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Parish Clerk: Natasha Carver

Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 14<sup>th</sup> November 2019 at 1:30pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr D King  
Cllr S Prutton  
Cllr B Johnson  
N Carver – Clerk

The Chairman welcomed members and opened the meeting at 1:30pm.

**01 Apologies and Acceptance for Absence**

Apologies Received from M Fulcher and D Britcher, these were **ACCEPTED**.

**02 Declarations of Interest and Requests for Dispensations**

No additional items noted.

**03 Approval of minutes of the committee meeting held on 18<sup>th</sup> September 2019**

Minutes had been circulated:

It was

**RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING**

**4. To Discuss Community Centre Improvements**

**4.1** A discussion was had with the committee and DJ Designs regarding the redevelopment of the Community Centre including replacement of the current roofing structure. After a lengthy discussion on options for the works:

It was **Proposed** by Cllr Gurney, **seconded** by Cllr King to **recommend to Full Council the engagement of DJ Designs to work as Project management for the Community Centre. With the initial proposal (3 designs) through to the end result.**

***Evoking Financial Regulations***

*11.1. Procedures as to contracts are laid down as follows:*

*a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:*

*i. for the supply of gas, electricity, water, sewerage and telephone services;*

*ii. for specialist services such as are provided by legal professionals acting in disputes;*

Approved.....

Date.....

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

**RESOLVED TO APPOINT DJ DESIGNS TO ACT AS PROJECTS MANAGER FOR PROPOSED WORKS TO BE CARRIED OUT ON THE COMMUNITY CENTRE**

**5. Finance**

**5.1 Recommendations for 2020/2021 budget**

Draft budget was presented to the committee with recommendations. Each section will go to the relevant committee over November, be represented back to the committee early December .

**6. Policies**

6.1 The following policies were deferred to the next Property, Policy & Resources Committee meeting:

- Financial Regulations
- Scheme of Delegation to Clerk and RFO
- Standing Orders

**7. Exchange of Information**

None

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

Next meeting to be held early December 2019

The meeting closed at 4pm.