

# **HELLEDON PARISH COUNCIL**

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Minutes of the meeting of the Policy Property & Resources Committee held on  
Wednesday 30<sup>th</sup> May 2018 at 7.00pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

**Present:**    Cllr R Grady                    Cllr S Gurney                    Cllr Knowles    Cllr S Prutton

Mark Knight – Parish Clerk

**1    Election of Chairman for 2018/19**

The Parish Clerk, called for nominations. Cllr Grady proposed Cllr Gurney, who accepted the nomination, which was seconded by Cllr Knowles. It was therefore

**RESOLVED that Cllr Gurney was elected as Chairman for 2018/19**

**2    Election of Vice-Chairman for 2018/19**

Cllr Gurney proposed Cllr Grady, who accepted the nomination, which was seconded by Cllr Prutton. It was therefore

**RESOLVED that Cllr Grady was elected as Vice-Chairman for 2018/19**

**3    Apologies and Acceptance for Absence**

Apologies were received and accepted from Cllr King. None were received from Cllr Ghimire

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

No interests were declared.

**5    Minutes of Previous Meeting**

Minutes of the Meeting held on 30 January 2018, as previously circulated, were proposed and seconded as a true record by Cllrs Gurney and Grady respectively. It was therefore

**RESOLVED to adopt the Minutes; the Chairman signed to confirm.**

**6    Scheme of Delegation & Committee Terms of Reference**

The document previously circulated was discussed, with emphasis on the following points:

1

Approved.....

Date.....

To include the responsibility for approving Section 106 and CIL payments for projects and assets with RECOMMENDATIONS to go to the Full Parish Council.

It was subsequently

**RESOLVED to recommend to Council the adoption of the document as amended**

7 **Public Participation**  
No public present.

8 **General Matters**  
**8.1 To discuss the initial stages of the strategic plan**

It was agreed that a strategic plan was required with an associated action plan to take into short term objectives of the Parish Council for the 2018/9 civic year and the long term objectives of the Parish Council for the civic years 2019 to 2023. It was **RESOLVED** to delegate this responsibility to the Parish Clerk to compile and present to this committee by the September meeting.

**8.2 To decide if this committee is to be responsible for Community Infrastructure Levy and Section 106 payments with recommendations to the Full Parish Council or if the responsibility should sit with the Full Parish Council alone; with recommendations for any resulting changes in this Committees Terms of Reference.**

As detailed in item 6 on this agenda it was **RESOLVED** to alter the terms of reference for this committee to allow it to formally hold this responsibility with the necessary recommendation to the Full Parish Council.

**8.3 To discuss, rename and reallocate, if necessary, the Earmarked Reserves.**

Much discussion took place over the condition of the earmarked reserves with input from long standing councillors who explained the purpose and logic behind many of these accounts. It was AGREED that this should form part of the larger strategic plan with any allocated monies either being kept as prudent reserves or to become formal projects of the Parish Council. This to be presented as part of the strategic plan at the September meeting of this committee.

**8.4 To ratify and recommend to Full Council the policies documents in the agenda**

The following policies were **RECOMMENDED** to the Full Parish Council for ratification.

- Standing Orders
- Financial Regulations
- Member's Code of Conduct
- Scheme of Delegation to Clerk and Responsible Financial Officer
- Full Council Functions
- Health and Safety Policy
- Retention of Documents Policy
- Customer Service Policy
- Complaints and Compliments Policy
- Media Relations Policy
- Filming, Recording and Photography at Council Meetings Policy
- Safeguarding Policy
- Management of Outdoor Surfaces in Severe Weather Conditions Policy
- Unreasonably Persistent, Abusive or Vexatious Contacts Behaviour Policy

**8.5 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.**

This was so **RESOLVED**.

**8.6 Verbal report from Parish Clerk regarding land acquisition.**

The Parish Clerk gave a verbal update regarding this matter.

**8.7 Update from the Parish Clerk regarding an ongoing survey at the Community Centre.**

The Parish Clerk gave a verbal update regarding this matter.

**9 Exchange of Information**

None.

**10. Date, Time & Venue for Future Meetings**

These were **AGREED** as Wednesdays 19 September, 21 November 2018 and 20 March 2019.

The meeting closed at 8.50pm.