

# **HELLEDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
Tel: 01603 301751    www.hellesdon-pc.gov.uk    email: contact@[hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

Minutes of the meeting of the Property Policy & Resources Committee held on  
Thursday 15<sup>th</sup> December 2016 at 7.30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

## **PRESENT**

Mrs S Gurney – Chairman

Mr J Knowles

Mr D Ghimire

Mr R Grady

Mrs S Prutton

Kate Leggett (minutes)

Gavin Ellis (Finance Officer)

### **1    Apologies**

David King – apologies received and accepted.

### **2    Declarations of Interest and Dispensations**

No declarations or dispensations received.

### **3    Co-option of new Councillor**

Deferred to adjourned meeting on 30<sup>th</sup> December.

### **4    Public Participation**

No public were in attendance.

### **5    General Matters**

Matters arising from the previous meeting:

#### Donation towards Upkeep & Maintenance of Burial Ground

The correspondence was discussed and it was **RECOMMENDED** that the council award the budget sum of £750 using power under s.214 LGA 1972.

**This item was accepted and agreed.**

Cllr Gurney proceeded to give the committee an update with regards to the internal audit that was held by Larking Gowen on Wednesday 14<sup>th</sup> December. Cllr Gurney thanked Gavin Ellis for all his work in prepping for their visit

There were a few minor process issues that need to be addressed. However we await their written report to action in February 2017.

Cllr Gurney discussed a possible change in the accounting software that the Council currently use. Scribe which is currently in use is not the most suitable package available and it was thought that a change to the RBS package, which is considered by the auditors to be more appropriate, needs to be investigated. **This was agreed.**

Work is continuing on the Risk Register

In January and February all the financial policy documents need to be reviewed and updated as necessary and as part of the auditor's request.

Barclays Bank are sending through the paperwork for the officers to be issued with company debit cards to facilitate purchases made by staff. Direction will be set through the financial standing orders and the limit amount will be set by committee. To be actioned by Chair to the Council. **All agreed**

Cards will be issued to three allocated members of staff.

It was thought that there was a need for more than one card holder should any one person be absent.

Processes will be put in place and the Council Administrator is to act as controller. Financial Standing orders will also require updating, to include debit card management.

Following discussions regarding the limit amount for each card, Cllr Knowles expressed concern over a limit being too low to accommodate some purchases. It was discussed and a limit of £500 was agreed with the provision that any purchases over £500 needed to be ratified by the Chairperson of the committee to which the purchase relates, the Chair and the Vice Chair to the Council. Authorisation of spending over £500 needs to be sought in advance. To be included in Financial Standing Orders.

**Proposed, seconded and all agreed.**

Some discussions were held regarding the new Tractor Shed and handover is due on 23<sup>rd</sup> December 2016.

The council has received some CIL money from the additional houses that had been built in the Parish, predominately from the Carrowbreck Meadow Development.

**5.1** Cllr Gurney directed the committee's attention to the proposed budgets for 2017/18.

**Gavin Ellis re-entered the room.**

Cllr Gurney and Gavin Ellis took the committee through the proposed budget sheets and much discussion ensued.

Items were discussed at length and with all being aware of the time it was agreed to adjourn the meeting until Friday 30<sup>th</sup> December at 9am when the committee will reconvene and take forward the budget proposals

Kate Leggett is to contact Mo Anderson-Dungar and check her availability for that day and Kevin Sage will be asked to attend along with Gavin Ellis.

Meeting was set for 9am on the 30<sup>th</sup> December 2016 in Diamond Jubilee Lodge.

**Cllr Gurney then proposed an extraordinary budget meeting of the Full Council on 17<sup>th</sup> January 2017.**

**Seconded and agreed.**

**Meeting adjourned at 10.10pm**