

HPC 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: clerk@hellesdon-pc.gov.uk

Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 22nd June 2021 at Hellesdon Community Centre

PRESENT:

- | | |
|----------------------------|---------------|
| Cllr D King, Chair | |
| Cllr B Johnson, Vice Chair | Cllr S Gurney |
| Cllr K Avenell | Cllr D Fahy |
| Cllr L Douglass | Cllr G Diffey |
| Cllr R Sear | Cllr R Forder |

In attendance: Mrs N Carver, Clerk
4 Members of the public

WELCOME –The Chairman welcomed Councillors and members of the public.

1. **Apologies and acceptance for absence**
Apologies of absence were received from Cllr Fulcher, Cllr Britton, Cllr Franklin, Cllr Potter and Cllr Britcher these were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**
No further declarations were receive. Cllr Johnson requested a dipensation from Agenda Item 12c. This was **AGREED**
3. **Minutes from Full Council meeting held 18th May 2021**
The Minutes of the Full Council zoom meeting held on 18th May 2021 were circulated, proposed by Chair and seconded by Cllr Avenell that they are accepted as a true record of the meeting held, and it was **RESOLVED TO ACCEPT**
- 4 **Public Participation**
Graham Moore Treasurer of Hellesdon Bowls Club spoke regarding the letter in agenda item 12c. Hellesdon Bowls club are looking to help obtain additional funding for the club to be able to continue in the forthcoming year. Mr. Moore spoke regarding the lack of facilities currently at the bowls green which can help provide a socially interactive club, having additional facilities can help the club get additional funds . The bowls club are struggling to attract new members as many are going to other areas where they have the additional facilities. For the past few years Hellesdon Bowls Club have been struggling for new membership, and even after advertising in the local magazine, this has led to withdrawal from league games due to low member numbers. The committee have discussed seeking sponsorship from businesses in the area to help towards Green fees, the approx. cost for next years fees before the start of season is around £2100. Cllr Gurney asked for additional information to clarify the request the club have made.

Approved.....

Date.....

CONT. AGENDA ITEM 4.

Mr Moore responded that the signs would be permanent, and to be placed along the hedge on the left hand side as you go into the bowls area facing into the bowling green, they would look to be around 1m high off the ground around 1 x 2 m in size.

The club have not as yet approached any businesses as they would like to be clear as to whether the Council will allow this to go ahead. The Chair asked to set a further meeting with the bowls club to discuss the matter in detail, before a decision is made.

A resident of Middleton’s Lane spoke regarding the cars speeding down in Hellesdon, Middleton’s Lane in particular. The question was asked “Could the council look at the possibility of speed cameras or what can be done, Cllr Gurney spoke with regards to the item raised, there are currently no plans for speed cameras, or speed restrictions”. Cllr Gurney has requested for further speed checks to be carried out in Hellesdon, she noted that speeding is enforced by the police. Unfortunately, the speed watch group in Hellesdon has disbanded due to a lack of members, they have not been able to recruit any new volunteers. However, If volunteers do come forward to recommence the community speed watch group in Hellesdon, the Parish Council will fully support.

5. Reports from

a) Parish Clerk

The Parish Clerk’s report was previously circulated. It was **RESOLVED TO ACCEPT THE REPORT**

b) County and District Councillor

Cllr Gurney gave a verbal update, items relating to highways matters are raised as an agenda item. She stated it was disappointing that no conclusion came from the white paper relating to the cap on charges for social care in later life .

Cllr Gurney was disappointed in Broadland District Councils new phone system and a letter will be sent to the portfolio holder as it is inadequate for the users.

Cllr Gurney updated on current homeless matters in the parish, there is an officer at the District Council to refer homeless matters to.

c) Verbal update from Chairman was given. The roof works on Community Centre are planned to start Monday 28th June, with the main structural works to start on 12th July. The next meeting of the Full Council will be held in the Council Chambers with any Covid measures required put in place.

d) Police Report

The report was previously circulated to all Councillors and **NOTED.**

6. Financial Matters

It was RESOLVED TO NOTE THE FOLLOWING REPORTS

a) Bank Reconciliation – May 2021

The document was previously circulated, it was agreed by Cllr Gurney, seconded by Cllr Johnson **RESOLVED TO ACCEPT**

b) Earmarked reserves summary.

The document was previously circulated, it was agreed by Cllr Gurney, seconded by Cllr Sear **RESOLVED TO ACCEPT**

c) Approval of Payments – May 2021

The document was previously circulated, it was agreed by Cllr Gurney, seconded by Cllr Sear **RESOLVED TO ACCEPT**

Approved.....

Date.....

CONT AGENDA ITEM 6

- d) Approval of Receipts – May 2021
The document was previously circulated, it was agreed by Cllr King, seconded by Cllr Gurney
RESOLVED TO ACCEPT
- e) Detailed Income and Expenditure 1st April 2021 – 31st May 2021
The document was previously circulated, it was agreed by Cllr King, seconded by Cllr Gurney
RESOLVED TO ACCEPT
- f) To Note and Agree Detailed List of Regular Payments 2021/2022
The document was previously circulated, it was agreed by Cllr Gurney, seconded by Cllr Sear
RESOLVED TO ACCEPT
- g) To receive and Accounts Summary for end of year 2020/2021
The documents were previously circulated and **NOTED**. Thanks were given to the finance officer for the work put into producing the reports for the financial year end.
- h) To complete and sign Annual Governance Statement (s.2 of AGAR)
The Chairman presented the Statement previously signed by the Clerk It was
APPROVED AND AGREED and signed by the Chairman
- i) To approve and sign Accounting Statement for Accounts for 2019/20
The Chairman read the statements under s.1, which were all
APPROVED AND AGREED AS AFFIRMATIVE and signed by the Chairman and RFO
- j) To note the current total amount of \$106 contributions available to the Parish Council.
It was **NOTED** that the Total amount available, £1949.28.
The Chair asked if there were any suggestions as to how the monies can be used. A number of suggestions were discussed including using the money for a defibrillator, equipment for the yard. Money has been allocated in an earmarked reserve that can be used for the Yard. A formally proposal from Cllr Gurney seconded by the chair to purchase a Defibrillator with box for outside at the Recreation Ground was
RESOLVED TO ACCEPT THE PROPOSAL, Noted Cllr Sears abstained

7. Councillor Training

A report from the Clerk was previously circulated to all councillors. The report was discussed. It was proposed by the Chair and seconded by Cllr Avenell to go with Option 2 for one full day. It was
RESOLVED TO ACCEPT The clerk will contact the training provider to look at options for dates end July to Mid August and will circulate to all.

8. Community Apiary and Allotments Working Group

Cllr Gurney gave a verbal update to the council. The apiary now has 5 bee hives on site where weekly visits are taking Place by the group. With the current number of volunteers the site will operate up to a maximum of 8 hives, as more people join the capacity will increase. The recent decisions made at the working group for allocation of funds to purchase equipment was presented to Council in their Minutes of the working group. It was proposed by Cllr King and seconded by Cllr Forder to allocate the funds from the Earmarked Reserve for the Community Apiary and Orchard. It was
RESOLVED TO APPROVE Cllr Gurney abstained

Approved.....

Date.....

9. Office IT Audit

A report from the Clerk was previously circulated to all Councillors. The Clerk gave a verbal overview of the system currently in place. The report and update was discussed. It was proposed by Cllr Gurney and seconded by Cllr Avenell to accept the Quotation from Osiris to be funded through the budget allocated for IT. It was

RESOLVED TO ACCEPT

10. Highways Matters

The following Highways matters were discussed by the Council

a) Cromer Road Bus Lane

Cllr Gurney gave a verbal update on the recent consultation and the outcome from this. The proposal put forward has been approved. Cllr Gurney said that not all information was given at the meeting and many areas were missed including the Parish Councils response. Cllr Gurney said she felt demoralized at the meeting as the proposal was discussed as part of Greater Norwich local area, and not as an individual Parish which Hellesdon is in its own right. The Buses that will use the 24h lane do not directly service Hellesdon Residents. Cllr Gurney asked that the Parish Council consider a formal complaint to be made to Andrew Proctor at Norfolk County Council on the dissatisfaction that no consideration was given to the response from both the Community and Parish Council and did not form part of the report presented. Cllr King proposed a letter to be sent from the Parish Council seconded by Cllr Johnson and Agreed. Cllr Gurney abstained

b) First Bus Service for Cromer Road

This will be looked at to help service the residents of Hellesdon.

c) Proposed Cycle Lane/Footpath from Airport to NDR

Cllr Gurney gave a verbal update that as part of the Cromer Road works they had discussed the link up from the NDR Cycle way to the Airport. Cllr Gurney welcomes the opportunity of the cycle path way.

d) Planned Works for B&Q Junction

The works have not been justified, they are currently looking at reorganisation of the junction.

e) Highways improvements for Drayton Road/Middletons Lane Junction

The Council NOTED the planned road works.

f) Road Resurfacing in the Parish

Cllr Gurney has spoken with the Highways Engineer regarding the recent resurfacing in the Parish and has noted the areas raised.

g) Highway Parking

The letter received in the Parish Office regarding the issues on highway parking on Brabazon Road were NOTED.

Cllr Gurney will speak with highways to look at adding linage in this area in conjunction with the Cromer road planned works.

With regards to the additional cars being parked on the road due to a property of multiple occupancy this will need to be dealt with by Licensing at the District Council.

Other areas are being affected by inconsiderate parking and this is being looked at with Highways Officer.

11. Planning

- a. The recent planning decisions made by the Planning Committee on 18th May & 8th June 2021 were **NOTED**.

Approved.....

Date.....

12. Playing Fields, Allotments and Amenities

- a) The next meeting of the Playing Fields, Allotments and Amenities committee will be on 29th June 2021. It was **NOTED**
- b) The locking of the park by a separate contractor has now been in place for a few weeks and is working well, with no complaints.
- c) A written request from Hellesdon Bowls Club for formal advertising was received and circulated to all councillors, this was discussed at agenda item 4 and it was **AGREED** to arrange a meeting with the Bowls Club to discuss in more detail and to take to a future meeting of PA&A.

16. Property, Policy and Resources

- a) The Minutes of the Property, Policy and Resources committee meetings held on 25th May and 1st June 2021. Were **NOTED**
- b) There were no matters arising from the Minutes.
- c) It was **NOTED** a letter of intent was sent to project contractor and the onsite start date will be 30th June 2021.

13. Community Center Committee

No matters to consider

14. 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. There were no staffing updates to be considered under the resolution.

15. Staffing Update

The Minutes of the Staffing Committee meeting on 8th May 2021 were **NOTED**

16. Exchange of information only.

No further information

17. Time and Venue of next Council meeting.

The next meeting of the Full Council will be on 13th July 2021 at 7pm in the Council Chambers

The meeting closed at 10:01pm

Approved.....

Date.....

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING 13.07.21

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	The planned works to the community centre roof have started, with the main part of the work commencing on 12 th July. All items internally have been protected and there will be weekly site meetings
Car Park – Community Centre	Whilst the work to the roof is taking place the community centre car park will have a limited capacity, a sign will be put on the gates to ask only those using the facilities are to use the car park. Staff will park in the overflow carpark during the duration of the works.
Parish Council Offices Diamond Jubilee Lodge	The updated IT equipment agreed at last Full Council will be installed week commencing 12 th July
Recreation Ground including Children's Play areas	AGENDA ITEM
Skate Park & MUGA	
Meadow Way	
Mountfield Park	
Cottinghams Park	
Allotments	The deer on the allotments are still on site, allotment holders are taking extra precautions to cover produce. We are continuing to check each day to help move them on.
Community Orchard	
Community Apiary	There are now 5 hives on site, the working group has 5 active members
Cemetery Car Park	
Persimmons Homes	
Public Toilets	The toilets are now closed during the work on site for the Community Centre.
Litter & Dog Waste Bins	
Bus Shelters	The bus stops are scheduled to be cleaned during July.
Benches	the keyworkers bench is now in place.
War Memorial	
Highway Rangers	The Highway Rangers are Norfolk County Council Highway gang who visit the town on a regular basis to undertake minor road repairs e.g. sign cleaning, small potholes etc. Please let the office no of any such areas and we will add it to the schedule we send them We have sent a number of requests to the
Highway Verges	
Staffing	Lateral flow work place testing is now being carried out. Caretakers are now carrying out additional tasks whilst the community centre is non operational. AGENDA ITEM
Mobile Phones	
Street Lighting	
Cromer Road/Aylsham Road Transport for Norwich Consultation	No further update

Gas Works Allotment Site	No current update
Events	We have our Norfolk Day Event on 27 th July, poster attached to report. AGENDA ITEM
Meeting Dates	Community Centre – Meeting to be scheduled PP&R – Next meeting to be scheduled PA&A – 7 th September and 19 th October 2021 Staffing – Next meeting to be scheduled Annual Parish Meeting – Date to be confirmed for 2022
Parish Partnership Funding 2022/2023	We have now been contacted by Norfolk County Council who will be offering the Parish Partnership Scheme again for 2022 and 2023, letter attached to report. This will be discussed at Full Council in September. Could councillors give thought as to a proposal for this.

Items for Parish Council to consider/note –

Norfolk Day 27th July 2021

Come and join us between 10am and 3pm

Hellesdon Big Litter Pick

Equipment Will Be Provided (collection from Parish Office)

*All children **must** be accompanied by an adult*

An ice lolly & certificate will be awarded as a thank you for all those taking part

H^PC HELLEDSON PARISH COUNCIL



Norfolk County Council
at your service

Environment, Transport, Development
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc Local Members

Your Ref: My Ref: HI/12/GEN/DH/KT
Date: June 2021 Tel No.: 0344 800 8020
Email: martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last eight years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2022/23. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 10 December 2021. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2022 following approval by the Norfolk County Council Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

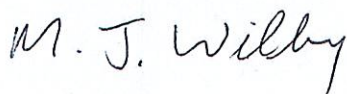
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2021

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2021	Active Saver 4401	336,327.52
30/06/2021	Business Current Account 2077	500.00
30/06/2021	Petty Cash	247.10
30/06/2021	Active Saver 7702	337,827.30
30/06/2021	Active Saver 4503	81,397.33
30/06/2021	Number 2 account 0958	752,490.20
		1,508,789.45
 <u>Other Cash & Bank Balances</u>		
		20.00
		<hr/> 1,508,809.45
 <u>Unpresented Payments</u>		
		53.74
		<hr/> 1,508,755.71
 <u>Receipts not on Bank Statement</u>		
		0.00
		<hr/> 1,508,755.71
 <u>Closing Balance</u>		
		1,508,755.71
 <u>All Cash & Bank Accounts</u>		
1	Current Bank Account	336,773.78
2	Petty Cash	247.10
3	Active Saver 7702	337,827.30
4	Active Saver Emergency 4503	81,397.33
5	Number 2 account	752,490.20
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	<hr/> 1,508,755.71

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Play Equipment	7,490.71		7,490.71
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	10,400.00	2,250.00	12,650.00
323 EMR Hard Surface Area	14,000.00	1,000.00	15,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	576.00	1,450.00	2,026.00
326 EMR Elections	2,903.70		2,903.70
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	17,000.00		17,000.00
329 EMR Com Centre Contingency	15,739.68		15,739.68
330 EMR Parish Poll Provision	6,000.00		6,000.00
331 EMR Mountfield Park	43,026.99		43,026.99
332 EMR Good Causes in Hellesdon	5,770.00	-1,500.00	4,270.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	54,910.14	-1,782.90	53,127.24
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storage	0.00		0.00
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,340.00	-200.00	5,140.00
347 EMR Land Acquisition account	69,752.17		69,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	5,141.00	2,000.00	7,141.00
350 EMR Community Apiary & allotme	0.00	696.55	696.55
351 EMR Events	0.00	2,500.00	2,500.00
	295,154.41	6,413.65	301,568.06

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2021	Active Saver 4401	336,327.52	
30/06/2021	Business Current Account 2077	500.00	
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			1,508,789.45

Other Cash & Bank Balances

20.00

1,508,809.45

Unpresented Payments

53.74

1,508,755.71

Receipts not on Bank Statement

0.00

Closing Balance

1,508,755.71

All Cash & Bank Accounts

1	Current Bank Account	336,773.78	
2	Petty Cash	247.10	
3	Active Saver 7702	337,827.30	
4	Active Saver Emergency 4503	81,397.33	
5	Number 2 account	752,490.20	
	Other Cash & Bank Balances	20.00	
	Total Cash & Bank Balances		1,508,755.71

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1410 Community Centre Inc ML Room	65	929	0	(929)			0.0%	
Community Centre :- Income	65	929	0	(929)				0
4150 Utilities	1,514	4,331	23,000	18,669		18,669	18.8%	
4195 Keys/Locks	0	29	40	11		11	72.0%	
4250 Sanitary Waste Disposal	0	0	2,180	2,180		2,180	0.0%	
4295 Equipment - New/Replacement	0	0	1,000	1,000		1,000	0.0%	
4300 Equipment-Repair/Maintenance	0	0	585	585		585	0.0%	
4416 Water dispenser	0	11	345	334		334	3.3%	
4435 Contingencies	0	143	1,300	1,157		1,157	11.0%	
4450 Inspections	0	0	526	526		526	0.0%	
4480 Memberships & Subscriptions	0	0	1,600	1,600		1,600	0.0%	
4560 Property Maintain/Replacement	43	231	0	(231)		(231)	0.0%	
4630 Consumables	0	0	625	625		625	0.0%	
4635 cleaning agents/materials	100	239	2,310	2,071		2,071	10.4%	
4695 community centre redevelopment	495	7,613	0	(7,613)		(7,613)	0.0%	
Community Centre :- Indirect Expenditure	2,152	12,597	33,511	20,914	0	20,914	37.6%	0
Net Income over Expenditure	(2,087)	(11,668)	(33,511)	(21,843)				
110 Administration								
1076 Precept	0	257,105	0	(257,105)			0.0%	9,200
1085 Grants received	0	12,000	0	(12,000)			0.0%	
Administration :- Income	0	269,105	0	(269,105)				9,200
4065 councillor training	0	0	1,000	1,000		1,000	0.0%	
4465 External Audit	0	0	1,325	1,325		1,325	0.0%	
4470 Internal Audit	330	1,270	2,380	1,110		1,110	53.4%	
4475 Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480 Memberships & Subscriptions	0	1,105	1,200	95		95	92.1%	
4550 Insurance	0	9,687	9,668	(19)		(19)	100.2%	
Administration :- Indirect Expenditure	330	12,562	20,573	8,011	0	8,011	61.1%	0
Net Income over Expenditure	(330)	256,543	(20,573)	(277,116)				
6001 less Transfer to EMR	9,200	9,200						
Movement to/(from) Gen Reserve	(9,530)	247,343						
120 Staff								
4000 Admin Staff	5,654	16,961	90,916	73,955		73,955	18.7%	
4010 Groundstaff	4,105	12,315	64,663	52,348		52,348	19.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Care Takers	3,144	11,622	81,042	69,420		69,420	14.3%	
4040 PAYE	2,680	8,223	0	(8,223)		(8,223)	0.0%	
4045 Pension Scheme	3,350	10,828	40,841	30,013		30,013	26.5%	
4055 Staff training	25	25	4,000	3,975		3,975	0.6%	
4070 Profess Fees/Agency Personnel	0	210	0	(210)		(210)	0.0%	
4080 Employer NI	1,243	3,877	17,510	13,633		13,633	22.1%	
4090 Protective clothing/workwear	26	66	3,050	2,984		2,984	2.2%	
Staff :- Indirect Expenditure	<u>20,225</u>	<u>64,128</u>	<u>302,022</u>	<u>237,894</u>	<u>0</u>	<u>237,894</u>	<u>21.2%</u>	<u>0</u>
Net Expenditure	<u>(20,225)</u>	<u>(64,128)</u>	<u>(302,022)</u>	<u>(237,894)</u>				
<u>130 Council Office</u>								
1360 Electricity FIT	141	141	500	359			28.1%	
Council Office :- Income	<u>141</u>	<u>141</u>	<u>500</u>	<u>359</u>			<u>28.1%</u>	<u>0</u>
4112 Advertising	0	0	185	185		185	0.0%	
4150 Utilities	750	2,169	12,365	10,196		10,196	17.5%	
4195 Keys/Locks	12	12	50	38		38	25.0%	
4250 Sanitary Waste Disposal	0	0	50	50		50	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4400 Chairman's Budget	0	30	1,500	1,470		1,470	2.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415 Catering for Meeting	34	75	200	125		125	37.6%	
4420 Telephone and Broadband	256	911	3,000	2,089		2,089	30.4%	
4425 IT Support and Maintenance	212	636	2,900	2,264		2,264	21.9%	
4430 Photocopier	156	807	2,260	1,453		1,453	35.7%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	0	30	670	640		640	4.5%	
4445 Postage	0	0	150	150		150	0.0%	
4450 Inspections	0	0	166	166		166	0.0%	
4485 Other Licences/Fees	527	1,397	2,670	1,273		1,273	52.3%	
4500 PWLB	0	8,945	43,826	34,881		34,881	20.4%	
4560 Property Maintain/Replacement	0	192	2,000	1,808		1,808	9.6%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595 Misc contributions	200	200	0	(200)		(200)	0.0%	200
4635 cleaning agents/materials	0	0	20	20		20	0.0%	
Council Office :- Indirect Expenditure	<u>2,148</u>	<u>15,404</u>	<u>78,112</u>	<u>62,708</u>	<u>0</u>	<u>62,708</u>	<u>19.7%</u>	<u>200</u>
Net Income over Expenditure	<u>(2,007)</u>	<u>(15,264)</u>	<u>(77,612)</u>	<u>(62,348)</u>				
6000 plus Transfer from EMR	200	200						
Movement to/(from) Gen Reserve	<u>(1,807)</u>	<u>(15,064)</u>						

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Investment								
1080 Bank Interest Received	0	0	2,000	2,000			0.0%	
1090 Monthly Loyalty Rewards	1	2	35	33			5.2%	
Investment :- Income	<u>1</u>	<u>2</u>	<u>2,035</u>	<u>2,033</u>			<u>0.1%</u>	<u>0</u>
4060 Bank Charges	17	45	600	555		555	7.5%	
Investment :- Indirect Expenditure	<u>17</u>	<u>45</u>	<u>600</u>	<u>555</u>	<u>0</u>	<u>555</u>	<u>7.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(15)</u>	<u>(43)</u>	<u>1,435</u>	<u>1,478</u>				
160 Planning								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(300)</u>	<u>(300)</u>				
170 Health and Safety								
4135 Consultancy Fees	0	0	500	500		500	0.0%	
4140 Defibrillator	0	0	300	300		300	0.0%	
4295 Equipment - New/Replacement	0	0	150	150		150	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
180 Media and Communications								
4100 Parish Council Promotion	0	0	1,500	1,500		1,500	0.0%	
4105 Newsletter-Printing/Distributi	195	995	5,000	4,005		4,005	19.9%	
4110 Website and Emails	0	851	1,000	149		149	85.1%	
4155 IT Reserve	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	0	1,450	1,450		1,450	0.0%	
4685 Noticeboards	0	0	4,000	4,000		4,000	0.0%	
Media and Communications :- Indirect Expenditure	<u>195</u>	<u>1,846</u>	<u>14,950</u>	<u>13,104</u>	<u>0</u>	<u>13,104</u>	<u>12.3%</u>	<u>0</u>
Net Expenditure	<u>(195)</u>	<u>(1,846)</u>	<u>(14,950)</u>	<u>(13,104)</u>				
190 Stores								
4150 Utilities	147	443	1,500	1,057		1,057	29.5%	
Stores :- Indirect Expenditure	<u>147</u>	<u>443</u>	<u>1,500</u>	<u>1,057</u>	<u>0</u>	<u>1,057</u>	<u>29.5%</u>	<u>0</u>
Net Expenditure	<u>(147)</u>	<u>(443)</u>	<u>(1,500)</u>	<u>(1,057)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
195 Tractor Shed								
4150 Utilities	314	946	3,213	2,267		2,267	29.4%	
4450 Inspections	0	0	166	166		166	0.0%	
4560 Property Maintain/Replacement	0	0	550	550		550	0.0%	
Tractor Shed :- Indirect Expenditure	314	946	3,929	2,983	0	2,983	24.1%	0
Net Expenditure	(314)	(946)	(3,929)	(2,983)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	655	655		655	0.0%	
4120 Over 65 Entertainment	0	0	300	300		300	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Residents' Parties :- Indirect Expenditure	0	0	1,005	1,005	0	1,005	0.0%	0
Net Expenditure	0	0	(1,005)	(1,005)				
205 Events								
4122 Events	0	0	2,500	2,500		2,500	0.0%	
Events :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
210 Grounds								
1200 Football Hire Charges	0	358	1,050	692			34.1%	
1210 Football Training Area Hire	176	719	3,000	2,281			24.0%	
1215 Grass cutting agreement	0	13,213	13,057	(156)			101.2%	
1270 Floodlights Income	0	20	750	730			2.7%	
Grounds :- Income	176	14,311	17,857	3,546			80.1%	0
4195 Keys/Locks	0	0	30	30		30	0.0%	
4205 Replacement Bins	0	0	1,000	1,000		1,000	0.0%	
4210 Emptying Bins/Fresheners	0	0	3,520	3,520		3,520	0.0%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	0	90	0	(90)		(90)	0.0%	
4225 Floodlights Maintenance/Repair	0	0	500	500		500	0.0%	
4245 Highway grass verge cutting	1,392	4,175	13,057	8,883		8,883	32.0%	
4255 Green Waste Removal	225	450	2,700	2,250		2,250	16.7%	
4260 Shrub/Tree/Hedge	77	77	1,556	1,479		1,479	4.9%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,394	1,394		1,394	0.0%	
4295 Equipment - New/Replacement	145	311	500	189		189	62.3%	
4320 Small tools	18	18	500	482		482	3.6%	

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 fence repairs	0	0	4,000	4,000		4,000	0.0%	
4385 Pegs & Bolts Purchase	0	0	90	90		90	0.0%	
4390 Materials	0	0	2,590	2,590		2,590	0.0%	
4435 Contingencies	0	0	4,335	4,335		4,335	0.0%	
4630 Consumables	0	20	575	555		555	3.4%	
4635 cleaning agents/materials	0	0	100	100		100	0.0%	
Grounds :- Indirect Expenditure	1,857	5,141	37,447	32,306	0	32,306	13.7%	0
Net Income over Expenditure	(1,681)	9,170	(19,590)	(28,760)				
220 Machinery and Vehicles								
4160 Repairs/Maintenance	0	64	680	616		616	9.4%	
4265 Fuel	181	422	1,200	778		778	35.1%	
4290 Servicing	0	1,436	5,500	4,064		4,064	26.1%	
4310 Hire of Machinery	675	2,024	9,098	7,074		7,074	22.3%	
4680 Depreciation	0	0	2,250	2,250		2,250	0.0%	
Machinery and Vehicles :- Indirect Expenditure	856	3,947	18,728	14,781	0	14,781	21.1%	0
Net Expenditure	(856)	(3,947)	(18,728)	(14,781)				
230 Trees								
4240 Emergency Work	0	0	1,500	1,500		1,500	0.0%	
4450 Inspections	0	380	2,000	1,620		1,620	19.0%	
4455 Work following Inspections	0	345	5,000	4,655		4,655	6.9%	
Trees :- Indirect Expenditure	0	725	8,500	7,775	0	7,775	8.5%	0
Net Expenditure	0	(725)	(8,500)	(7,775)				
240 Allotments								
1100 Allotment Income	0	45	2,500	2,455			1.8%	
1105 Allotment administration fee	13	50	0	(50)			0.0%	
1110 Water Charge	0	0	750	750			0.0%	
1115 Pest control charge	0	0	735	735			0.0%	
Allotments :- Income	13	95	3,985	3,890			2.4%	0
4145 Landowner Rent	0	857	1,900	1,043		1,043	45.1%	
4150 Utilities	27	(462)	1,700	2,162		2,162	(27.2%)	
4170 Pest Control	0	0	735	735		735	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4195 Keys/Locks	9	9	30	21		21	30.6%	9
4295 Equipment - New/Replacement	24	24	0	(24)		(24)	0.0%	24

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4390 Materials	56	56	430	374		374	13.0%	
4560 Property Maintain/Replacement	770	2,553	500	(2,053)		(2,053)	510.6%	5,075
Allotments :- Indirect Expenditure	886	3,037	5,395	2,358	0	2,358	56.3%	5,109
Net Income over Expenditure	(874)	(2,942)	(1,410)	1,532				
6000 plus Transfer from EMR	803	3,848						
6001 less Transfer to EMR	0	1,261						
Movement to/(from) Gen Reserve	(70)	(355)						
250 Play Areas								
4300 Equipment-Repair/Maintenance	0	0	2,750	2,750		2,750	0.0%	
4450 Inspections	244	244	250	6		6	97.6%	
Play Areas :- Indirect Expenditure	244	244	3,000	2,756	0	2,756	8.1%	0
Net Expenditure	(244)	(244)	(3,000)	(2,756)				
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	93	128	650	522			19.7%	
1230 Netball Hire Charges	60	193	760	567			25.4%	
Hard Courts and Car Park :- Income	153	322	1,410	1,088			22.8%	0
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	178	178		178	0.0%	
4390 Materials	0	0	352	352		352	0.0%	
4560 Property Maintain/Replacement	0	0	2,350	2,350		2,350	0.0%	
4580 Car Park/ Pathways	0	0	650	650		650	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	4,030	4,030	0	4,030	0.0%	0
Net Income over Expenditure	153	322	(2,620)	(2,942)				
260 Bowling Green								
1240 Bowls Hire Charges	1,800	1,800	0	(1,800)			0.0%	
Bowling Green :- Income	1,800	1,800	0	(1,800)				0
4330 Repair Wooden Shuttering	0	0	250	250		250	0.0%	
4390 Materials	0	73	1,000	927		927	7.3%	
Bowling Green :- Indirect Expenditure	0	73	1,250	1,177	0	1,177	5.9%	0
Net Income over Expenditure	1,800	1,727	(1,250)	(2,977)				

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
265 Memorials								
4360 Rose Renewal	0	51	25	(26)		(26)	203.7%	
4575 War Memorial	0	0	200	200		200	0.0%	
Memorials :- Indirect Expenditure	<u>0</u>	<u>51</u>	<u>225</u>	<u>174</u>	<u>0</u>	<u>174</u>	<u>22.6%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(51)</u>	<u>(225)</u>	<u>(174)</u>				
270 Traffic Highways/Environment								
4645 Rolling maintenance programme	0	322	0	(322)		(322)	0.0%	
4650 SAM2 Weekly Move	75	225	920	695		695	24.5%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<u>75</u>	<u>547</u>	<u>1,420</u>	<u>873</u>	<u>0</u>	<u>873</u>	<u>38.5%</u>	<u>0</u>
Net Expenditure	<u>(75)</u>	<u>(547)</u>	<u>(1,420)</u>	<u>(873)</u>				
Grand Totals:- Income	2,348	286,704	25,787	(260,917)			1111.8%	
Expenditure	29,445	121,735	539,997	418,262	0	418,262	22.5%	
Net Income over Expenditure	<u>(27,097)</u>	<u>164,970</u>	<u>(514,210)</u>	<u>(679,180)</u>				
plus Transfer from EMR	1,003	4,048						
less Transfer to EMR	9,200	10,461						
Movement to/(from) Gen Reserve	<u>(35,293)</u>	<u>158,556</u>						

Date	Payee	Amount	Expenditure
01/06/2021	Broadland District Council	£147.00	business rates stores
01/06/2021	Broadland District Council	£1,010.00	business rates community centre
01/06/2021	Broadland District Council	£314.00	business rates groundsmen shed
01/06/2021	Drayton Farms	£270.82	allotment rent 2021
02/06/2021	Creative Lincs Ltd	£90.00	"The Yard" banners
02/06/2021	Nisbets	£171.83	vinyl stickers sanitiser
02/06/2021	PHS	£166.94	t/roll dispenser, t/rolls, sacks, blue roll, scourer/sponge
02/06/2021	Taverham Nursery Centre	£141.01	compost bowl green/ hanging basket plants office
02/06/2021	Viking Direct	£36.25	dividers, pens, paper, punched pockets, blue tac, magnets
02/06/2021	Broadland Tree Network	£200.00	donation
02/06/2021	Vodafone	£157.52	mobile phones
02/06/2021	Entanet	£54.30	broadband 23 May - 22 Jun
04/06/2021	Simon the Beekeeper	£221.23	protective clothing/ frames
04/06/2021	Westcotec Ltd	£90.00	SAM program
07/06/2021	Barclays Bank	£10.55	charges 13 Apr - 12 May
09/06/2021	UK Fuels	£155.08	fuel May
11/06/2021	Entanet	£15.00	phone rental Jun
15/06/2021	Osiris Technologies	£254.28	IT support & phone user system
15/06/2021	NALC	£30.00	HR webinar
15/06/2021	Rialtas Business Solutions	£632.40	bookings, allotments software & MTD vat support fee
15/06/2021	Taverham Nursery Centre	£5.09	liquid feed hanging basket
15/06/2021	Viking Direct	£30.57	first aid kit, eye was pads apiary
15/06/2021	The Garden Guardian	£1,669.80	grass cutting instalment
15/06/2021	Larking Gowen	£1,128.00	interim invoice year end audit
15/06/2021	IRIS Software	£48.00	Iris HR
15/06/2021	M J Tree Services	£870.00	tree work Mountfield Park
15/06/2021	Canham Consulting	£2,679.00	roof structure drawings HCC
16/06/2021	Payroll Jun	£12,902.15	net salaries
21/06/2021	Total Gas & Power	£756.33	gas HCC/office May 2021
21/06/2021	Petty cash	£200.00	cash w/drawn post office top up petty cash
21/06/2021	Norfolk Pension Fund	£3,349.51	Jun EER & EEE contributions
21/06/2021	HM Revenue & Customs	£3,922.40	PAYE & EER NI Jun

23/06/2021	Total Gas & Power	£27.90	electricity allotments May 2021
23/06/2021	Harkness Roses	£76.95	Duke of Edinburgh roses
24/06/2021	Simon the Beekeeper	£53.74	buzz workwear khaki suit
25/06/2021	Broadland District Council	£624.00	business rates office
25/06/2021	Viking Direct	£4.19	first aid sign
25/06/2021	National Society of Allotments	£67.00	membership fee
25/06/2021	Ben Burgess Groundscore	£173.86	15 ltr sprayer
25/06/2021	Just Regional	£234.00	advert 16 Jun Just Hellesdon
25/06/2021	Pips Skips Ltd	£270.00	skip hire 9 Jun
25/06/2021	Kieron Haines	£329.91	apiary expenditure
28/06/2021	Hitachi Capital	£540.00	lease boomer tractor and hedgecutter
28/06/2021	BNP Financing	£278.00	HP Wessex mower
29/06/2021	Petty cash	£200.00	cash w/drawn post office top up petty cash
30/06/2021	Simon the Beekeeper	£53.74	bee keeping protective clothing
30/06/2021	Vodafone	£157.52	mobile phones 16 May - 15 Jul
30/06/2021	Machine Mart	£317.99	nuts & bolts for NHS bench

To be paid:

Invoice date	Supplier	Total cost	Expenditure
29/06/2021	Broadland Group Ltd	594	asbestos survey HCC
18/06/2021	DD Health & Safety	65.4	water proof jacket work wear & 6 pack blue roll
28/06/2021	Darren Gotts Electrician	51	replace reset button on disable toilet alarm
30/06/2021	mha Larking Gowen	396	internal audit final bill y/e 31 Mar 2021
30/06/2021	Mayday Office Equipment	187.6	photocopies/printing Apr - Jun & maintenance support
16/06/2021	Milne Marketing	82.2	Microtech sanitiser 25 lts
25/06/2021	Osiris Technologies	96.88	broadband & PSTN from 15 Jun
30/06/2021	Play Safety	292.8	play areas inspection

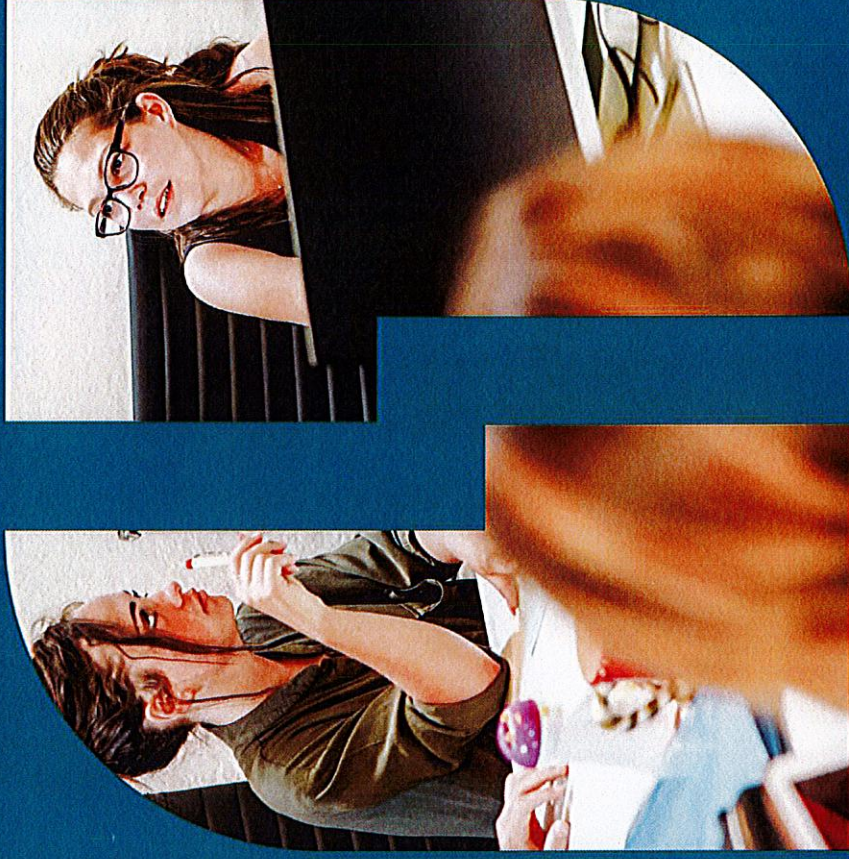
Receipts June 2021

Date	Income	Amount	Notes
02/06/2021	Football training	£137.70	commercial hire
02/06/2021	Tennis court hire	£233.28	commercial hire
03/06/2021	Tennis court hire	£77.76	commercial hire
07/06/2021	Netball court hire	£25.50	Net ball
07/06/2021	Tennis court hire	£42.00	tennis x 3 hires
07/06/2021	Monthly Loyalty Reward	£1.22	Barclays interest
08/06/2021	Football training	£97.20	community hire
08/06/2021	Norfolk County Council	£15,856.00	grass cutting 2021
09/06/2021	Tennis court hire	£7.00	casual tennis hire
10/06/2021	Netball court hire	£25.50	Net ball
14/06/2021	Football pitch hire	£84.00	junior matches
16/06/2021	Football pitch hire	£200.40	junior matches
22/06/2021	Bowling Green hire	£900.00	final instalment
24/06/2021	Allotment income	£45.00	Plot 52a
24/06/2021	Tennis court hire	£56.00	casual tennis hire
24/06/2021	Football training	£162.00	commercial hire
25/06/2021	HCC as polling station	£414.72	6 May elections
28/06/2021	Tennis court hire	£7.00	casual tennis hire

**Hellesdon Parish Council
Internal Audit Report**

Year ended 31st March 2021

Draft report for comment – issued 29/06/2021



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Key

Key to Overall Assurance Opinion in section 2

In section 2 of this report we give our overall opinion as to the level of assurance provided by the system reviewed in this report. The five potential levels of assurance are.

Substantial	A sound system of control is in place which should provide management and Trustees with assurance that risks are being appropriately managed
Significant	A generally sound system of control is in place but with some weaknesses identified in specific areas which could, if not rectified, put the achievement of objectives in those specific areas at risk
Adequate	A generally sound system of control is in place but with several weaknesses identified which could, if not rectified, put the achievement of overall objectives at risk
Limited	Significant weaknesses have been identified which would, if not rectified promptly, place the achievement of objectives at serious risk
None	A system of control and risk management is not present in the area reviewed.

Key to Recommendations in sections 2 and 3 of this report

In section 2 we also summarise all recommendations made in section 3 of this report (being the detailed findings section). Our recommendations / points to consider are colour-coded as follows -.

Priority 1	We have identified a significant weakness or error and make a recommendation which requires your immediate attention
Priority 2	We have identified a weaknesses or error and make a recommendation which requires your prompt attention
Priority 3	We found no errors or control weaknesses but make a good practice suggestion, a point to consider, or suggest continuation of a new process
(None)	We found no errors or control weaknesses, therefore no recommendations made in this area (seen in section 3 only)

1 / Introduction and Scope

- 1.1. The Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control'.
- 1.2. The purpose of internal audit is to review and assess whether the Council's systems of financial and other controls are well designed and are operating effectively. It is essential that the internal audit function is sufficiently independent of the other financial controls and procedures of the Council which are the subject of review. The Council complied with the requirements in terms of independence from the Council's decision-making process by appointing Larking Gowen, Chartered Accountants to provide an internal audit function to the Council.
- 1.3. The internal audit function is not the detailed inspection of all records and transactions of a council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control.
- 1.4. This report sets out observations on the areas examined during our interim audit in December 2020 and our financial year-end audit in May 2021. The report sets out the testing we conducted in each specified area, our findings from those tests and any recommendations which have arisen from our testing.
- 1.5. Due to the UK's lockdown restrictions imposed as a response to the COVID-19 pandemic, both our December and May audits were conducted remotely via email and telephone, and also utilising our document management system, Inflo.
- 1.6. As the documentation that we would normally see whilst onsite (including bank statements, bank reconciliations, copy invoices, Council and Committee minutes etc) were sent to us electronically we had sight of the same documentation that we would have seen had we performed an onsite visit to the Council's offices.
- 1.7. This report is provided on the basis that it is for your information only and that it will not be referred to, in whole or in part, without our prior written consent, and that we accept no responsibility to any third party in relation to it.

Acknowledgements

- 1.8. We would like to take this opportunity to thank the staff of the Council, in particular Natasha Carver and Gavin Ellis, for their assistance during our two audits.

Abbreviations used in this report

HPC Hellesdon Parish Council

2 / Overall Assurance Opinion and Summary of Recommendations

Overall Assurance Opinion on the systems reviewed in this report:

Substantial

A sound system of control is in place which should provide management and Trustees with assurance that risks are being appropriately managed.

See the key at the front of this report for an explanation of the range of potential assurance opinions.

2020/21 Annual Governance and Accountability Return Part 3:

On the basis of the work we have undertaken during the course of the year, we signed off the 2020/21 Annual Governance and Accountability Return Part 3's Annual Internal Audit Report section assigning **no negative assurances for any area.**

Summary of recommendations:

The table below lists all recommendations made in the detailed findings sections of this report (section 3).

See the key at the front of this report for priority colour coding explanations.

Report section	Recommendation & priority level	Management response	Officer/Councillor Responsible	Due date
3.1 / LCRS Risk register	We make a good practice recommendation that any review of the LCRS risk register by the full Council is recorded in the published meeting minutes, including any matters arising from the Council's review.			

3 / Detailed findings sections

Section 3 contents:

- 3.1 Assessment and management of risk
- 3.2 Maintenance of accounting records
- 3.3 Budgetary control and reserves
- 3.4 Incoming resources
- 3.5 Outgoing payments
- 3.6 Bank and petty cash
- 3.7 Wages

3.1 / Assessment and management of risk

Objective: To ensure adequate arrangements are in place to identify and manage risks

Testing conducted	Findings	Recommendations
<p>We reviewed arrangements for updating and reviewing the Risk Register, to ensure that risks are being appropriately identified and managed</p>	<p>Hellesdon Parish Council (HPC) continues to use the LCRS (Local Council Risk Summary) risk register template developed by the National Association of Local Councils (NALC). This Access database is updated by the Parish Clerk and then reviewed by the full Council. This segregation of preparation and review and the use of the LCRS template are consistent with good practice.</p> <p>We confirmed that the Parish Clerk updated the LCRS risk register for the start of the 2020/21 financial year. Normally (pre-Covid-19) the updated register would have then been reviewed by the full Council, however, due to the Covid-19 lockdown in place from 23 March 2020, the updated register was reviewed by the Chairman of the Council on behalf of the full Council. As the full Council did not meet between 25 March 2020 and 5 May 2020, this review by the Chairman was a prudent way of ensuring the updated LCRS risk register was reviewed promptly after it was updated, taking into consideration the uncertainty brought about by the national lockdown in effect from March 2020. The Chairman emailed us directly to give us confirmation that he had performed this review of the 2020/21 updated risk register.</p> <p>We have confirmed that the normal procedure will be in place for 2021/22 whereby the updated risk register will be reviewed by the full Council, not just the Chairman, and this review was due to take place at the full Council's June meeting.</p> <p>We make a good practice recommendation that any review of the LCRS risk register by the full Council is recorded in the published meeting minutes, including any matters arising from the Council's review.</p>	<p>We make a good practice recommendation that any review of the LCRS risk register by the full Council is recorded in the published meeting minutes, including any matters arising from the Council's review.</p>
<p>We reviewed insurance coverage</p>	<p>We confirmed that HPC had insurance coverage in place with Zurich Municipal throughout the financial year to 31 March 2021 and that this coverage was promptly renewed for the new financial year commencing 1st April 2021. The new coverage remains appropriate for the Council's assets.</p>	<p>No recommendations</p>
<p>We discussed GDPR compliance</p>	<p>All staff have been trained in GDPR and signed relevant consent forms. No GDPR breaches have been reported in the year.</p>	<p>No recommendations</p>

3.1 / Assessment and management of risk

Testing conducted	Findings	Recommendations
<p>We reviewed internal financial regulations and controls documentation to ensure up to date</p>	<p>The Clerk carried out a comprehensive review of the Council's key standing documents during 2020. All such documents were updated in 2020 and then re-approved by the Council, with this approval being recorded in the minutes.</p> <p>This means the Councils' key standing documents are now up to date, with all having been reviewed and approved within the past year / year and a half. This clears our recommendation in this area made in our report last year. The specific dates the updated documents were re-approved were: -</p> <ul style="list-style-type: none"> - Financial Regulations March 2020 - Full Council Functions March 2020 - Members Code of Conduct January 2020 - Scheme of Delegation to the Parish Clerk March 2020 - Standing Orders April 2020 - Committees' Terms of Reference March 2020 - Internal Control & Review of Effectiveness March 2020 - GDPR Policy August 2020 - Handbook for The Clerk and Staff March 2020 - Health & Safety policy March 2020 - Safeguarding policy October 2020 	<p>No recommendations</p>
<p>We discussed the ongoing impact of COVID-19 and UK Lockdown measures</p>	<p>As last year, HPC, in common with other parish and town councils has not suffered an overall negative financial impact from Covid-19 and lockdowns in the 2020/21 year. In fact, as we note elsewhere in our report, reserves actually increased in the year to 31 March 2021.</p> <p>This is due in large part to having a guaranteed amount of precept income coming in, not being dependent upon the fluctuating levels of business rates in the way the district councils / Norwich City Council are, and also not being responsible for the payment of benefits.</p> <p>Covid-19 has impacted significantly on HPC in one respect – the Community Centre has remained closed for most of the 2020/21 year, with the commensurate loss of income – however this has been balanced by reduced staffing costs that have resulted from this closure as well as the reduction in grounds keeping work. The Community Centre is due to remain closed until near the end of 2021 due to the need to repair the roof.</p> <p>HPC's office staff have been doing a mix of working in the office and home working, and the lockdowns have not negatively impacted on their ability to keep up with tasks and meet key financial and reporting deadlines. Similarly the Council and its committees have continued to function effectively via remote online meetings rather than face to face meetings.</p>	<p>No recommendations</p>

3.2 / Maintenance of accounting records

Objective: To ensure that books of account have been properly kept throughout the financial year.

Testing conducted	Findings	Recommendations
<p>We discussed the use of the RBS financial system</p>	<p>RBS (Realis Business Solutions) is designed for local authorities and was brought into use at HPC from 1 February 2017. RBS has been used now at HPC for more than four full financial years.</p> <p>The Finance Officer reports that RBS continues to work effectively both in terms of entering data into RBS, and the system's ability to then produce appropriate, prompt and user-friendly output reports.</p>	<p>No recommendations</p>
<p>We tested whether RBS was up to date for receipts and payments at our May 2021 audit</p>	<p>We confirmed that all data for the year ended 31 March 2021 was entered on RBS and reconciled at the time of our May 2021 audit.</p>	<p>No recommendations</p>
<p>We discussed RBS backup procedures</p>	<p>We confirmed by discussion with officers that a backup of the data on RBS is taken each week. This is manually triggered by the Finance Officer clicking onscreen.</p> <p>A copy goes to RBS's head office and a copy also goes to a virtual cloud. Additionally, a copy is taken weekly on a memory stick and held in the fireproof safe at the Community Centre. Therefore, three remote backups are held offsite - an effective backup method.</p>	<p>No recommendations</p>
<p>We tested whether the Council verifies the accounting records each month</p>	<p>Each month, the Finance Officer prints from RBS a list of the preceding month's cash payments, other payments (cheques, direct debits, transfers) and receipts for the full Council to formally review and approve at its monthly meeting. The Council also reviews and approves at the same time the bank reconciliation, reserves summary and income and expenditure statement for the preceding month.</p> <p>We confirmed by review of the minutes that the full Council reviewed and approved all of the above for every month of the 2020/21 financial year and each approval was duly recorded in the minutes for that meeting.</p>	<p>No recommendations</p>
<p>Follow up on 2020 recommendation to review the template of the March Council minutes to ensure it refers to the approval of the correct month's accounting records.</p>	<p>We noted in our report last year that in the 2018/19 and 2019/20 financial years, both the February and March Council meeting minutes stated the Council's approval of the December receipts and payments. No minutes recorded the Council's approval of the January figures. We assumed this was the result of either a typographical or templating error and recommended the minutes template be reviewed.</p> <p>We confirm that the above error did not occur in the 2020/21 financial year. Every month within the period had its receipts, payments and reconciliations approvals correctly recorded in the full Council meeting minutes. No month's approval was duplicated or omitted. Therefore last year's recommendation is now cleared.</p>	<p>No recommendations</p>

3.2 / Maintenance of accounting records

Testing conducted	Findings	Recommendations
<p>We enquired whether the planned updates to the RBS financial system mentioned in last year's report, had gone ahead.</p>	<p>The following RBS updates / improvements have gone ahead during the 2020/21 year:</p> <ul style="list-style-type: none"> • the RBS bookings software was purchased and is used by all staff to take bookings for the Community Centre; football pitches; and netball/tennis courts. • Some benefits have already been noted from this, specifically: <ul style="list-style-type: none"> ◦ when preparing sales invoices the "add bookings" button populates the invoice with the relevant bookings - saving time compared to entering each booking manually. ◦ The bookings software is also more user friendly than the manual diary: weekly activity reports may be generated; reports for caretakers may be produced; and the software will prevent double booking of a facility. • As the Community Centre was closed for most of 2020/2021 due to Covid, the 2020/21 year was used as an extended training opportunity on the new software. HPC staff were able to book live bookings for the tennis courts, net ball courts and football pitches towards the end of 2020/2021 using the software. • The RBS allotment software was purchased last summer. • This produces generic tenancy agreements; rent notification letters; inspection reports/letters; a master list of live allotment holders and those terminated, and also records of payments made. • The Finance Officer reports that the software has made it much easier to process the paperwork required each year and to process the payments. • The Purchase Ledger software was purchased from RBS. • The Finance Officer reports this has made it more efficient when checking suppliers' accounts due for payments and reconciling month end purchase ledger and Trade Creditor balances. • The RBS Asset inventory software was also purchased. • This allows HPC officers to keep track of existing assets; additions and disposals to assist with the asset register for the year end return. <p>From the above, each additional RBS module has been effectively brought into use, and the Council's staff are able to see benefits from having purchased them.</p>	<p>No recommendations</p>

3.3 / Budgetary control and reserves

Objective: To ensure that the annual precept request is the result of a proper budgetary process and that the budget process has been regularly monitored.

Testing conducted	Findings	Recommendations
<p>We discussed the precept process for the year ended 31/3/2021, and the new year ending 31/3/2022</p>	<p>We confirmed that processes followed the usual expected timeline.</p> <p>The budget and precept for the 2021/22 financial year was agreed by the full Council at its 15 January 2021 meeting. The precept form was submitted to Broadland District Council (BDC) in time to meet BDC's set deadline, and the first 50% of the 2021/22 precept income was received by HPC from BDC in April 2021.</p>	<p>No recommendations</p>
<p>We verified whether actual expenditure against budget is reported regularly to the Council.</p>	<p>The Finance Officer prepares a monthly analysis of actuals vs budget and passes it to the full Council to review. These show income & expenditure for the whole of HPC for the month and the cumulative year-to-date. The reports are produced by a touch of the button straight from the RBS finance system.</p> <p>Our review of the minutes of Council meetings noted that the full Council regularly reviewed the reports and actively monitored actuals v budget. These reviews are clearly recorded in the Council meeting minutes, which contained a specific reference to every month's income and expenditure report having been reviewed.</p>	<p>No recommendations</p>
<p>Were there significant variances of actuals against budget for the 31 March 2021 financial year just ended?</p>	<p>There were significant variances in two inter-related areas – Community Centre income and staffing costs - but both were explained by the impact of the Covid-19 restrictions.</p> <p>Community Centre income for the year was budgeted at £66k but was essentially £nil. This variance was explained by the Community Centre being closed for most of the year due to the national Covid-19 restrictions and also, work having to be done on the roof which will keep the centre closed until near the end of the year.</p> <p>Staff costs for the year were budgeted at £326k, but were actually (£48k) lower, at £278k. This variance was explained by the closure of the Community Centre, as well as Covid restrictions reducing other areas such as grounds staff.</p> <p>There were no unexplained significant variances against the budget.</p>	<p>No recommendations</p>
<p>We discussed whether the financial ledger allows for effective budget monitoring</p>	<p>The Finance Officer remains content that RBS is producing clearer (and easier to obtain) monitoring reports compared to its predecessor system Scribe. From our own review of the reports monitoring income and expenditure against the budget, we concur with the Finance Officer that RBS produces clear reports, and from our discussions, the reports are easily obtainable – essentially at the touch of a button.</p> <p>The cost centre structure of the financial ledger (and therefore the monitoring reports) is clear and logical, with separate costs centres for the Community Centre, administration, staff, and the HPC office, through to smaller areas such as allotments, play areas and the bowling green. From our review of the cost centre structure it is clear that HPC's officers have been able to tailor the cost centre structure on RBS to make it appropriate to the council's recording and reporting needs.</p>	<p>No recommendations</p>

3.3 / Budgetary control and reserves

Testing conducted	Findings	Recommendations									
<p>We discussed arrangements surrounding reserves</p>	<p>Effective monitoring arrangements for reserves are in place.</p> <p>Each of the full Council's monthly meetings receive an Earmarked Reserves summary from the Finance Officer to review and approve, alongside their monthly approval of receipts, payments, bank reconciliations and income/expenditure to date against the budget.</p> <p>The Finance Officer also provides the Council with a quarterly report showing general reserves as a % of the precept, with the recommendation that it be in the 50%-150% range. With the percentage for this year being 114% (2020: 71%) and thus within the approved range</p> <p>At 31/03/2021 reserves were in a healthy position being:</p> <table data-bbox="558 1030 670 1612"> <tr> <td>General reserves</td> <td>£550k</td> <td>(31/3/2020: £404k)</td> </tr> <tr> <td>Earmarked reserves</td> <td>£295k</td> <td>(31/3/2020: £311k)</td> </tr> <tr> <td>TOTAL RESERVES</td> <td>£845k</td> <td>(31/3/2020: £715k)</td> </tr> </table>	General reserves	£550k	(31/3/2020: £404k)	Earmarked reserves	£295k	(31/3/2020: £311k)	TOTAL RESERVES	£845k	(31/3/2020: £715k)	<p>No recommendations</p>
General reserves	£550k	(31/3/2020: £404k)									
Earmarked reserves	£295k	(31/3/2020: £311k)									
TOTAL RESERVES	£845k	(31/3/2020: £715k)									

3.4 / Incoming resources

Objective: To ensure the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for.

Testing conducted	Findings	Recommendations
<p>We reviewed precept income receipts</p>	<p>We confirmed that all precept income in relation to the 2020/21 financial year was received from Broadland District Council (BDC). As usual, this income was received in two separate and equal payments, the first in April 2020 and the second in September 2020. The precept income received matched the amount on the annual precept forms submitted to BDC in January 2020.</p> <p>HPC has also received (in April 2021) the first half of its precept income for the 2021/22 year. The amount was 50% of the amount requested in the 2021/22 precept / budget submission to BDC made in January 2021, and was therefore consistent with expectations.</p>	<p>No recommendations</p>
<p>We tested a sample of 15 items of non-precept income selected from across the 2020/21 financial year.</p>	<p>For all 15 tested samples, the amount recorded on the bank reconciliation and the ledger matched the amount on the sales invoice or income receipt, VAT had been correctly recorded on the system, and all had been promptly banked.</p> <p>No issues or concerns arose from this testing.</p>	<p>No recommendations</p>
<p>We discussed whether security controls over cash are adequate and effective</p>	<p>Security controls over cash have been adequate and effective during the 2020/21 year.</p> <p>Cash and cheques are taken promptly to the safe in the Community Centre and stay there until just before the Finance Officer takes them to the bank. The Finance Officer pays them into the bank at least weekly.</p>	<p>No recommendations</p>
<p>We discussed any changes in income</p>	<p>A change brought about by Covid-related restrictions is that most payments by members of the public to HPC are now made online direct to HPC's Current Business Account. There is also a 'square card' facility in place enabling payments to be made to the council by debit and credit card. This was particularly useful for allotment receipts in the period.</p> <p>Cheques and cash receipts are currently few - but this may change with the easing of Covid restrictions and the re-opening of the Community Centre later in the year upon completion of the roof work.</p>	<p>No recommendations</p>
<p>We sought an update on CIL income</p>	<p>The impact of the Covid-19 lockdowns can be seen in the amounts of Community Infrastructure Levy (CIL) income received for the 2020/21 year. CIL income is currently received from Persimmon Home in relation to the Golf Course development. In the first half of the year, 1 April to 30 September 2020, £75,897 of CIL income was received (but related to pre-Covid house sales). No CIL income was received in the 1 October 2020 to 31 March 2021 period. We do not see this as a concern, as HPC does not use CIL income for its day to day operations..</p>	<p>No recommendations</p>

3.5 / Outgoing payments

Objective: To ensure that the purchase and payments system and controls have been working effectively.

Testing conducted	Findings	Recommendations
<p>We tested a sample of 20 payments selected at random from the system across the year, and cross checked the resulting payments to an invoice and traced to bank.</p>	<p>We selected 20 payments at random from the ledger. These payments were then agreed to the corresponding invoice. All 20 samples had been recorded correctly on the ledger.</p> <p>The purchases were then traced to the VAT returns to see if the VAT had been included and posted correctly. From our testing, the VAT for our samples was recorded correctly, and VAT correctly reclaimed.</p> <p>The payment of each invoice was then located and tested to confirm it had cleared through the bank account. All tested purchases were seen coming out of the bank and in a reasonable time frame when compared to the date of invoice.</p> <p>Appropriate segregation of duty controls are in place over the actual outgoing payments, via the segregation whereby the Finance Officer writes out the cheque and posts the payment to the finance system, and the cheque is then signed by two councillors (out of the four councillors who are approved cheque signatories) – not by the Finance Officer.</p> <p>The further retrospective control, whereby at each full Council meeting, the Council approves the previous month's payments was also effective throughout the year – our minutes review confirmed that all payments from April 2020 to March 2021 were subsequently approved by the full Council and each approval was recorded in the official minutes.</p>	<p>No recommendations</p>
<p>We tested a sample of fixed assets additions in the year back to invoices</p>	<p>The total value of fixed assets at year-end 31 March 2021 was £2,961,380, and this included £45,730 of fixed assets additions purchased in the year.</p> <p>We sample tested the three largest additions back to purchase invoices. This confirmed the new assets had all been correctly brought onto the assets register at cost (as per the invoice) excluding VAT, as HPC is able to recover the VAT via its VAT claims to HMRC.</p>	<p>No recommendations</p>
<p>We reviewed the timeliness of VAT returns submitted to HMRC</p>	<p>Our review of HPC's VAT submissions for all four quarters in the April 2020 to March 2021 period confirmed that all four were submitted in time to meet the HMRC submission deadlines.</p> <p>An option to charge VAT on the transactions at the Community Centre became effective from 9 Feb 2021 – this means HPC will be charging VAT on room hires at the centre (although due to the pandemic and building work, there had been no room hires between 9 Feb and the date of our audit fieldwork in May 2021). This will also allow all VAT incurred on the Community Centre to be recovered. As this is a key change, we enquired whether expert advice had been sought – it had, from The Parkinson Partnership, and the 1 February 2021 Community Centre Committee meeting minutes record the committee's discussions of the recommendations from this report.</p>	<p>No recommendations</p>

3.6 / Bank and petty cash

Objective: To ensure that bank reconciliations are accurate and completed on a regular basis, and petty cash is appropriately used and monitored.

Testing conducted	Findings	Recommendations
<p>Bank - we tested the year end bank reconciliations</p>	<p>Our testing confirmed that all HPC's 31 March 2021 bank balances as per the nominal ledger had been fully reconciled by the Finance Officer back to month-end bank statements. We confirmed that all HPC's bank accounts had been reconciled.</p> <p>There were no unexplained balancing items at the year end. The year-end reconciliation was completed promptly after year end.</p>	<p>No recommendations</p>
<p>Bank - we tested if bank reconciliations were completed promptly during the whole year</p>	<p>Bank reconciliations were completed promptly by the Finance Officer throughout the 2020/21 financial year. Each month's reconciliation was completed before the end of the following month.</p> <p>Each month's bank reconciliation had been subsequently reviewed and approved by the full Council, and this approval was recorded in the official minutes.</p>	<p>No recommendations</p>
<p>Petty cash - we tested ten outgoing payments made from petty cash between April 2020 and March 2021</p>	<p>The ten samples were picked from the petty cash book. We found that all ten entries were supported by a valid receipt whose value matched the petty cash book entry.</p> <p>The petty cash book is reconciled monthly so we also checked that the amount at month end for our samples agreed to the amount shown in that month's bank reconciliation. In all ten cases, it did match.</p>	<p>No recommendations</p>

3.7 / Wages

Objective: To ensure salaries are paid in accordance with Council approvals and that the PAYE and NIC requirements have been correctly applied.

Testing conducted	Findings	Recommendations
<p>We discussed with the Finance Officer the ongoing payroll procedures</p>	<p>We discussed payroll matters with the Finance Officer, and the discussions recorded that:</p> <ul style="list-style-type: none"> • The Finance Officer was not aware of any current problems relating to payroll, and there were no matters that would require us to investigate further. • HPC is up to date with payments to HMRC and to the Norfolk Pension Fund. • HPC is also up to date and has met all recent deadlines for submission of data - both for RTI payroll information to HMRC, and pension data to the pension fund. • Wages for all staff are paid via electronic bank transfer since June 2018, with no recognised issues. 	<p>No recommendations</p>
<p>We sample tested three individual staff members' pay from across the financial year</p>	<p>We tested three random employees' pay and deductions for three different months. In all three cases, the employee was being paid the correct amount as per National Joint Council for Local Government (NJC) scales, and correct PAYE/NIC deductions had been made.</p>	<p>No recommendations</p>
<p>Follow up on our recommendation in 2020 that a second member of staff should be trained in payroll processing</p>	<p>In our report last year we made one recommendation in relation to payroll: "As well as the Finance Officer, a second person should be trained in payroll processes, so that if the Finance Officer is off sick, or wishes to take holiday on a payroll day, another officer could then perform that month's payroll processes". It was confirmed to us during this year's audit that the Parish Clerk has now been trained in the payroll process, and so would be able to provide cover if the Finance Officer were to be absent when payroll processes are due to be performed. We therefore raise no further recommendations in this area.</p>	<p>No recommendations</p>

Appendix 1 – Statement of responsibility

It is the Council's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for internal responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weakness and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected, and our examinations as internal auditors should not be relied upon to disclose all fraud or other irregularities which may exist.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or all of the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein.

Our report is prepared solely for the use of the Council and senior management of Helleston Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose. Larking Gowen neither owes or accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

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Larking Gowen is registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales. Details about our audit registrations can be viewed at www.auditregister.org.uk under reference number C006357957.

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**Minutes of the Meeting of Hellesdon Events Working Group
Held on Tuesday 29th June 2021 at 4pm at
The Community Centre, Wood View Road, Hellesdon**

1. Welcome

The clerk welcomed the councillors to the first meeting being held.

2. To Elect Chairman for the working group

Cllr King nominated Cllr Douglass as the chair of the Events Working Group this was seconded by Cllr Johnson and **AGREED** by all

3. Apologies and acceptance for absence

No apologies received

4. To Confirm Terms of Reference

The terms of reference were **NOTED**

5. Operation London Bridge

Cllr King gave a update to the group on the guidance for Operation London Bridge, he confirmed the group will need to meet every three months to discuss any updates, however conformation by email will be ok if no updates are needed. Clerk to purchase a current picture of the Queen, this will replace the one currently in the Community Centre. A further meeting will be needed to discuss a coronation and how we will engage the community.

Cllr Gurney asked the Clerk to obtain prices for a flag pole to be put outside the Council Offices including the relevant flags.

Cllr King asked for the current Operation London Bridge policy to be Re sent to the working Group.

6. Platinum Dimond Jubilee 2022

An update was given to the group that in 2022 there will be a 4 day bank holiday in June as a celebration for the Queens Platinum Diamond Jubilee. The group discussed possible events that could take place over this period. It was agreed to consider a traditional fair including stalls and food on the Saturday 4th June at the Recreation Ground and community centre, it would be free for residence to attend. A further meeting will be needed to discuss the event further.

7. Norfolk Day 27th July 21

The group discussed having a community Litter Pick on the 27th July 21. It was decided to hold the event from 10am to 3pm from the recreation ground, anyone taking park will receive a Ice lolly and certificate as a thank you for helping take pride in the Parish. Cllr Britcher to source a freezer. The clerk to produce a poster to advertise.

It was agreed Full Council to allocate funding for the event

8. Christmas Events 2021

Following on from the success of last years community hampers, it was agreed to do it again for 2021. This year it would be for anyone in the Community as a Thank you or anyone who would benefit from receiving one. Nominations for Hellesdon Residents will be open from 1st September, donations from End October. This will be controlled again at the Parish Council Offices.

This year it was agreed to do Christmas Hamper bags for the older residents as they were well received in 2020. It was discussed that they would like to identify more of those who really need it/benefit from receiving a hamper, it was **AGREED** to a smaller bag this will enable us to target more residents. It was agreed to do this as an Appeal to the next door neighbour to help those who are lonely and isolated. Early publicity for this was needed and the Clerk to put in the next addition of Just Hellesdon.

9. Ideas for Future Events

Cllr Douglass asked the group to consider future events in the parish.

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

A zoom meeting to be held on 19th July at 4pm to discuss the arrangements for Norfolk Day.

Meeting Closed at 6:15pm

HP 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: clerk@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 22nd June 2021 at 6.15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr Johnson
Cllr Sears
Cllr Franklin
Cllr King
Mrs. N Carver – Clerk

Due to no chair or vice chair present, it was proposed that Cllr King takes the position of chair for the meeting, it was accepted and **AGREED**.

The chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Britton, Cllr Potter and Cllr Fulcher these were **ACCEPTED**
2. **Declarations of Interest and Dispensations**
No further declarations of interest or dispensations were made
3. **To Confirm the Acceptance of Vice Chair Following the Committee meeting held on 8th June 2021**
Item deferred to the next meeting of the planning committee
4. **To receive approval of minutes of the committee meeting held on 18th May and 8th June 2021 from those members present at the held meeting.**
Minutes were previously circulated and **AGREED** by those present at the meetings held
5. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
No public in attendance
6. **General Matters/Planning Outcomes**
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED**.
7. **Applications for Consideration**

21/00745/EIA2 Norwich Airport Amsterdam Way, NR6 6JA EIA Scoping Request for a total of 120,000sqm of aviation and non-aviation related employment floorspace.	No Objections, but further information on how the following items will be mitigated to be presented to the council at the earliest convenience 1. Residential Impact 2. Traffic 3. Intrusive lighting
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Norfolk County Council A1067 Hellesdon Royal Norwich Golf Club S278 Persimmion Homes Scheme	No Objections Letter Request to the officer to provide time scales for works
20210848 108 Hawthorne Avenue, NR6 6LF Erection of a single storey rear extension.	As plans could not be viewed an extension was requested to be discussed at the next meeting.
20210852 1 Riverside Close, NR6 5AU Erection of a two storey side extension and a single storey rear extension including balcony.	No Objection
20211067 253 Reepham Road, NR6 5QH Rear extension and minor alterations to roof.	No Objection
20210923 131 Links Avenue, NR6 5PQ Alterations to roof to remove hip and form gable end.	No Objection

8. Exchange of Information

None Noted

9. Date, time and venue of next meeting

This was confirmed as **Tuesday 13th July at 6.15pm** in the Council Chambers.

The meeting closed at 6:45pm.

HP HELLEDON PARISH COUNCIL

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Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of the meeting of the Playing fields, Allotments and Amenities Committee held on Tuesday 29th June 2021 at 7pm Via Zoom

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

Present: Cllr D King– Chair of the Committee
Cllr U Franklin
Cllr S Gurney
Cllr K Avenell
Cllr Duglass
Cllr Diffey
N Carver – Clerk
2 members of the public

The Chairman welcomed members of the committee and members of the public the meeting was opened at 7pm.

1. Nominations for and Election of Chairman

It was **AGREED** at Full council for Cllr King to continue as Chair of the Committee, Cllr king confirmed acceptance

2. Nominations for and Election of Vice Chairman

Cllr Gurney nominated Cllr Avenell for Vice Chairman, Cllr Avenell **ACCEPTED** it was **AGREED** by all

3. Apologies and acceptance for absence

There were no apologies received all committee were in attendance.

4. Declarations of Interest and Dispensations

Cllr Gurney declared interest in Agenda item 5, Community Apiary.

5. To Approve the Minutes of the Meeting 25th March 2021

The Minutes had been circulated from the meeting of 29th April 2021, Cllr King proposed to accept the minutes. It was

RESOLVED TO ADOPT THE MINUTES

6. Public Participation

Two members of HAHA attended the meeting. Mark Vincent Vice Chairman of the group had emailed the clerk regarding a number of items raised at their last committee meeting which had been circulated to the committee under Agenda item 7b. Mr Vincent asked for an update on the following items.

- i) Changing the tap in the toilet block to a push tap. The clerk had had a plumber onsite, who advised that they would not change the tap as it is on a thermostatic controlled boiler. If the tap was changed it would be approx. cost of £250.00. Mr Vincent asked if they could obtain a price the Chair clarified that this must be a formal quote sent to the clerk.

- ii) A member of HAHA had contacted ATC at Norwich Airport, regarding having a burn up day on the allotments with incinerators, they had been advised by ATC that they could do this ensuring the following information is provided; Date, Name of responsible supervisor, contact number incase of emergencies.

Cllr Gurney spoke with regards to some allotment sites have one incinerator for the whole site, and twice a year hold a Burn Up Day, it would not be for green produce but for dry roots. Cllr Gurney asked for he Clerk to contact the Civil Aviation authority directly to look further into this and ask for agreement in writing.

It was Proposed from Cllr Gurney, not to pursue further unit full clarification has been received, this was **AGREED** by all.

- iii) Mr Vincent provided the clerk with information on an alternative post for access to the newer allotments, this had costing of £1000, Cllr gurney suggested a post with a higher lock, which may be a cheaper option. The clerk to look into this further.

Cllr Gurney updated the two committee members with regards to the Apiary and that the kit for the bees is kept in the back of a vehicle, access to the site is needed due to the weight and they are transporting livestock. HAHA are happy supporting this.

7. Bush Road Allotments

- a) A written report was previously circulated on Deer at the allotment site. With no further questions the report was **NOTED**.
- b) Correspondence from HAHA was previously circulated including the response sent by the clerk. With no further questions the report was **NOTED**.
- c) A written report was previously circulated on the water leak at the allotment site on Bush Road. The clerk confirmed the officers will continue to monitor this until October where it will be brought back to committee. With no further questions the report was **NOTED**.
- d) It was noted the new date 31st July was set by HAHA for their Summer BBQ. Cllr Gurney and Cllr King confirmed they would be attending any other councillors wishing to attend to contact the Clerk.

8. Recreation Ground

- a) The committee received a written report on youth area, the report along with the findings from the consultation were discussed. It was Proposed by Cllr King and seconded by Cllr Gurney to purchase a youth shelter and nest swing for the Youth totaling Approx. £12,000. It was **AGREED** by all Cllr King proposed to allocate the EMR 320 £7490 towards the cost of the equipment. As there would be a shortfall, Cllr King proposed moving £7000 from EMR 328 to EMR 320 and £10,000 of EMR 347 to EMR 320. It was seconded by Cllr Gurney and **RESOLVED TO PUT TO COUNCIL FOR APPROVAL**
- b) A report to consider replacement benches on the recreation ground with family picnic benches was previously circulated. It was **AGREED** to look at this is the next budget meeting for PA&A

9. Mountfield Park

- a) The committee discussed the cutting of areas at Mountfield Park, and confirmed for grounds to continue to cut the site as scheduled and once the wildflower area has reseeded a path can be cut in place.
- b) The council considered looking at a Friends of Mountfield Park group following a parishioner request. The committee asked the clerk to contact the resident and ask for a meeting to discuss further.

10. Remembrance Rose

A report was previously circulated to update the council on the purchase of a Royal Rose in remembrance of the Late Duke of Edinburgh. The report was **NOTED**.

Cllr Gurney proposed a rose is also purchased for Sir Captain Tom, this was seconded by Cllr King and it was **AGREED by all**

11. Tree Maintenance

It was **AGREED** to appoint MJ Tree Surgeon to carry out the yearly tree inspection

12. Exchange of Information

No further information exchanged.

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

The next meeting of the committee will be on 7th September 2021 at 7pm and 19th October 2021 7pm

MEETING CLOSED AT 09:25pm

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