the other financial controls and procedures of the Council which are the subject of review. The Council complied with the requirements in terms of independence from the Council's decision-making process by appointing Larking Gowen, Chartered Accountants to provide an internal audit function to the Council.
- 1.3. The internal audit function is not the detailed inspection of all records and transactions of a council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control.
- 1.4. This report sets out observations on the areas examined during our interim audit in December 2022 and our financial year-end audit in May 2023. The report sets out the testing we conducted in each specified area, our findings from those tests and any recommendations which have arisen from our testing.
- 1.5. This report is provided on the basis that it is for your information only and that it will not be referred to, in whole or in part, without our prior written consent, and that we accept no responsibility to any third party in relation to it.

Acknowledgements

- 1.6. We would like to take this opportunity to thank the staff of the Council, in particular Faye LeBon and Gavin Ellis, for their assistance during our audits.

Abbreviations used in this report

HPC Hellesdon Parish Council

2 / Overall Assurance Opinion and Summary of Recommendations

2.1 Overall Assurance Opinion on the systems reviewed in this report:

Substantial	A sound system of control is in place which should provide Councillors with assurance that risks are being appropriately managed.
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See the key at the front of this report for an explanation of the range of potential assurance opinions.

2.2 2022/23 Annual Governance and Accountability Return, Form 3: The Annual Internal Audit Report

On the basis of the work we have undertaken during the course of the year, we signed off the 2022/23 Annual Governance and Accountability Return, Form 3 (the Annual Internal Audit Report), with a 'clean' response, assigning no negative assurances for any area.

2.3 Summary of recommendations in this report, for the year ended 31 March 2023:

We would usually include here a table bringing together all our recommendations from section 3.1 onwards of our report (the detailed findings sections). However, this year, we have not felt it necessary to raise any recommendations, hence there is no table of recommendations here.

2.4 Outstanding recommendations from our prior year report, for the year ended 31 March 2022:

There are no outstanding recommendations from last year's report. The two recommendations we raised last year have both been cleared, those being:

Recommendation & priority level - in our 7 June 2022 report	Current status now
The renewals schedule for policies should be held in the Policies section of the HPC website and regularly updated, so Councillors may easily monitor it at any time.	Cleared. We saw that the policies renewals schedule is currently held in the Policies section of the Council's website.
The new Whistleblowing Policy should be added to the Policies section of the HPC website	Cleared. We saw that the Whistleblowing policy is currently held in the Policies section of the Council's website.

2.5 Follow up on recommendations in our post-December 2022 interim visit letter, dated 4 January 2023

We raised no recommendations in our interim visit letter.

3 / Detailed findings sections

Section 3 contents:

- 3.1 Assessment and management of risk
- 3.2 Maintenance of accounting records
- 3.3 Budgetary control and reserves
- 3.4 Incoming resources
- 3.5 Outgoing payments
- 3.6 Bank and petty cash
- 3.7 Wages

3.1 / Assessment and management of risk

Objective: To ensure adequate arrangements are in place to identify and manage risks

Testing conducted	Findings	Recommendations
We reviewed arrangements for updating and reviewing the Risk Register, to ensure that risks are being appropriately identified and managed	<p>Hellesdon Parish Council (HPC) uses an online risk register developed by WorkNest, who specialise in employment law, HR, and Health & Safety. We confirmed via a Google search that other English parish and town councils also use the WorkNest risk register.</p> <p>We confirmed that the Parish Clerk updated the Council's Risk Register in February 2023, and thus it was updated during the financial year ended 31 March 2023.</p> <p>The 5 May 2023 meeting of the Policy, Property and Resource Committee reviewed and accepted the updated risk assessment, this being the Committee's first meeting after the risk register was updated.</p> <p>This segregation of preparation (by the Clerk) and review (by Councillors) is consistent with good practice.</p>	No recommendations
We reviewed insurance coverage	<p>We confirmed that HPC had insurance coverage in place with Zurich Municipal throughout the financial year to 31 March 2023 and that this coverage was promptly renewed with Zurich for the new financial year commencing 1 April 2023. The new coverage remains appropriate for the Council's assets.</p> <p>This new policy was a three-year contract, with no break clauses or annual renewals and therefore runs to 31 March 2026.</p> <p>We confirmed with the Council's Finance Officer that other insurance providers were considered, however the reduction in price offered by Zurich on the three-year contract, along with their familiarity with the ongoing issues around the unsatisfactory renovation work at the Community Centre, made renewing with Zurich a logical choice.</p> <p>The Community Centre was professionally valued in October 2022 (by Allman Woodcock, RICS approved surveyors) for insurance purposes, and Zurich Municipal were informed of the value ascribed.</p>	No recommendations
We reviewed internal financial regulations and policy documentation to ensure they are up to date	<p>The Council's policies are available on HPC's website. We reviewed them on 11 May 2023 and found the policies were comprehensive and covered all key areas we would expect, including Terms of Reference for Committees, Standing orders, and the Code of Conduct.</p> <p>An improvement made since last year is that a clearly set-out schedule of policies is now also published on the website. This is collated by the Clerk and sets out when policies were last approved, and whether by Full Council or Committee. This showed all policies have been re-approved in 2022 (or for the Equal Opportunities and Safeguarding Policies, in 2021), and are all therefore appropriately up to date.</p>	<p>No recommendations.</p> <p>The publication of the schedule of policies on the HPC website clears the recommendation we made in this regard in our report last year.</p>

3.1 / Assessment and management of risk

Testing conducted	Findings	Recommendations
We discussed GDPR compliance	<p>All staff have been trained in GDPR and signed relevant consent forms. No GDPR breaches have been reported in the year.</p> <p>The council have a GDPR policy which was most recently approved by councillors in August 2022, and an Information Security Policy which was most recently approved in September 2022. Both are therefore sufficiently up to date.</p>	No recommendations
Whistleblowing policy	<p>Although having a whistleblowing policy in place is not a statutory requirement for parish councils, it is nevertheless considered good practice to have one.</p> <p>A whistleblowing policy was approved by the Property, Policy and Resources Committee and adopted by the council in March 2022 and is therefore sufficiently up to date.</p> <p>We confirmed in May 2023 that HPC's Whistleblowing Policy is published on the HPC website.</p>	<p>No recommendations.</p> <p>The publication of the Whistleblowing Policy on the HPC website clears the recommendation we made in this regard in our report last year.</p>
Adequate staffing levels	<p>We have no concerns over the adequacy of staffing levels during the period reviewed, with Clerk Faye LeBon and Finance Officer Gavin Ellis both in place throughout the period, and with additional continuity being provided by the other members of the office staff.</p>	No recommendations

3.2 / Maintenance of accounting records

Objective: To ensure that books of account have been properly kept throughout the financial year.

Testing conducted	Findings	Recommendations
We discussed the use of the RBS financial system	<p>RBS (Rialtas Business Solutions) is designed for local authorities and was brought into use at HPC from 1 February 2017. RBS has been used now at HPC for more than six full financial years.</p> <p>The Finance Officer reports that RBS continues to work effectively both in terms of entering data into RBS, and the system's ability to then produce appropriate, prompt and user-friendly output reports.</p>	No recommendations
We tested whether RBS was up to date for receipts and payments at our May 2023 audit	We confirmed that all data for the year ended 31 March 2023 was entered on RBS and reconciled at the time of our May 2023 onsite audit.	No recommendations
We discussed RBS backup procedures	<p>We confirmed by discussion with officers that a backup of the data on RBS is taken each week. This is manually triggered by the Finance Officer clicking onscreen.</p> <p>A copy goes to RBS's head office and a copy also goes to a virtual cloud. Additionally, a copy is taken weekly on a memory stick and held in the fireproof safe at the Community Centre. Therefore, three remote backups are held offsite - an effective backup method.</p>	No recommendations
We tested whether the Council verifies the accounting records each month	<p>We confirmed that each month the Finance Officer prints from RBS a list of the preceding month's cash payments, other payments (cheques, direct debits, transfers) and receipts for the full Council to formally review and approve at its monthly meeting. The Council also reviews and approves at the same time the bank reconciliation, reserves summary and income and expenditure statement for the preceding month.</p> <p>We confirmed by review of the minutes that the full Council reviewed and approved all of the above for every month of the 2022/23 financial year and each approval was duly recorded in the minutes for that meeting.</p>	No recommendations
We confirmed that the Council had uploaded the required disclosures to its public website, in relation to the prior financial year	<p>We confirmed by reviewing the HPC public website that the required disclosures had all been made, specifically:</p> <ul style="list-style-type: none"> • Details of all expenditure over £500 was published month by month in the year ended 31 March 2023 • Sections 1, 2 and 3 of the prior year's Annual Governance and Accountability Return (AGAR) had been published (this being mandatory) and the prior year Annual Internal Audit Report had also been published (this is not mandatory but the front sheet of the AGAR strongly recommends it as good practice) • The notice of the public's right to inspect the unaudited financial statements, as well as the notice of conclusion of their external audit, had both been published. 	No recommendations

3.3 / Budgetary control and reserves

Objective: To ensure that the annual precept request is the result of a proper budgetary process and that the budget process has been regularly monitored.

Testing conducted	Findings	Recommendations									
We discussed the precept process for the financial year ending 31 March 2023, and the new financial year ending 31 March 2024	<p>We confirmed that processes followed the usual expected timeline.</p> <table border="1"> <thead> <tr> <th><u>Financial year</u></th> <th><u>Full Council approval date</u></th> <th><u>Form submitted to Broadland DC on time?</u></th> </tr> </thead> <tbody> <tr> <td>2022/23</td> <td>11 January 2022</td> <td>Yes & BDC acknowledged as such</td> </tr> <tr> <td>2023/24</td> <td>10 January 2023</td> <td>Yes & BDC acknowledged as such</td> </tr> </tbody> </table>	<u>Financial year</u>	<u>Full Council approval date</u>	<u>Form submitted to Broadland DC on time?</u>	2022/23	11 January 2022	Yes & BDC acknowledged as such	2023/24	10 January 2023	Yes & BDC acknowledged as such	No recommendations
<u>Financial year</u>	<u>Full Council approval date</u>	<u>Form submitted to Broadland DC on time?</u>									
2022/23	11 January 2022	Yes & BDC acknowledged as such									
2023/24	10 January 2023	Yes & BDC acknowledged as such									
We verified whether actual expenditure against budget is reported regularly to the Council.	<p>The Finance Officer prepares a monthly analysis of actuals vs budget and passes it to the full Council to review. These show income & expenditure for the whole of HPC for the month and the cumulative year-to-date. The reports are produced by the touch of a button straight from the RBS finance system.</p> <p>Our review of the minutes of Council meetings noted that the full Council regularly and promptly reviewed the monthly reports and actively monitored actuals v budget. These reviews are clearly recorded in the Council meeting minutes, which contained a specific reference to every month's income and expenditure report having been reviewed.</p>	No recommendations									
Were there significant variances of actuals against budget for the 31 March 2023 financial year just ended?	<p>Only one area of 2022/23 income or expenditure had a significant variance of actuals against the budget – A larger amount than usual was drawn from general reserves over the course of the year.</p> <p>There was a satisfactory explanation for this from the Council's Finance Officer. This was in relation to funding the redevelopment of the community centre, on which HPC knew they would have to pay the remaining balance that was not funded by either the Public Works Loan Board loan or Community Infrastructure Levy income.</p> <p>Thus there were no unexplained significant variances against the budget.</p>	No recommendations									
We discussed whether the financial ledger allows for effective budget monitoring	<p>The Finance Officer remains content that RBS is producing clear, easy to produce monitoring reports. From our own review of the reports monitoring income and expenditure against the budget, we concur with the Finance Officer that RBS produces clear reports, and from our discussions, the reports are easily obtainable – essentially at the touch of a button.</p> <p>The cost centre structure of the financial ledger (and therefore the monitoring reports) is clear and logical, with separate cost centres for the Community Centre, administration, staff, and the HPC office, through to smaller areas such as allotments, play areas and the bowling green. From our review of the cost centre structure, it is clear that HPC's officers have been able to tailor the cost centre structure on RBS to make it appropriate to the council's recording and reporting needs. As an example, a new cost centre code was added in the 2022/23 financial year specifically for the café at the Community Centre, to allow for easier monitoring of the café.</p>	No recommendations									

3.3 / Budgetary control and reserves

Testing conducted	Findings	Recommendations									
<p>We discussed arrangements surrounding reserves</p>	<p>Effective monitoring arrangements for reserves are in place.</p> <p>Each of the full Council's monthly meetings receives an Earmarked Reserves summary from the Finance Officer to review and approve, alongside their monthly approval of receipts, payments, bank reconciliations and income/expenditure to date against the budget.</p> <p>At 31 March 2023 reserves were in a healthy position being:</p> <table data-bbox="651 475 1317 595"> <tr> <td>General reserves</td> <td>£447k</td> <td>(31 March 2022: £698k)</td> </tr> <tr> <td>Earmarked reserves</td> <td>£249k</td> <td>(31 March 2022: £286k)</td> </tr> <tr> <td>TOTAL RESERVES</td> <td>£696k</td> <td>(31 March 2022: £984k)</td> </tr> </table> <p>The Finance Officer also provides the Council with a quarterly report showing general reserves as a % of the precept, with the recommendation that it be in the 50%-150% range. With the percentage at 31 March 2023 being 81% (31 March 2022: 136%) the closing position at financial year end was within the approved range.</p> <p>Although reserves are down on the prior year this has arisen from HPC having to bear, as a one-off, the remaining costs of the Community Centre roof and other refurbishment work, as the costs exceeded what was covered by the PWLB loan and Community Infrastructure Levy funding. Even after this, general and total reserves continue to have adequate headroom as at 31 March 2023 as we have noted above.</p>	General reserves	£447k	(31 March 2022: £698k)	Earmarked reserves	£249k	(31 March 2022: £286k)	TOTAL RESERVES	£696k	(31 March 2022: £984k)	<p>No recommendations</p>
General reserves	£447k	(31 March 2022: £698k)									
Earmarked reserves	£249k	(31 March 2022: £286k)									
TOTAL RESERVES	£696k	(31 March 2022: £984k)									

3.4 / Incoming resources

Objective: To ensure the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.

Testing conducted	Findings	Recommendations
We reviewed precept income receipts	<p>We confirmed that all £552,939 of expected precept income in relation to the 2022/23 financial year was received from Broadland District Council (BDC). As usual, this income was received in two separate and equal payments, the first in April 2022 and the second in September 2022. The total precept income received matched the amount on the annual precept forms submitted to BDC in January 2022.</p> <p>HPC has also received (in April 2023) the first half of its precept income for the 2023/24 year. The amount was 50% of the amount requested in the 2023/24 precept/budget submission to BDC made in January 2023 and was therefore consistent with expectations.</p>	No recommendations
We tested a sample of 15 items of non-precept income selected from across the 2022/23 financial year.	<p>For all 15 tested samples, the amount recorded on the bank reconciliation and the ledger matched the amount on the sales invoice or income receipt, VAT had been correctly recorded on the system, and all had been promptly banked.</p> <p>No issues or concerns arose from this testing.</p>	No recommendations
We discussed whether security controls over cash are adequate and effective	<p>Security controls over cash have been sufficiently strong during the 2022/23 year.</p> <p>The period affected by Covid-19 saw a significant decrease in the receipt of cash and cheque payments, and they have remained few in number since, even after the re-opening of the Community Centre on 1 October 2022. This is beneficial for internal control, as cash and cheques are more susceptible to fraud or theft than online / electronic receipts.</p> <p>Most receipts are now received online directly into the current business bank account and HPC also has a 'square card' facility enabling payments to be made by the public by debit and credit card – this has proved particularly useful for allotment receipts.</p> <p>Any cash /cheques are received at the main HPC office by the Finance Officer, or by Maureen or Louise (all of whom are based in same room) and is counted up by the Finance Officer whilst others are in the room. Groundscare / caretaking staff do not take receipt of any cash or cheques – we see this as good practice as the control environment will be stronger the fewer people are able to take receipt of cash / cheques.</p> <p>Any cash and cheques are taken promptly to the Council's safe and stay there until just before the Finance Officer takes them to the bank. The Finance Officer pays them into the bank at least weekly (if there is any to pay in). This prompt paying into the bank is also consistent with good practice.</p>	No recommendations
We confirmed that Community Infrastructure Levy (CIL) income is monitored.	<p>We confirmed this via review of the monitoring spreadsheets maintained by the Finance Officer during the 2022/23 financial year. The receipt of CIL income was monitored, as was expenditure funded by CIL income (in 2022/23 this was expenditure on the Community Centre).</p>	No recommendations

3.5 / Outgoing payments

Objective: To ensure that the purchase and payments system and controls have been working effectively.

Testing conducted	Findings	Recommendations
<p>We tested a sample of 20 payments selected at random from the system across the year, and cross checked the resulting payments to an invoice and traced to bank.</p>	<p>We selected 20 payments at random from the ledger. These payments were then agreed to the corresponding invoice. All 20 samples had been recorded correctly on the ledger.</p> <p>The purchases were then traced to the VAT returns to see if the VAT had been included and posted correctly. From our testing, the VAT for our samples was recorded correctly, and VAT correctly reclaimed where this was allowed.</p> <p>The payment of each invoice was then located and tested to confirm it had cleared through the bank account. All tested purchases were seen coming out of the bank and in a reasonable time frame when compared to the date of invoice.</p> <p>Appropriate segregation of duty controls were in place over the actual outgoing payments, via the control whereby the Finance Officer writes out cheques or sets up electronic payments, and posts the payment to the finance system, but the cheques are signed (or the electronic payments dual authorised to trigger them) by two councillors (out of the four who are approved cheque signatories) – not by the Finance Officer. (This being the system up to January 2023).</p> <p>We noted that an amendment to the banking signatories was agreed by the 10 January 2023 full Council meeting, whereby the four approved banking signatories were changed to become Councillor Johnson, Councillor Douglass, the Parish Clerk, and the Council's Finance Officer, but that it remained the case that all bank or cheque payments have to be approved by two of the banking signatories at least one of whom must be a councillor. Had this last proviso not been in place we would have had concerns over segregation of duties, as it would not be good practice for payments to be approved by only the Clerk and the Finance Officer, however, as it remains the case that all payments must be approved by at least one councillor (and can be approved by two), we consider that sufficient segregation of controls remain in place over outgoing payments.</p> <p>We understand the rationale for the change – that being to increase the speed of payment approvals when it is not possible for two councillors to quickly be available. Proper procedures were followed in making this change – the Full Council approved the change, and approved the related amendment made to Financial Regulation 6.4.</p> <p>The further retrospective control, whereby at each full Council meeting the Council approves the previous month's payments, was also effective throughout the year – our minutes review confirmed that all payments from April 2022 through to March 2023 were subsequently approved by the full Council and each approval was recorded in the official minutes.</p>	<p>No recommendations</p>
<p>We reviewed the timeliness of VAT returns submitted to HMRC</p>	<p>Our review of HPC's VAT submissions for all four quarters in the April 2022 to March 2023 period confirmed that all four were submitted in time to meet the HMRC submission deadlines.</p>	<p>No recommendations</p>

3.5 / Outgoing payments

Testing conducted	Findings	Recommendations
<p>We reviewed the controls around the Council's new Barclaycard which came into use from January 2023.</p>	<p>We found that an appropriate control environment is in place around the use of the new Barclaycard, which is mostly used to pay suppliers – the types of payments that in the past would have been made by cheque or even petty cash.</p> <p>The particular processes / controls we noted include:</p> <ul style="list-style-type: none"> • Obtaining and running the Barclaycard was approved by the Full Council's meeting on 10 January 2023, and the approval was clearly recorded in the minutes. • The Finance Officer draws up and prints a list of proposed Barclaycard payments (sourced from data on the IBS financial system), and this print is then reviewed and signed off by Councillors Douglass and Johnson – the two councillors who are banking signatories. • We reviewed the most recent pre-approval list, that being for April 2023 – we saw that every individual proposed payment had been initialled by both Councillor Douglass and Councillor Johnson. Therefore segregation of duties was seen to be in place over the drawing up and approval of payments before they are made. • There is also segregation over the actual making of the payments. The Finance Officer creates the payments file and uploads it to Barclays online banking and Councillor Douglass then approves the payment online on the Barclays system. Only then is the payment made. This dual authorisation process is enforced by the Barclays online system, and payments will not be made unless the payments file is uploaded and then approved by two separate people, both of whom must be a bank signatory, and one of whom must be a Councillor. • The payments are then post-approved by the Full Council as part of their monthly review and approval of the preceding month's payments. • There is a £2,000 limit on any payment to one supplier, and the Barclaycard balance is cleared down to £nil every month. <p>We therefore consider that appropriate controls are in place over the new Barclaycard.</p>	<p>No recommendations</p>
<p>We tested a sample of fixed asset additions from the year back to invoices</p>	<p>The total value of fixed assets at year-end 31 March 2023 was £4,698,581. This figure included additions of £617,757 and a revaluation increase of £1,495,850 on the Community Centre.</p> <p>We sample tested the six largest additions with total value (net of VAT) of £472,161, back to purchase invoices, the IBS fixed assets register, and bank statements. This confirmed the new assets had all been correctly brought onto the assets register at cost (as per the invoice) excluding VAT, as HPC is able to recover the VAT via its VAT claims to HMRC. We identified no concerns from this testing.</p> <p>We agreed the upwards revaluation of the Community Centre to the 18 October 2022 valuation report by Allman Woodcock, who are RICS approved surveyors. This was also correctly reflected on the IBS fixed assets register, and was also advised to the Council's insurers, Zurich Municipal.</p>	<p>No recommendations</p>

3.6 / Bank and petty cash

Objective: To ensure that bank reconciliations are accurate and completed on a regular basis, and petty cash is appropriately used and monitored.

Testing conducted	Findings	Recommendations
Bank - we tested the year end bank reconciliations	<p>Our testing confirmed that all HPC's 31 March 2023 bank balances as per the nominal ledger had been fully reconciled by the Finance Officer back to month-end bank statements. We confirmed that all HPC's bank accounts had been reconciled.</p> <p>There were no unexplained balancing items at the year end. The year-end reconciliation was completed promptly after year end.</p>	No recommendations
Bank - we tested if bank reconciliations were completed promptly during the whole year	<p>Bank reconciliations were completed promptly by the Finance Officer throughout the 2022/23 financial year.</p> <p>Each month's bank reconciliation had been subsequently reviewed and approved by the full Council, and this approval was recorded in the official minutes.</p>	No recommendations
Petty cash - we tested twelve payments made from petty cash between April 2022 and March 2023 (one petty cash payment was tested from each month)	<p>The twelve samples were picked from the petty cash book. We found that all twelve entries were supported by a valid receipt whose value matched the petty cash book entry.</p> <p>The petty cash book is reconciled monthly so we also checked that the amount at month end for our samples agreed to the amount shown in that month's bank reconciliation. In all twelve cases, it did match.</p>	No recommendations

3.7 / Wages

Objective: To ensure salaries are paid in accordance with Council approvals and that the PAYE and NIC requirements have been correctly applied.

Testing conducted	Findings	Recommendations
<p>We discussed with the Finance Officer the ongoing payroll procedures</p>	<p>We discussed payroll matters with the Finance Officer, and the discussions recorded that:</p> <ul style="list-style-type: none"> • The Finance Officer was not aware of any current problems relating to payroll, and there were no matters that would require us to investigate further. • HPC is up to date with payments to HMRC, Norfolk Pension Fund and NEST Pension. • HPC is also up to date and has met all recent deadlines for submission of data - both for RTI payroll information to HMRC, and pension data to the pension funds. • Wages for all staff were paid via electronic bank transfer (and have been since June 2018), with no problems arising from this. 	<p>No recommendations</p>
<p>We sample tested three individual staff members' pay from across the financial year</p>	<p>We tested three random employees' pay and deductions for three different months. In all three cases, the employee was being paid the correct amount as per National Joint Council for Local Government (NJC) scales, and correct PAYE/NIC deductions had been made.</p>	<p>No recommendations</p>

Appendix 1 – Statement of responsibility

It is the Council's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for internal responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weakness and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected, and our examinations as internal auditors should not be relied upon to disclose all fraud or other irregularities which may exist.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or all of the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein.

Our report is prepared solely for the use of the Council and senior management of Hellesdon Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose. Larking Gowen neither owes or accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

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Larking Gowen LLP is registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registrations can be viewed at www.auditregister.org.uk under reference number C006357957.

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Annual Internal Audit Report 2022/23

El Hellesdon Parish Council

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

09/12/2022 11/05/2023 DD/MM/YYYY

Name of person who carried out the internal audit

Giles Kerkham, Larking Gowen LLP TOR

Signature of person who carried out the internal audit

Larking Gowen

Date

22/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

6. Signing and approval of the AGAR Forms 2 and 3

See Appendix 1 for common issues arising in 2021/22.

Annual Governance Statement (AGS) – Section 1

The smaller authority must carry out a review of the effectiveness of the system of internal control and prepare the AGS. At the approval meeting, following the review, the smaller authority must:

- consider the findings of the review by the members meeting as a whole; and
- approve the AGS by resolution **in advance** of approving the Accounting Statements.

Please review the wording of all the assertions in Section 1, the AGS, and refer to the [Practitioners' Guide](#), which states exactly what a 'Yes' response means in line with proper practice, prior to confirming compliance.

Those assertions that state 'during the year' may refer to arrangements in respect of the 2021/22 AGAR. Please therefore ensure that any matters raised on the external auditor report in the prior year are considered and, where appropriate, reflected in the 'Yes' or 'No' responses provided.

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be:

- **provided to the external auditor when submitting the AGAR; AND**
- **published with the AGAR on the authority's website.**

The AGS **must** be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

Accounting Statements – Section 2

The responsible financial officer (RFO) must sign and date the Accounting statements **before** it is presented to the smaller authority for approval. At the approval meeting, the smaller authority must, **in the following order**:

- a. consider the Accounting Statements by the members meeting as a whole;
- b. approve the Accounting Statements by resolution; and
- c. ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

Approval dates

The latest date by which the 2022/23 AGAR must be approved is 30 June 2023 as the latest date for the period for the exercise of public rights to commence is 3 July 2023.

Our submission date has been set as 3 July 2023.

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Hellesdon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2022/23 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	845,595	983,785	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	514,210	552,939	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	595,239	199,371	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	241,949	293,527	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	30,493	43,095	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	698,817	703,364	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	983,785	696,109	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,020,675	643,186	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,573,191	4,698,581	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	707,089	681,685	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Minutes of the meeting of the Planning Committee held on Tuesday 23rd May 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr G. Britton Cllr B. Johnson Cllr I. Duckett
 Cllr R. Sear Cllr D. Maidstone Cllr S. Holland

Also In Attendance
 L. Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
 Apologies were received from Cllr Sear.
2. **Declarations of Interest and Dispensations**
 No declarations made.
3. **To receive approval of minutes of the committee meeting held on 25th April 2023 from those members present at the held meeting.**
 Minutes were previously circulated and **AGREED** by those present.
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
5. **General Matters/Planning Outcomes**
 Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
6. **Planning Applications for Consideration**

Application	Agreed Response
2023/1010 McDonald's Restaurants Ltd Installation of a new "Folded Roof" concept, comprising of aluminium cladding and associated works.	No objection.
2023/1011 McDonald's Restaurants Ltd Installation of 7 no internally illuminated fascia signs.	No objection.
2023/1076 61 Middletons Lane, NR6 5NS Single-storey rear extension to provide annexe.	No objection.

Approved.....

Date.....
 HPC Planning Committee Mins 23rd May 2023

2023/0942 Land At Cromer Road, NR6 6ND Installation of a 18m monopole, supporting 6 no antennas, 2 no equipment cabinets, 1 no meter cabinet and ancillary development	Objection on the grounds of Highways safety, obstructing visibility.
2023/0919 43 Westwood Drive, NR6 5DE Single-storey rear extension to provide annexe.	Object, backland development which is overdevelopment. Creation of a separate dwelling unit with insufficient off street parking.
2023/1031 Wensum Mount Business Centre Low Road, NR6 5AQ Change of use of buildings (unit 1 and 2) and land from agricultural to storage and occasional light maintenance of vehicles. Minor alterations to buildings to include new fire exit doors and security shutters.	No objection.
2023/1097 Hellesdon High School, Middletons Lane, NR6 5SB Proposed new flood lighting to existing sports court	No objection.
2023/0901 73 Low Road, NR6 5AF Solar array of 14 panels to be sited in the garden, facing south.	No objection subject to there being no adverse effect on neighbouring properties.
2023/1132 25 Harlington Avenue, NR6 5LJ Single storey rear infill extension and internal alterations including conversion of attached garage.	No objection.
2023/0855 10 Boundary Avenue, NR6 5HY Annexe to rear.	Object, Backland development with the creation of a separate dwelling unit.
2023/0608 3 Middletons Lane, NR6 5NF Installation of 2nd floor windows.	No objection, previous comments of 28 th March stands; No objection in principle but question the merit and wisdom of the proposed fire escape window.
2023/1298 158 Cromer Road, NR6 6XA Two storey rear extension and internal alterations.	No objection.

7. **Exchange of Information**

No further information exchanged.

8. **Date, time and venue of next meeting**

Next meeting will be held on Tuesday 13th June 2023 at 6.15pm.

The meeting closed at 7.12 pm

Approved.....

Date.....
HPC Planning Committee Mins 23rd May 2023

**Minutes of the Meeting of Hellesdon Events Committee
Held on Tuesday 23rd May 2023, 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr L. Douglass
Cllr R. Forder
Cllr S. Smith
Cllr B. Johnson
Cllr R. Sear
Cllr D. Britcher
L. Pointin – Senior Admin Officer
J. Jenkins – Compere (by phone)

Welcome

The Chair welcomed the members present along with Jack Jenkins the Master of Ceremonies for the 24th June 2023.

1. Apologies and acceptance for absence

Apologies received from Cllr Gurney.

2. Declaration of Interest and Dispensations

No dispensations or declarations were made.

3. To receive approval of the minutes of the committee meeting held on Tuesday 28th March 2023.

Minutes were circulated and **AGREED** by those present at the meeting held.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

No member of the public attended the meeting.

5. Summer Fayre – Saturday 24th June 2023

- The insurers have advised that equipment may be left on the Rec overnight with the provision that all gates are locked up which is our normal practice.
- Access to the Recreation Ground on the 24th June will be via the double gates nearest the car park. The Facilities Manager advised the drainage crates are to the left of the gates and will not be impacted by lorries accessing the field. It was previously suggested that Wood View Road entrance be used. However, there are greater risks of damage, if we experience inclement weather the ground could be churned up whereas at the car park entrance there is perforated matting.
- The fairground rides will be positioned along the fence line of Middletons Lane, the 30ft games trailer will be positioned in front of the children's play area.
- Senior Admin officer has been in contact with a Bouncy Castle company who have advised they are interested. They would provide a 42ft obstacle course and 2 Bouncy Castles. We do not have a signed booking form, Senior Admin Officer to follow-up, the sizes of these would be 3 x 4 metres.
- U-Fit have confirmed they will be available to 'Beat the Goalie'.
- It was agreed that we would have a shield instead of a winner's cup for the Tug-of-War as this can added to each year with an engraved plate.

Approved.....

Date.....
HPC Events Committee Minutes 23rd May 2023

- Cllr Douglass and Senior Admin officer will meet on 24th May 2023 to discuss the design of the stickers.
- Cllr Smith knows someone who does face painting so will make contact with them to see if they are available. *Cllr Smith has since confirmed they do not have availability.*
- Senior Admin officer enquired about straw and has been advised there is a national shortage so would not be able to purchase until nearer the time. It was decided that we would not go ahead with straw, instead we would have a gazebo and chairs in an area close to where the food and drink vendors are for people to sit.
- Cllr Smith made contact with Kevin Foley who has the Chicken Nugget van, it is not available for small events.
- Currently we have 14 food and drink vendors, Senior Admin officer to ascertain if Mocktails are available from Craftily Bars and Events, which has since been confirmed.
- We have received a verbal quote from PRS (music license) which is in the region of £90 including VAT, there is still some debate as to what medium we use for music, Spotify was suggested but this is not permitted. There is a potential for music to be added to the Facilities Manager old iPad so it can be played directly from that.
- The Coconut Shi is fully functional but the canvas backdrop is dull and dirty, the Facilities Manager will arrange for it to be jet washed. The Senior Admin officer has contacted Hellesdon High School to see if there are any students who would be interested in giving it a makeover, Hellesdon Parish Council would supply the materials. *Hellesdon High School have advised they can accommodate, they do not require any materials.*
- Senior Admin officer will check the prices for coconuts as well as finding a source. We currently have some Cadburys Cream Eggs which can be used as prizes, we will also need to purchase a box of Haribo mini bags and some Kinder Eggs.
- The hope is for the Café to be open on the 24th it may have a limited selection on offer.
- Both Hellesdon History and Gateway Vineyard are unable to provide volunteers.
- Senior Admin officer will put a new advertisement on Facebook daily from 5th June to advertise and build up momentum for the Summer Fayre, this will encompass the Childrens Fancy Dress Parade, The Hobby Horse Derby, Wellie Wanging, along with the events we had available last year.

Photo Competitions

- Entry of images for each category will run from 5th June to the 15th June with images going live at 5 pm for voting. There will be a midday cut off point for all entrants.
 - Voting will close on the 23rd June 2023 at 9 am.
 - The top 5 entries for each category will be displayed on a board for member of the public to cast their final vote at the Summer Fayre.
- The inflatables will go along the fence line of the tennis courts.
 - Although we have a limited number of Councillors helping on the day ie Cllr Johnson, Cllr Douglass, Cllr Forder, Cllr Smith, Cllr Sear (Cllr Britcher is unable to commit at this time), along with members of staff, there should be sufficient for setting everything up.
 - Cllr Sear has volunteered to run the Coconut Shi.
 - Pitches will be spread out more this year so likely to be 4 to 5 metres wide. Senior Admin officer to email food vendors to ascertain size of their vehicles.
 - A small skip will be required for the 24th as there is a party in the Community Centre, there is unlikely to be enough space in the Community Centre waste bins for both events.

6. Senior Citizens Christmas Party

It was agreed that Jeff Short and his Music will provide the entertainment at the next Senior Citizens Christmas Party at a cost of £175, it will be held on Saturday 9th December 2023. Senior Admin officer will confirm whether or not the stage is required.

Approved.....

Date.....

HPC Events Committee Minutes 23rd May 2023

7. Exchange of Information

No matters raised.

8. To confirm the date, time and venue of the next meeting

Tuesday 6th June 2023 @4pm.

DRAFT

Approved.....

Date.....

HPC Events Committee Minutes 23rd May 2023

Save the Date – Friday, 7 July 2023

You are invited to attend the

SLCC Norfolk Annual Conference
To be held on Friday, 7 July 2023
Norwich City Football Club, Carrow Road, Norwich NR1 1JE
www.canaries.co.uk

SLCC Norfolk Branch are delighted to announce their Annual Conference at Carrow Road will be held on Friday, 7 July 2023.

This ever- popular event will offer a full day of interesting speakers, with topics ranging from “re-wilding” to “Martyn’s Law”. There will be the opportunity to visit trade stands and chat with exhibitors, as well as indulge in a tasty lunch from the famous Delia’s Kitchen.

The Conference is open to both Clerks and Councillors and is a great opportunity to network with like-minded people, make new contacts and consider fresh ideas.

We do hope you will join us at this special event and have a great day with colleagues whilst enjoying the fantastic Norwich City Football Club venue. We would advise booking early as spaces are limited.

Cost £55 per person

To avoid disappointment please complete and return the booking form below asap to: Norfolk@slcc.co.uk



BOOKING FORM

SLCC NORFOLK ANNUAL CONFERENCE – 7 JULY 2023

- I would like to book a place at the Annual Conference on 7 July 2023
- I have sent payment by BACS

Account name: Society of local council clerks, Norfolk County Branch.

Sort code: 20-92-08

Account No: 00256609

Name:

Parish

Contact tel. no.

Contact email

Please advise of any dietary requirements
.....

Please respond by 30 JUNE 2023 Latest

Email: Norfolk@slcc.co.uk

Greater Norwich Greenspaces Survey

Overview

This survey will provide insight into how Norfolk residents relate to and use greenspaces in the Greater Norwich area. Your response will inform the development of the new Green Infrastructure Strategy.

The aim of the Strategy is to support the conservation and enhancement of greenspaces in the Greater Norwich area. This Strategy should help to promote health and wellbeing, provide places for outdoor recreation and play, create, maintain and improve habitats, help to mitigate the effects of climate change and provide a linked network of multifunctional spaces.

Everyone who responds to the consultation will be entered into a prize draw to receive an annual family membership pass for the Norfolk Wildlife Trust.

Should you have any questions about this consultation, please feel free to drop up an e-mail to: greaternorwich@norfolk.gov.uk

Why your views matter

Your response is really valuable and will tell us what and where our priorities should be so that we can improve the provision of greenspaces.

The survey will take about 20 minutes to complete.

If you need a copy of this consultation document in a different format, please email haveyoursay@norfolk.gov.uk, call 0344 800 8020 or Text Relay on 18001 0344 800 8020 (textphone) and we will do our best to help.

Introduction

The Greater Norwich Growth Board has commissioned a new Green Infrastructure Strategy for Greater Norwich. We would like to hear your views and use them to inform the development of the Strategy.

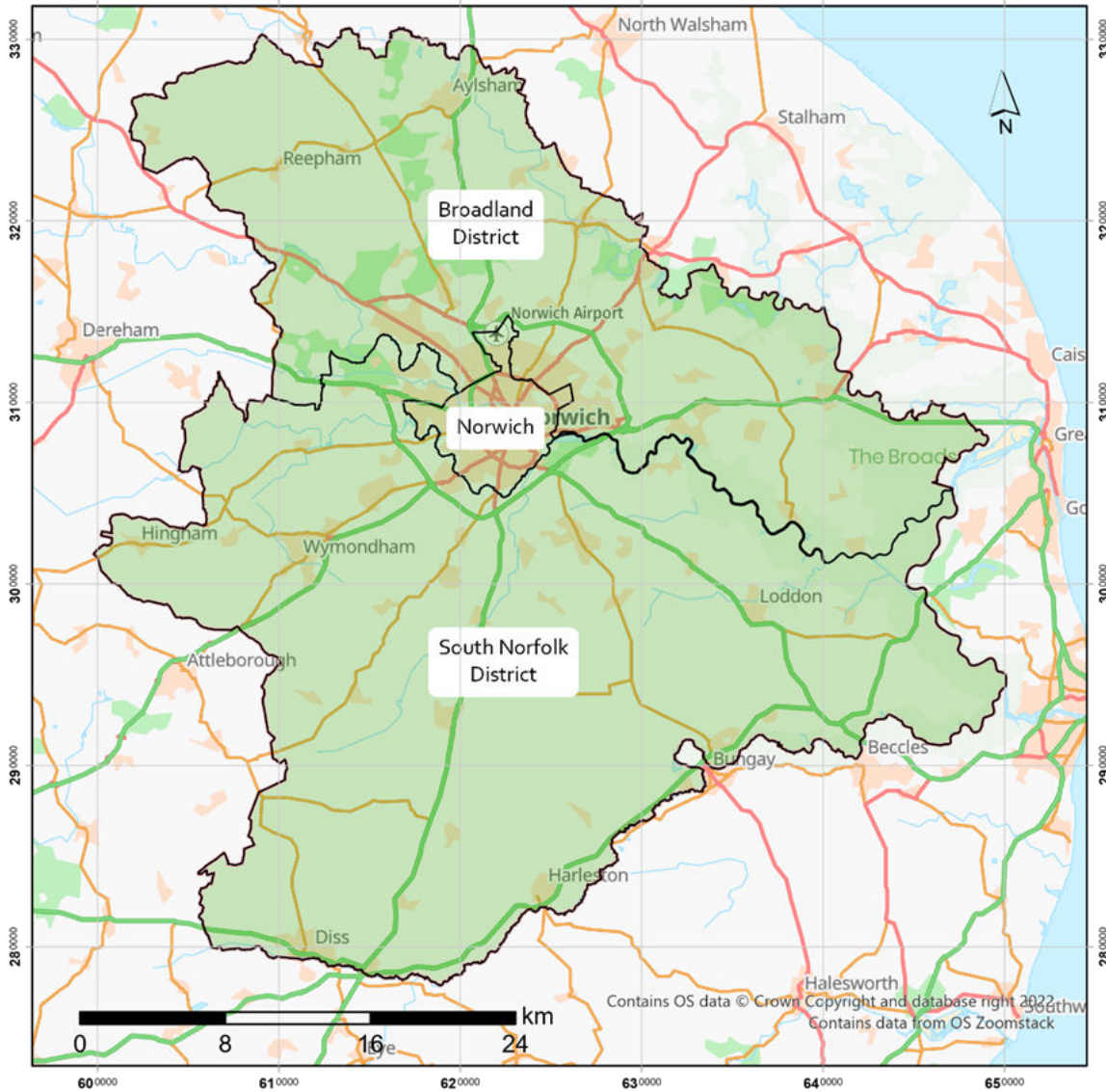
This survey is focussed on the **Greater Norwich** area and aims to understand your perceptions of and engagement with greenspaces within Greater Norwich. This is a survey to gather your views on:

The importance of greenspace

How you use greenspace

The condition and quality of your local greenspace

Examples of greenspace include allotments, urban parks, designated historic landscapes, footpaths, cycleways, waterways, wetlands, ponds and floodplains.



Map Legend

 Greater Norwich Area

More information on Green Infrastructure, Greenspaces and Greater Norwich

Green Infrastructure is defined as:

A network of multi-functional green and blue spaces capable of delivering a wide range of environmental, economic, health and wellbeing benefits for nature, climate, local and wider communities.

In this survey we will ask you about **greenspaces**. By this we mean:

An area of vegetation or water, which could be urban or rural. This can include areas colonised by plants and animals or managed areas used for outdoor sport and recreation. These could be public or private spaces.

Examples of greenspace include allotments, urban parks, designated historic landscapes, footpaths, cycleways, waterways, wetlands, ponds and floodplains.

Greater Norwich Growth Board:

A Partnership of Norwich City Council, Broadland and South Norfolk District Councils together with Norfolk County Council and the New Anglia Enterprise Partnership

1 Which of the following best describes how you are answering this survey?

(Required)

Please select only one item

- As an individual / member of the public
- On behalf of a voluntary or community group
- On behalf of a statutory organisation
- On behalf of a developer
- On behalf of any other business or the business community
- As an elected Member (e.g. a County, District or Parish councillor)
- A Local or District Council employee
- Prefer not to say
- Other (please specify below)

If you are answering on behalf of a group or organisation, please provide details here:

If you selected 'Other', please specify here:

Personal information, confidentiality and data protection

We are asking your views to help us develop a new Green Infrastructure Strategy for Greater Norwich.

We will treat your response in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This means that Norfolk County Council will hold your personal data and only use it for the purpose for which it was collected, being this survey.

We won't identify individuals when reporting back our findings and under our record management policy we will keep this information for five years. You can read our data protection and privacy notice [here](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection/norfolk-county-council-privacy-notice) <<https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/policies-and-strategies/corporate/data-protection/norfolk-county-council-privacy-notice>>

You can choose not to take part in the consultation, to stop responding at any time, or to ignore any personal questions that you do not want to answer.

2 Please tick to confirm that you have read the personal information, confidentiality and data protection statement above.

- Please tick to confirm that you have read the personal information, confidentiality and data protection statement above.

Your group/organisation's views on Green Infrastructure

These questions are about your, or your group or organisation's views on Green Infrastructure in general.

Green infrastructure can fulfil a wide range of functions. How far do you agree or disagree with the following statements?

3 In general, greenspaces provide:

(Required)	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Recreational & physical activity opportunities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health & well-being benefits <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benefits to nature <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community benefits (integration and reducing inequality) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benefits to the local economy <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mitigation against climate change <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Any other (please add) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you selected 'Other', please specify here:

4 In general, greenspaces should be:

<i>(Required)</i>	 Strongly agree	 Agree	 Neither agree nor disagree	 Disagree	 Strongly disagree	 Don't know
Within easy walking distance for most people <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible to all people at all times of the year <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Well maintained and clean <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for mental health and wellbeing <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for children to play <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for walking dogs <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places with as many activity areas as possible (e.g. tennis courts, all-weather pitches, skate parks) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that encourage physical health and exercise <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places to meet other people and for supporting communities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that provide local character <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that provide opportunities to see nature and support wildlife <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that help improve and protect the wider area (e.g. prevent flooding) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that connect with other green spaces <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that help tackle climate change <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your group/organisations views on challenges to Green Infrastructure

5 How significant do you think the following challenges are to delivering high quality Green Infrastructure?

<i>(Required)</i>	Very significant	Significant	Not significant	Don't know
Design: Uncertainty around how best to plan, design, implement, and maintain Green Infrastructure <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy and Regulation: Coordination of policies and strategies by regulating authorities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social: Challenges relating to population growth <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic: Lack of incentives to invest, such as grants, loans, etc. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Innovation: Lack of research and innovation to deliver multi-functional places <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Very significant	Significant	Not significant	Don't know
Other challenges <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you identified 'Other' as significant, please specify here:

6 If there is any further feedback you would like to provide, please do so here:

7 Thank you for your answers. Would you like to continue the survey as an individual / member of the public?

(Required)
Please select only one item

- Yes
- No

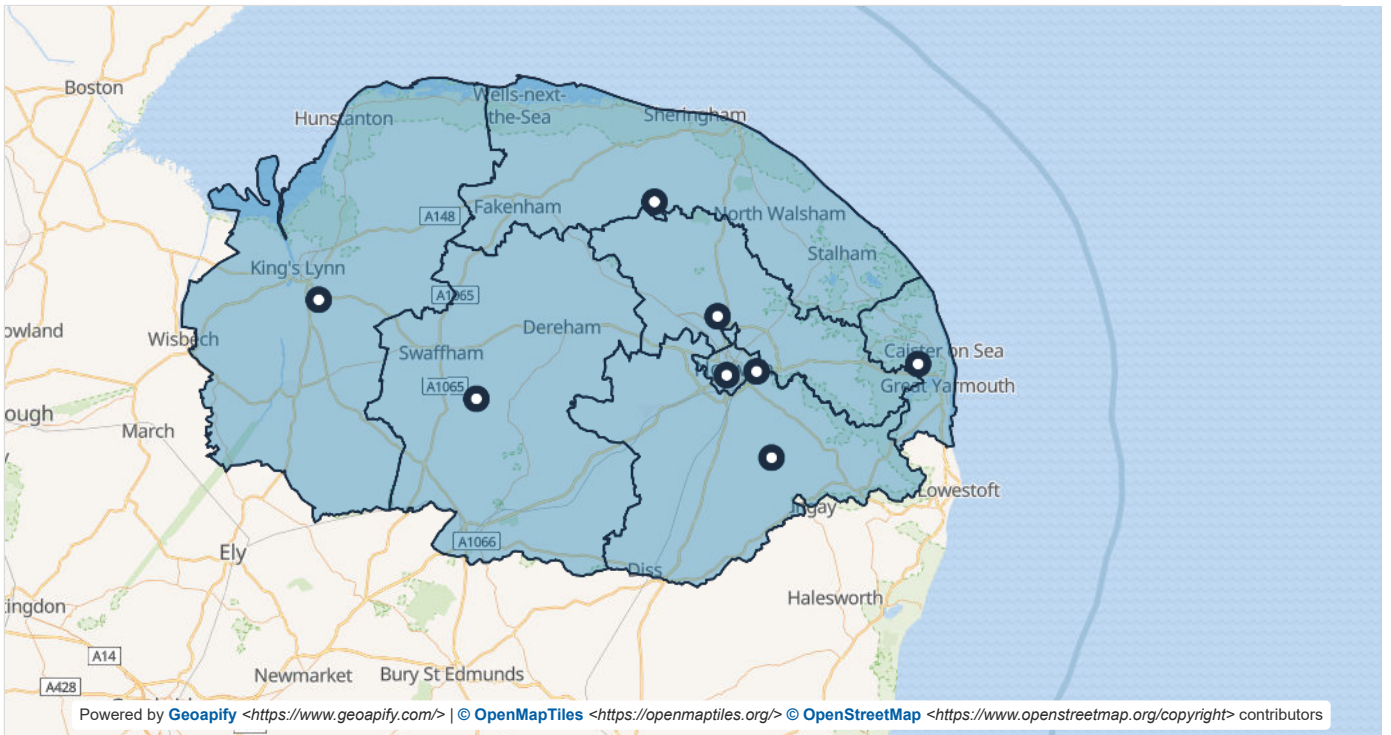
Your Area

Your survey responses are very useful, especially if they can be used to inform decision making at a local level. Knowing roughly where you are will really help with the development of the Green Infrastructure Strategy.

You might live outside of the Greater Norwich area but visit greenspaces within Greater Norwich. Telling us whereabouts you live will help us ask you the most relevant questions in this survey.

If you are having issues using the map, please try refreshing this page.

8 Which District do you live in? Please click on one of the blue areas on the map.



Key

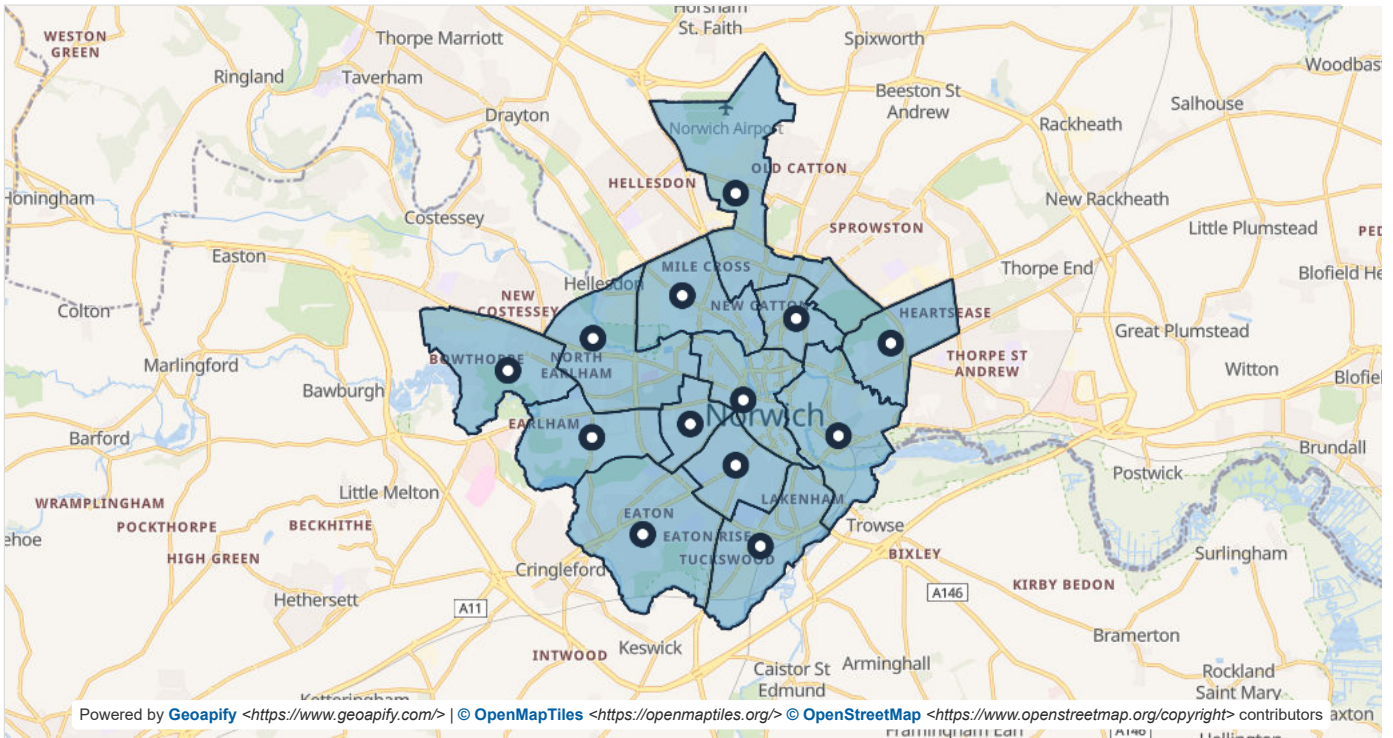


Please select only one item

- Breckland District
- Broadland District
- Great Yarmouth District
- King's Lynn and West Norfolk District
- North Norfolk District
- Norwich District
- South Norfolk District

Where you live - Norwich

9 Please select the Ward where you live from the map.



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Key

Wards within Norwich City

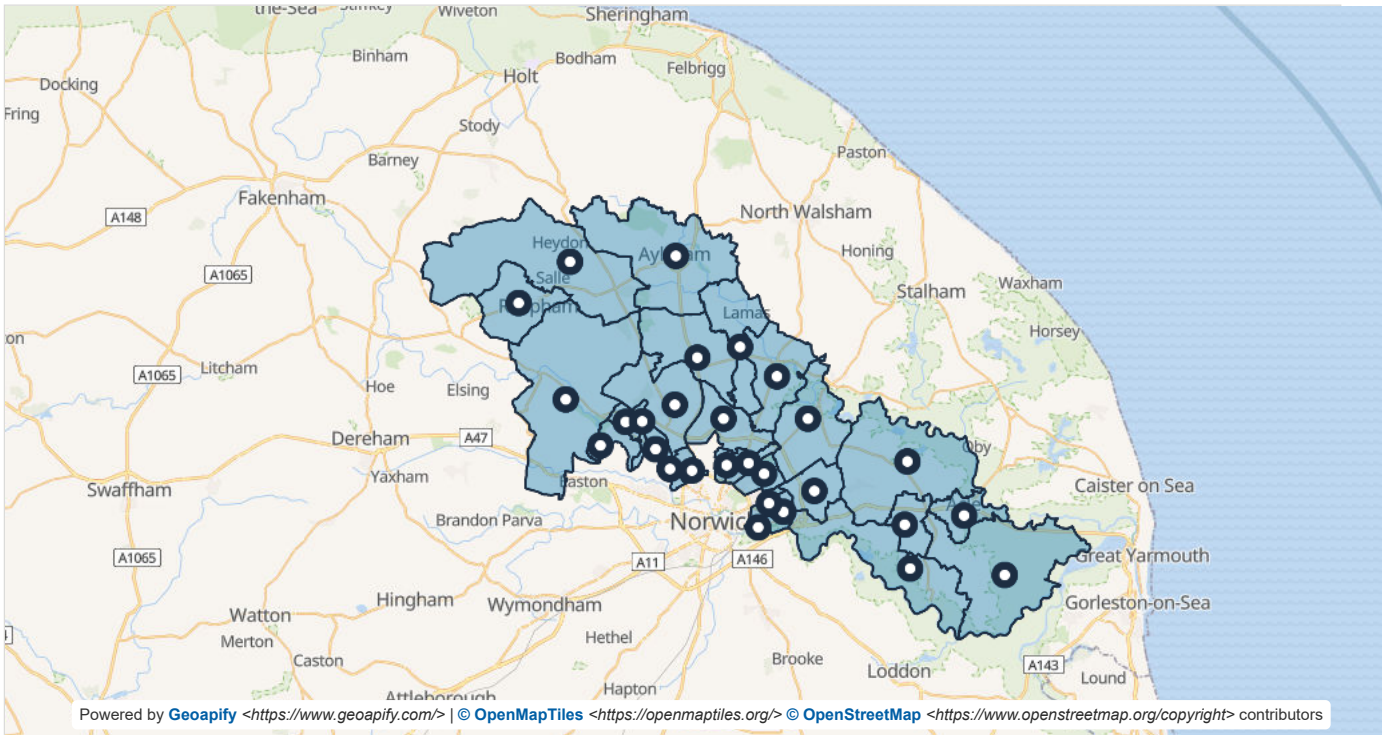
List of Wards in Norwich City

Please select only one item

- Not applicable
- Bowthorpe
- Catton Grove
- Crome
- Eaton
- Lakenham
- Mancroft
- Mile Cross
- Nelson
- Sewell
- Thorpe Hamlet
- Town Close
- University
- Wensum

Where you live - Broadland

10 Please select the Ward where you live from the map.



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Key

Wards within Broadland

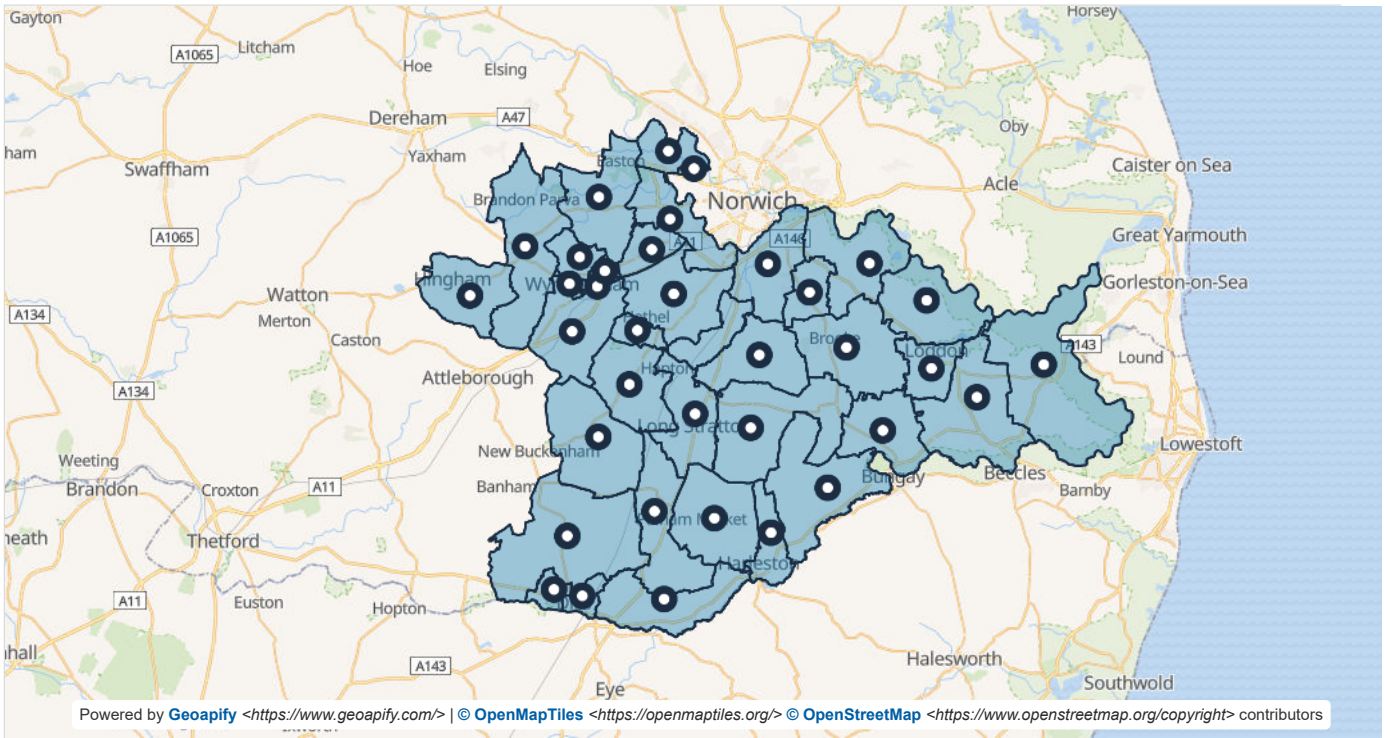
List of Wards in Broadland

Please select only one item

- Not Applicable
- Acle
- Aylsham
- Blofield with South Walsham
- Brundall
- Burlingham
- Buxton
- Coltishall
- Drayton
- Eynesford
- Great Witchingham
- Hellesdon
- Hevingham
- Horsford & Felthorpe
- Marshes
- Old Catton & Sprowston West
- Plumstead
- Reepham
- Spixworth with St Faiths
- Sprowston
- Taverham North
- Thorpe St Andrew
- Wroxham
- Don't know

Where you live - South Norfolk

11 Please select the Ward where you live from the map.



Key

 Wards within South Norfolk

List of Wards in South Norfolk

Please select only one item

- Not Applicable
- Abbey
- Beck Vale
- Bressingham & Burston
- Brooke
- Bunwell
- Chedgrave & Thurton
- Cringleford
- Cromwells
- Dickleburgh
- Diss
- Ditchingham & Broome
- Earsham
- Easton
- Forncett
- Gillingham
- Harleston
- Hempnall
- Hethersett
- Hingham & Deopham
- Loddon
- Mulbarton
- New Costessey
- Newton Flotman
- Northfields
- Old Costessey
- Poringland with the Framinghams
- Rockland
- Roydon
- Rustens
- Scole
- Stoke Holy Cross
- Stratton
- Tasburgh
- Thurlton
- Town
- Wicklewood
- Don't know

Greenspaces close to where you live

We would like you to think about greenspaces within around 15 minutes walk from your home.

12 In the last 5 years, has the quality of your local greenspaces...

(Required)

Please select only one item

- 😊 Improved a lot
- 😊 Improved a little
- 😐 Not changed
- 😞 Reduced a little
- 😞 Reduced a lot
- 😐 Don't know

13 How happy are you with the amount of greenspace in your area?

(Required)

Please select only one item

- 😄 Very happy
- 😊 Happy
- 😐 Neither happy nor unhappy
- ☹️ Unhappy
- 😞 Very unhappy
- 😕 Don't know

Please let us know why, here:

14 How much do you agree or disagree with the following statements?
My local greenspaces are:













<i>(Required)</i>	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	Don't know
Within easy walking distance for most people <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible to all people at all times of the year <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Well maintained and clean <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for mental health and wellbeing <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for children to play <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places with as many activity areas as possible (e.g. tennis courts, all-weather pitches, skate parks) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that encourage physical health and exercise <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places to meet other people and for supporting communities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that provide opportunities to see nature and support wildlife <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places with some areas set aside and reserved for wildlife (e.g. with restricted/managed access and/or non entry zones). <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that help improve and protect the wider area (e.g. prevent flooding) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that connect with other green spaces <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that help tackle climate change <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your views on greenspaces

These questions are about your views on greenspaces in general.


Greenspaces can fulfil a wide range of functions. How far do you agree or disagree with the following statements?

15 In general, greenspaces provide:

	 Strongly agree	 Agree	 Neither agree nor disagree	 Disagree	 Strongly disagree	 Don't know
Recreational & physical activity opportunities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health & well-being benefits <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benefits to nature <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community benefits (integration and reducing inequality) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Benefits to the local economy <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mitigation against climate change <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	 Strongly agree	 Agree	 Neither agree nor disagree	 Disagree	 Strongly disagree	 Don't know
Any other (please add) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you selected 'Other', please specify here:

16 In general, greenspaces should be:

	 Strongly agree	 Agree	 Neither agree nor disagree	 Disagree	 Strongly disagree	 Don't know
Within easy walking distance for most people <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible to all people at all times of the year <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Well maintained and clean <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for mental health and wellbeing <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for children to play <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places for walking dogs <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places with as many activity areas as possible (e.g. tennis courts, all-weather pitches, skate parks) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that encourage physical health and exercise <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good places to meet other people and for supporting communities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that provide local character <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that provide opportunities to see nature and support wildlife <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that help improve and protect the wider area (e.g. prevent flooding) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that connect with other green spaces <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Places that help tackle climate change <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Greenspaces you have visited in the last month

The following questions are about free time you have spent outside in greenspaces.

This includes any visits to greenspaces in towns and cities (e.g. parks, rivers), the countryside (e.g. farmland, woodland, hills and rivers), the coast (e.g. beaches, cliffs) and activities in the open sea.

✓ DO include

visits of any duration (including short trips to the park, dog walking, etc)

X DO NOT include...

time in your garden (you will be asked about this later in the survey)

time outside as part of your job

time spent outside the areas highlighted in the map - this survey is focussed on the Greater Norwich area.

If you are having issues using the map, please try refreshing this page.

Map Tips:

Please click on all the greenspaces you have visited in the last month.

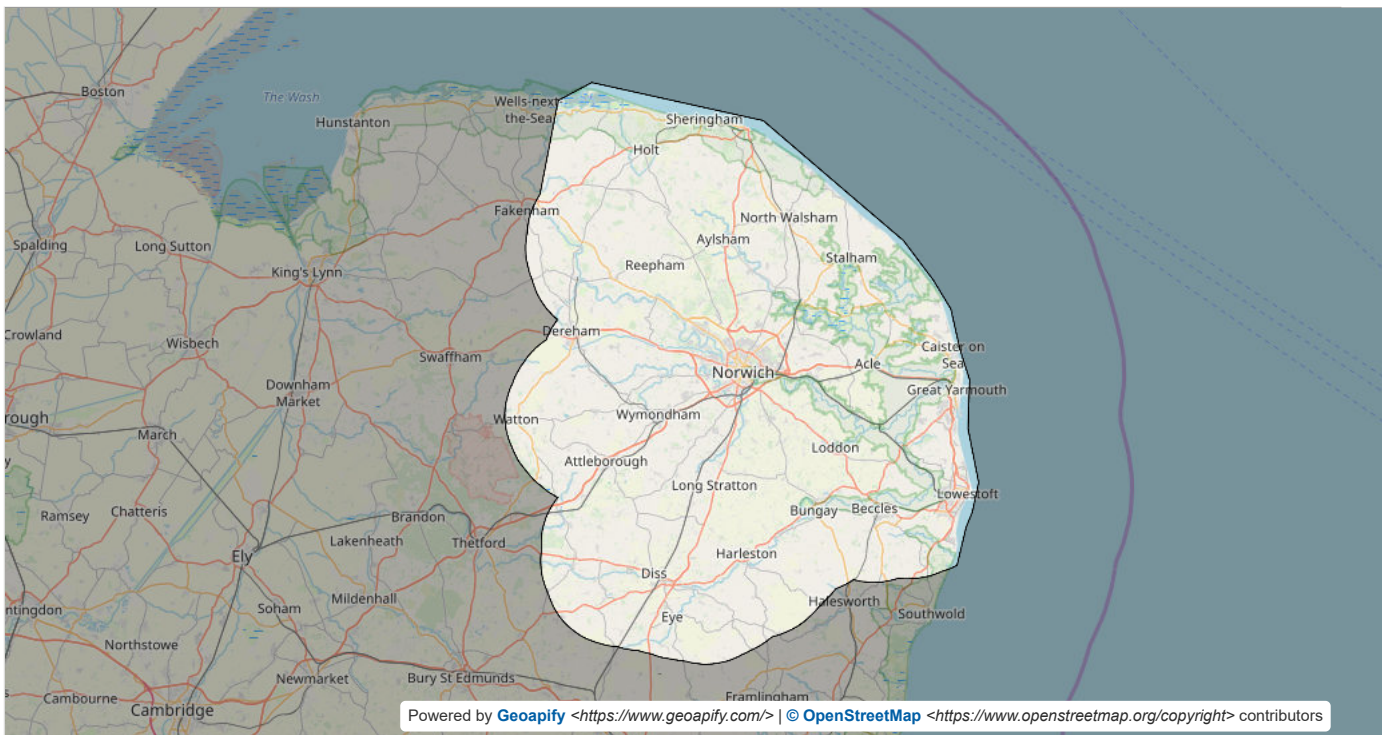
You can use the buttons on the right side of the map to zoom in and out or search for a postcode. Or use your mouse to click and drag the map, and scroll to zoom in and out.

Click the mouse to place a point on a location. You can click on as many sites as you have visited. If you want to move or delete a point, please click on it again and use the buttons that appear at the bottom of the map.

If you have visited the same site multiple times, please click it once. If your visit was to a footpath, please try and click roughly in the middle of your journey.

Please click even if your site isn't indicated with green on the map.

17 On this map please click all the greenspaces you have visited in the last month.



Key

■ Outside response area

If you cannot use the map, please list the names of greenspaces you have visited in the last month:

How you use greenspaces

Continuing to think about time you have spent outside in greenspaces recently...

18 In the last 12 months how often, on average, have you spent free time outside in:

	Every day	More than twice a week, but not every day	Twice a week	Once a week	Once or twice a month	Once every 2-3 months	Less often	Never	Don't know
<i>(Required)</i> Urban green space (parks, field or playgrounds) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grounds of a historic property or country park <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forest & woodlands <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Nature/wildlife reserve <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rivers, lakes or broads, marshes <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fields / farmland / countryside <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cemeteries and churchyards <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allotments, community gardens (used for food growing primarily) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hills, heathlands or brecks <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beach / other coastline / sea <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you selected 'Other', please specify here:

If you answered 'Never' to all examples, please say why here:

19 Thinking about your life now, have you noticed any of the following?
Please select all that apply

(Required)

Please select all that apply

- Nature/wildlife is more important than ever to my wellbeing.
- Visiting local green and natural spaces has been even more important to my wellbeing.
- Visiting green and natural spaces further away from me has been even more important to my wellbeing.
- I have spent less quality time outside with family and friends.
- I am visiting local green and natural spaces more.
- I am visiting green and natural spaces further away from me more
- I am participating in organised wildlife activities such as Big Garden Birdwatch.
- I am noticing less wildlife than I do usually.
- I find it difficult to observe or interact with nature
- None of the above

20 How do you find out about greenspaces in your local area?

(Required)

Please select all that apply

- From friends or family
- Exploring your area
- Facebook
- Twitter
- Instagram
- Other social media
- Email
- Radio
- TV
- Websites
- Newspapers or magazines
- Physical maps
- Digital maps
- Other

If you selected 'Other', please specify here:

If you would like to provide more details, such as specific websites or magazines, please do so here:

Now we'll be asking about your most recent visit to a greenspace

Where was the last greenspace you visited in Greater Norwich? Please click on the map.

If you are having issues using the map, please try refreshing this page.

Map Tips:

You can use the buttons on the right side of the map to zoom in and out or search for a postcode. Or use your mouse to click and drag the map, and scroll to zoom in and out.

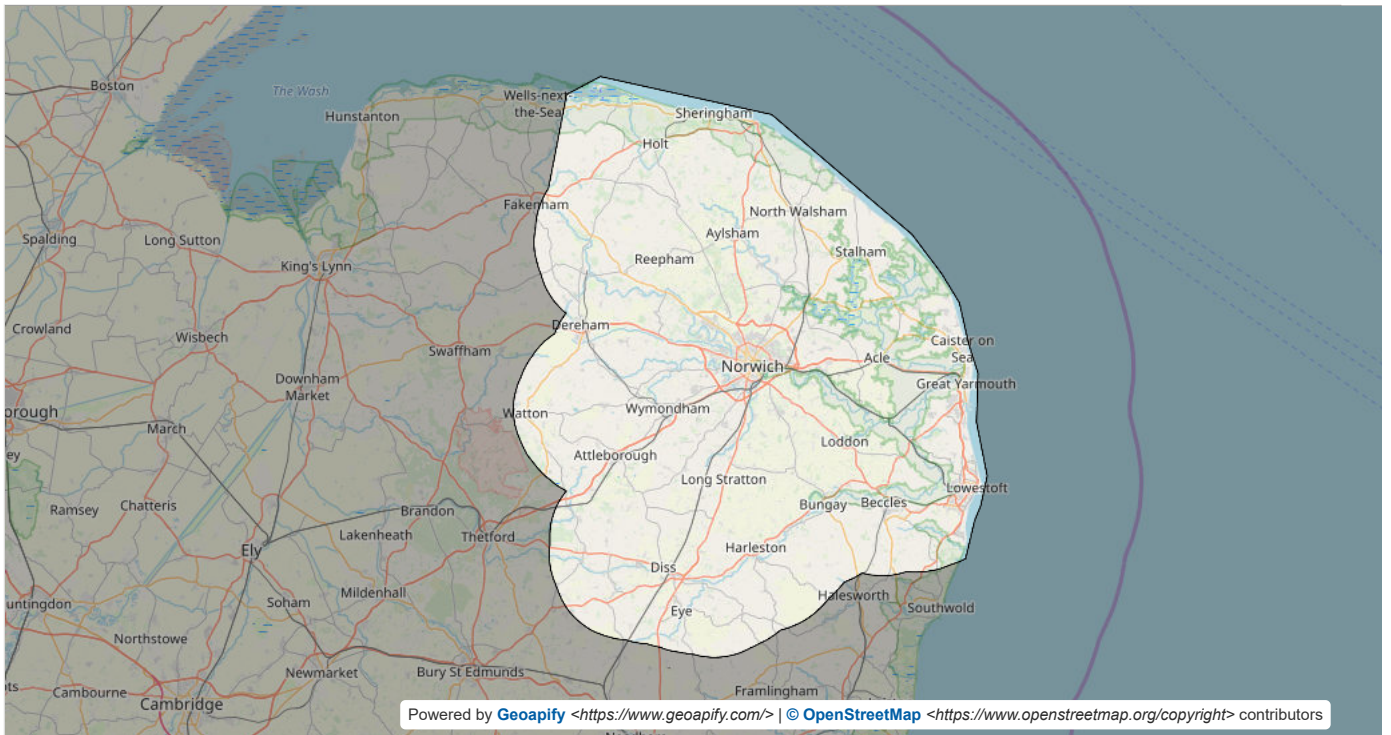
Click the mouse to place a point on a location. If you want to move or delete a point, please click on it again and use the buttons that appear at the bottom of the map.

If your visit was to a footpath, please try and click roughly in the middle of your journey.

Please click even if your site isn't indicated with green on the map.

You can only click on one location.

21 On this map please click the last greenspace you visited.



Key

 Outside response area

Please provide details if you cannot use the map:

Your last visit was to one of the following types of green space

Please select only one item

- Urban green space (parks, field or playgrounds)
- Grounds of a historic property or country park
- Forest & woodlands
- Nature/wildlife reserve
- Rivers, lakes or broads, marshes
- Fields / farmland / countryside
- Cemeteries and churchyards
- Allotments, community gardens (used for food growing primarily)
- Hills, heathlands or brecks
- Beach / other coastline / sea

Your most recent visit to a greenspace

These questions relate to your latest visit to the greenspace you selected on the map.

22 What type of greenspace did you visit last?

(Required)

Please select only one item

- Urban green space (parks, field or playgrounds)
- Grounds of a historic property or country park
- Forest & woodlands
- Nature/wildlife reserve
- Rivers, lakes or broads, marshes
- Fields / farmland / countryside
- Cemeteries and churchyards
- Allotments, community gardens (used for food growing primarily)
- Hills, heathlands or brecks
- Beach / other coastline / sea

23 What was your main reason for visiting?

(Required)

Please select only one item

- To engage in physical exercise (walking, running or jogging)
- To socialise or spend time with friends/ family
- To explore/be close to nature
- To relax and unwind
- Dog walk
- Other (please specify)

If you selected 'Other', please specify here:

24 How did you get there?

(Required)

Please select all that apply

- Car/van/motorcycle
- Public transport (train, bus, coach)
- Foot/walking
- Bicycle/mountain bike
- Mobility aid (such as wheelchair or mobility scooter)
- Horse
- Other (please specify)

If you selected 'Other', please specify here:

25 Approximately how far did you travel to reach this greenspace?

(Required)

Please select only one item

- 200 m - 800 m (Less than 0.5 mile)
- 1 km (between 0.5 and 1 mile)
- 2 km (1-2 miles)
- 5 km -15 km (3 to 10 miles)
- More than 15 km (more than 10 miles)
- Don't know

26 How long did this visit last altogether (including the journey)?

(Required)

Please select only one item

- Up to 30 minutes
- Over 30 minutes and up to an hour
- Over 1 hour and up to 2 hours
- Over 2 hours and up to 3 hours
- Over 3 hours and up to 5 hours
- Over 5 hours
- Don't know

27 How happy were you with the following features during your visit?

Very happy
 Happy
 Neither happy nor unhappy
 Unhappy
 Very unhappy
 Don't know
 Not applicable

Car park facilities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access to the site <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintenance and cleanliness <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Routes and signposting <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible information and interpretation before getting to the site <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible information whilst on site <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inclusive facilities, toilet, changing facilities, café <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culturally diverse range of activities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sense of security/safety (personal or belongings) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28 What would improve the quality of the visit?

(Required)

Please select all that apply

- Better facilities, e.g. provision of toilets
- Better access (including better provision for health needs such as access ramps)
- Cheaper car parking
- Better maintenance and cleanliness (less litter, horticultural maintenance)
- Better information about the paths, etc.
- Wider opening hours
- Better safety (increased lighting)
- Something else not listed (please say)

If you selected 'Something else', please specify here:

Private gardens

We would like to ask you about your access to private green spaces, such as front or back gardens.

29 Which of the following best applies to you?

(Required)

Please select only one item

- I have access to a private garden
- I have access to a shared garden
- I have access to a private outdoor space but not a garden (balcony, yard, patio area)
- I have access to an allotment at a council / community run site
- I don't have access to a garden or allotment

30 Which of the following best describes this place?

(Required)

Please select only one item

- Mainly paved/ hard surface
- A mix of hard and more natural surfaces (i.e grass and plants)
- Mainly natural (i.e. grass and plants)
- Don't know
- Not applicable

31 How happy are you with your garden currently?

(Required)

Please select only one item

- 😊 Very happy
- 😊 Happy
- 😐 Neither happy nor unhappy
- 😞 Unhappy
- 😞 Very unhappy
- 😐 Don't know

32 How often do you use your garden?

(Required)

Please select only one item

- Daily
- 2 - 3 times a week
- Once a week
- 2 - 3 times a month
- Once a month or less
- Never
- Not applicable

Do you have a disability?

We want to make sure that the requirements of disabled people are addressed in the Green Infrastructure Strategy, to improve accessibility of green spaces for everyone. If you have a disability we would like to ask you a few further questions to capture your experience and insight.

This information will allow us to inform the Strategy and make it more relevant to you around engagement with or access to greenspaces.

Disability is defined in the law as a physical or mental impairment which has a sustained and long-term adverse effect on a person's ability to carry out normal day to day activities. This includes health conditions such as HIV, cancer and multiple sclerosis.

33 Do you consider yourself to have a disability?

(Required)

Please select only one item

- Yes
- No
- Prefer not to say

Disability and accessibility

These questions relate to disability.

34 How would you describe your disability?

Please select all that apply

- Blind or partially sighted
- D/deaf or hard of hearing
- Limiting health condition e.g. heart disease, asthma, strokes, osteoarthritis, rheumatoid arthritis, fibromyalgia and myalgic encephalomyelitis (ME) etc.
- Learning Disabilities
- Neurodiversity e.g. autistic spectrum disorders, dyslexia, dyspraxia
- Mental health conditions – e.g. depression, schizophrenia, bipolar affective disorders, eating disorders, obsessive compulsive disorder
- Physical disability e.g. limb disorder, amputee, wheelchair user, cerebral palsy, motor neurone disease, muscular dystrophy
- Other (Please describe below)

If you selected 'Other', please specify here:

35 Do you have any access requirements?

Please select all that apply

- Easy read
- BSL/interpreter
- Chaperone/carer present
- Changing Places
- Step-free access
- Accessible toilets
- Wheelchair access
- Prefer not to say
- Other (Please describe below)

If you selected 'Other', please specify here:

36 Do you generally find accessing greenspaces:

Please select only one item

- 😊 Very easy
- 😊 Easy
- 😐 Neither easy nor difficult
- 😞 Difficult
- 😞 Very difficult
- 😐 Don't know

Please explain your answer here:

37 What are the biggest challenges making greenspaces difficult to access?

Please select all that apply

- Lack of information about access and accessible facilities provided beforehand
- Lack of public/community transport
- Lack of accessible car parking/drop-off & pick-up
- Can't get into and around the area
- Surface and quality of the paths
- Facilities not appropriate (not inclusive toilet, ramps)
- Free entry for carers/supporters
- Other (please describe below)

If you selected 'Other', please specify here:

38 You are more likely to visit a new greenspace if:

	😊 Strongly agree	🙂 Agree	😐 Neither agree nor disagree	☹ Disagree	😞 Strongly disagree	🤔 Don't know	Not applicable
There is good provision of accessible facilities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can find relevant access information about the site prior to visiting <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can find relevant access information about the site on-site <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is inclusive public/community transport <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is accessible car parking/drop off & pick-up <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entrance/Exits are clearly signed and easy to use <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entrance/Exits are within easy reach of parking and public transport <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Good provision of seating and shelter <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities like cafes, visitor centres and toilets are accessible and easy to find. <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Accessibility focus groups

We plan to run focus groups about some of the **accessibility** issues raised in this survey, where you can discuss any issues you experience as a Norfolk Resident in a safe environment. If you are interested in taking part in one of these events, please enter your name and email address below.

39 Please provide your details if you would like to be contacted:

Your name:

Your email address or preferred contact:

This email address will be kept on file by Norfolk County Council who will contact you about further events taking place – this information will not be used for any other purposes or shared with any other organisation without your permission. Your name and email address will be held separately to your survey responses so these will remain anonymous.

About you

Finally, a few questions about yourself. These will help us to establish some trends between your socio-economic background and preferences in order to inform the strategy development and using the data to inform decisions around addressing inequality.

This information is for analytical purposes only and will not be disclosed or linked to your response. Responses will be kept private and secure and only Norfolk County Council will have access to this information.

40 How old are you?

Please choose one answer only, from the list below:

Please select only one item

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75-84
- 85 or older
- Prefer not to say

41 Are you...?

Please choose one answer only, from the list below:

Please select only one item

- Male
- Female
- Prefer not to say
- Prefer to self-describe (please specify below)

If you prefer to self-describe please specify here:

42 How would you describe your ethnic background? Please choose one answer only, from the list below:

Asian or Asian British

Please select only one item

- Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese

Any other Asian background , please describe here

Black, Black British, Caribbean, or African

Please select only one item

- Black British
- Caribbean
- African

Any other Black, Black British, or Caribbean background, please describe here

Mixed or multiple ethnic groups

Please select only one item

- White and Black Caribbean
- White and Black African
- White and Asian

Any other mixed or multiple ground, please describe here

White

Please select only one item

- English, Welsh, Scottish, Northern Irish or British
- Irish
- Gypsy or Irish Traveller
- Roma

Other White background, please describe here:

Another ethnic group

Please select only one item

- Arab

Any other ethnic group please describe here

43 What is your religious belief?

(Required)

Please select only one item

- None
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Prefer not to say
- Other (Please describe below)

If you selected 'Other', please specify here:

44 Which of the following best describes your work status?

(Required)

Please select only one item

- Employed (full time)
- Employed (part time)
- Self employed
- Unemployed
- Student
- Looking after the family home
- Long term sick
- Retired
- Other (please specify below)

If you selected 'Other', please specify here:

Where you live - Postcode

45 Please provide your postcode:

This information will be used to gain insight into your local greenspaces and will not be linked to any personal information.

If you would prefer to provide a partial postcode that will still be very useful.

e.g. from NR1 2DH you could provide

NR1 2DH, or NR1 2D, or NR1 2, or NR1

Postcode:

Final questions

46 Please tell us how you heard about this survey:

(Required)

Please select only one item

- Facebook Ads
- Facebook post or group
- Twitter
- Instagram
- Other social media
- Email
- Radio
- TV
- Newspaper
- Word of mouth
- Other

If you selected 'Other', please specify here:

47 If there is any further feedback you would like to provide, please do so here:

13th June 2023

To Receive Proposal that the Council Chamber and associated facilities at the Diamond Jubilee Lodge are made available free of charge to all those members elected to the Council, and their respective political groups to conduct group meetings which will be convened to discuss matters relating to the running of the council

Proposal from Cllr Gurney

Second from Cllr Johnson