

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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Parish Clerk: Natasha Carver

Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 18<sup>th</sup> December 2019 at 9am in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**Present:** Cllr S Gurney – Chair of the Committee  
Cllr D King  
Cllr B Johnson  
Cllr M Fulcher  
N Carver – Clerk  
G Ellis – Finance Officer

The Chairman welcomed members and opened the meeting at 9am.

**01 Apologies and Acceptance for Absence**

Apologies Received from Cllr S Prutton and Cllr 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 14<sup>th</sup> November 2019**

Minutes had been circulated:

It was

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

**04. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**

**05. Finance**

The 2020/2021 budget proposal was previously circulated and updates were made, these were presented and explained by the Finance Officer and the Parish Clerk.

The budget proposal was discussed and the following changes made:

Cost Centre 130 Council Offices

the following changes made:

4400 Increase Budget from £500 to £1500

4420 Decrease of £800 due to the savings made on the new contract

Approved.....

Date.....

4425 Increase budget from £1100 to £2500  
4595 £750 to £0  
4565 Move £5563 underspend to Ear Marked Reserve for Elections  
Cost Centre 210 Grounds  
the following changes made:  
4635 Decrease Budget from £5000 to £3000  
Cost Centre 220 Machinery and Vehicles  
the following changes made:  
4290 Decrease Budget from £5500 to £4500  
4310 Decrease Budget from £9097 to £8097  
Cost Centre 265 Memorials  
the following changes made:  
4575 Increase budget from £525 to £620  
Cost Centre 110 Administration  
The following changes made:  
Increase total budget to £32897.37  
The committee asked for the Parish Clerk and the Finance Officer to look at the costings of the photocopier and postage and to report back to this committee.

**IT WAS THEN RESOLVED BY CLLR GURNEY AND SECONDED BY CLLR KING TO RECOMMEND TO THE FULL PARISH COUNCIL THAT THAT THE PRECEPT FOR 2020/21 SHOULD BE SET AT £484,516.17**

**06. Exchange of Information**  
None

**07. To confirm the date, time and venue of the next meeting**  
The clerk will confirm the next meeting date

The meeting closed at 12:20pm.