

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Tuesday 2<sup>nd</sup> May 2023 at 4pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

**Present:**

Cllr L Douglass  
Cllr R Forder  
Cllr S Gurney  
Cllr B Johnson

**Also in Attendance:**

F LeBon (Clerk)

The Chairman welcomed members and opened the meeting at 4pm.

**1. Apologies and acceptance for absence**

Apologies were received from Cllr King. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

No declarations were made.

**3. To Approve the Minutes of the Meeting Held on 5<sup>th</sup> January 2023**

Minutes had been circulated from the meeting held on 5<sup>th</sup> January 2023. These were **AGREED**.

The Clerk clarified that further quotes were required for the AV system in the council chamber and that training would be required on conduct in council meetings.

The new photocopier has been ordered and delivery is awaited.

The forward plan has been created for consideration by the new council.

**4. Public Participation**

No public present at the meeting.

**5. To Review Hellesdon Parish Council Risk Assessments.**

The risk assessments had been circulated under the headings of Administration, Buildings, Equipment, Land, Machinery and the Senior Citizens Club. These were **AGREED** subject to the following amendments:

- a) That reference be made to the sub-letting of the hard courts to National Tennis.
- b) That reference be made to a microphone system being considered in the reception area of Diamond Jubilee Lodge to ensure the glass window can remain closed, and staff and parishioners can be better heard. This is in support of lone working in the office and to mitigate against potential violence and aggression.

Approved.....

Date.....

- c) That reference to the six CCTV cameras that require repairing is removed.
- d) Correct reference to the speed limit on the Wood View Road driveway to 5mph.
- e) Make additional reference to the cleaning of the bus shelters and notice boards.
- f) Enhance the lone working risk assessments to included offsite visits to meet with parishioners.

The Clerk is to review the Land Registry documents in relation to the Burial Ground to establish the extent to Parish Council ownership.

**6. Items for the Next Agenda and for Other Committees**

Nothing raised. For consideration after the election.

**7. To confirm that date of the next meeting.**

To be confirmed.

The meeting closed at 5pm.

DRAFT

Approved.....

Date.....