

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

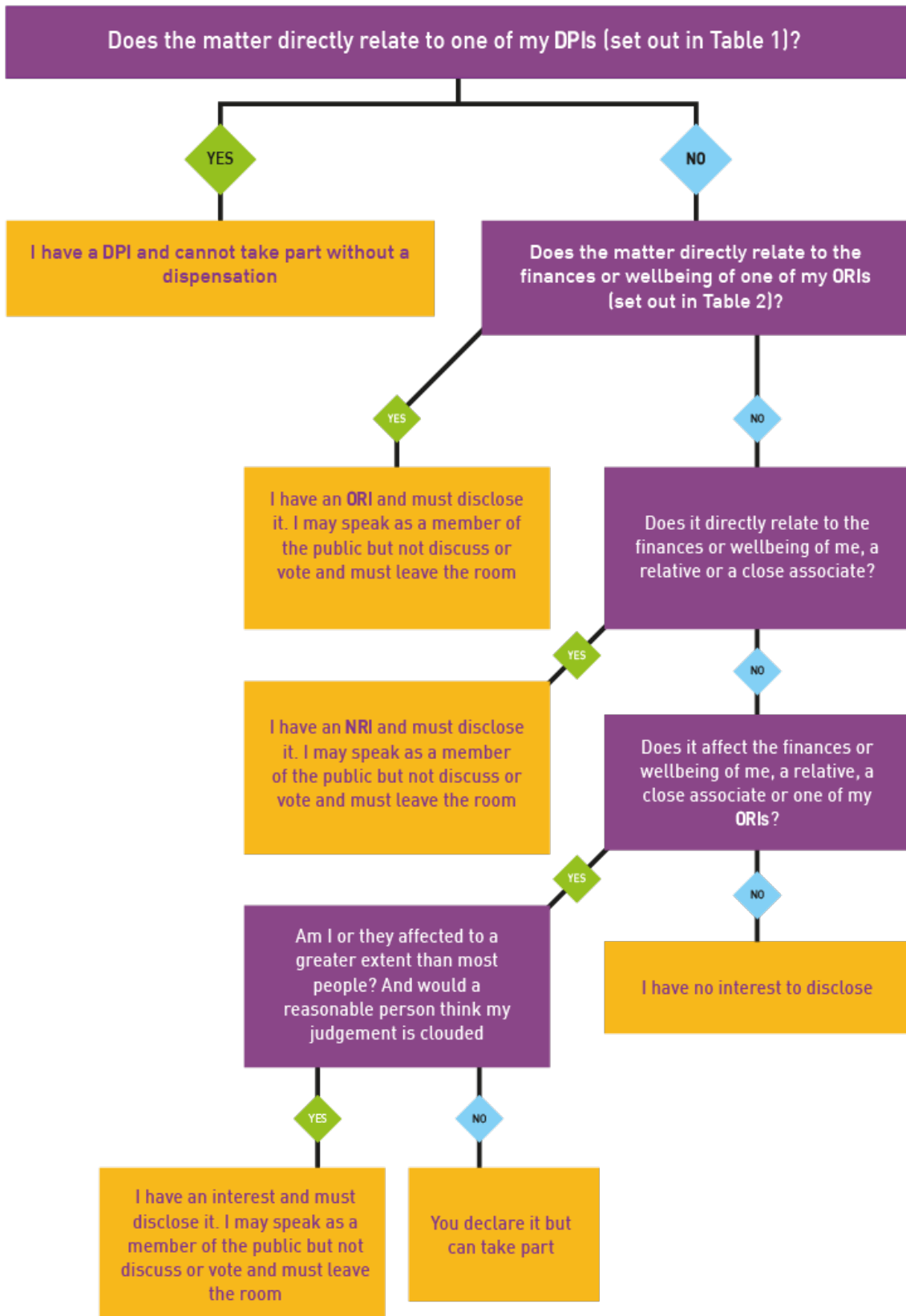


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 12th December 2023 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr G Britton
Cllr I Duckett
Cllr R. Forder
Cllr S Holland
Cllr R Sear

Cllr N Barker
Cllr L Douglass
Cllr D Fahy
Cllr S Gurney
Cllr D Maidstone
Cllr S Smith

In attendance: Mrs F LeBon (Clerk) and six members of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr Britcher, Cllr Diffey, Cllr Lock and Cllr Sparkes.

2. Declarations of Interest and Dispensations

There were no declarations of interest, or requests for dispensations made.

3. Minutes from Full Council meeting held 14th November 2023

The Minutes of the Full Council meeting held on 14th November 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public thanked Cllr Gurney for her response to their highway concerns about the Low Road. He understood that many concerns were outside the jurisdiction of the Parish Council. Highway problems were exacerbated by a tree coming down over the weekend, which was cleared by local residents. The invite to the Parish Council to attend the next meeting of the residents on 4th January 2024 at 7pm at the Parish Hall was reiterated.

Cllr Gurney advised that the downed tree ought to have been removed by official highways contractors. With regards to the requests of the group, Cllr Gurney advised that she had been in discussions with the Ward member for the Wensum division of Norwich City Council, as the Low Road spans both divisions, and the following was updated:

- Redoing the road markings is being reviewed.
- The bus shelter referred to is on Rotary Court which is Wensum Ward
- Costings are being obtained on the sign refurbishment
- It is not Norfolk County Council policy to put mirrors up, due to glare distraction.

Approved.....

Date.....

- A review of the metal railings is taking place, with a view to replacing with concrete bollards (Wensum Ward).
- A pedestrian crossing is unlikely, but a footfall count will take place.
- Most accidents are due to drivers not driving with due care and attention, rather than the highway being a danger.
- The Cabinet Member for Highways, Infrastructure and Transport will view the site in the New Year.

A member of the public asked if there was any update on Northgate House, as there is definitely activity at the property. Cllr Douglass will escalate to Broadland Council.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. An update was provided on the library bollard scheme, with the legal agreement being completed on 8th December. An update was provided on the defibrillator, advising that match funding had been withdrawn due to the delay in confirmation of site location. It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Sear that the £750 match funding for the defibrillator is paid by Hellesdon Parish Council (Good Causes for Hellesdon Earmarked reserve) to ensure that the opportunity to receive a defibrillator isn't lost. Cllr Douglass reported that the line markings on Cromer Road had yet to be repainted, despite assurances that they would be done by 13th November. The Clerk is to chase this with highways. The Clerk's report was **ACCEPTED**.

Cllr Duckett Provided Apologies and Left the Meeting

b) To Receive Written Reports from District and County Councillors

Written reports had been previously circulated and were **NOTED** by the meeting.

Cllr Gurney reported that she had been assisting HAA in obtaining a grant to contribute to their community hub.

Cllr Gurney reported that the government issued a 'Plan for Drivers' in October, which states that they will 'Strengthen guidance to local authorities on the operation of bus lanes. For example, bus lanes should only operate when bus services are running, or when traffic flows are heavy enough to delay buses'. This government guidance is not yet complete and Chloe Smith MP is chasing the department of transport. Cllr Gurney has requested that Norfolk County Council officers expedite actions to have the Cromer Road bus lane operational only during peak hours. It will not be possible to have the bus lane removed.

Cllr Gurney reported that the 512 bus was no longer routed through Mountfield Avenue and City View Road. Cllr Britton raised concerns about the quality of recent bus services.

c) Verbal Update from Chairman

Cllr Johnson reported that he had volunteered at the Senior Citizens' Christmas party, which was a great success.

6. Financial Matters

a) Bank Reconciliation – November 2023

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

This report was **NOTED**. Cllr Gurney reported that PP&R had reviewed the earmarked reserves and will be making a recommendation to full council in January.

c) Approval of Payments – November 2023

The payments detailed in the written report were **AGREED**.

Approved.....

Date.....

d) Receipts – November 2023

The receipts detailed in the written report were **AGREED**.

e) Detailed Income and Expenditure 1st April 2023 – 30th November 2023

This report was **NOTED**.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th November

The minutes and decisions arising from the Planning Committee meeting held on 14th November 2023 had been circulated. Cllr Britton advised that a contentious planning application for a change of use at 127-129 Reephams Road had been objected to by the Parish Council, and the Local Planning Authority was following up on the concerns raised. It was **AGREED** to note the minutes and the decisions made.

8. Policy, Property and Resource Committee

a) To Note the Decisions made by the Playing Fields, Allotments and Amenities Committee on 11th December 2023 (verbal report)

Cllr Gurney reported that this was a busy meeting. Two grant applications were considered and the earmarked and general reserves were reviewed, with a view to providing a recommendation to full council in January.

The budget and associated precept had been discussed and the recommendation to full council in January, taking into account the increase in tax base, is a 4.96% increase in the Parish Council's share of the council tax.

Cllr Gurney thanked all staff for their assistance with the budget.

It was **AGREED** to accept the verbal report.

9. Community Centre

a) To Receive Update report on WC Improvement Project

Cllr Forder reported that the WC project was completed on schedule and positive feedback had been received at the Senior Citizens' party on 9th December.

The Clerk reported that there had been an incident since whereby the men's toilet had become blocked and an urgent site meeting was being held on 13th December with the contractor to review. This report was **NOTED**.

Cllr Smith raised concerns about the smell of the aged stage curtains in the Marjorie Lewis hall. After due consideration it was **AGREED** to remove the curtains after a proposal from Cllr Smith and a second from Cllr Douglass.

10. Neighbourhood Plan

a) Receive Update on the Neighbourhood Plan

The Clerk reported that Collective Community Planning had put in an application to Locality for funding for works which are likely to be completed up to 31st March 2024. A subsequent application will be made for works which will take place in the new financial year.

Broadland Council will also be approached for additional funding if available.

The Clerk and the consultant met with representatives of AECOM on 6th December for an initial meeting to discuss technical support. AECOM will be applying for funding from the Department for Levelling Up, Housing & Communities to support this technical work.

b) To Agree Members to form the Neighbourhood Plan Working Group

Under the Terms of Reference agreed by the Parish Council, the Working Group will be up to 15 members including up to nine parish councillors to be nominated for the working group.

It was **AGREED** that the Parish Council members should be Cllrs Barker, Douglass, Forder, Gurney, Johnson, Sear and Smith. The Clerk will see if any councillors absent from this meeting would like to accept any of the remaining two spaces.

Approved.....

Date.....

c) To Agreed Date / Time of First Meeting

It was **AGREED** that the first meeting should be held on Monday 15th January 2024 commencing at 7pm.

11. Grant Opportunities

a) To Consider Application for Broadland Council Winter Pressures Grant

The Clerk provided a proposal to alleviate four aspects of Winter Pressures. These were the purchase of warm wear, low energy wash packs, creation of a drinks station in the warm room and provision of clubs in the warm room supervised by the family hub. The cost of this would be £1,576.49, of which a grant application would be made for £1,500 and the balance coming from the Good Causes for Hellesdon Earmarked Reserve. It was **AGREED** to proceed with a grant application on this basis.

It was noted that all persons are welcome in the warm room, even if a club is in session as the clubs would be supervised by a DBS checked and safeguarding trained member of the Family Hub.

b) To Consider Application for Broadland Council Clean Up and Bloom Grant

Broadland Council is offering a 'Clean Up and Bloom' Grant of up to £300 to enhance the physical landscape but also foster significant social and mental health benefits.

The Facilities Manager has made several suggestions to improve planting around the community centre, including removing the old shrubs at the front of the building which were badly damaged by the building work, treat the soil, and replace with a hydrangea called paniculata 'Vanille Fraise'. This flowers from July until October and would hopefully will the front of the centre, making it more welcoming. This would benefit numerous visitors to the site, including those visiting the library and the Family Hub.

It was **AGREED** to apply to Broadland Council for £300 for this purpose.

c) To Consider Application for Broadland Pride in Place Grant to Refurbish West WCs in the Community Centre

The Clerk reported that the next area which requires attention is the WCs to the west of the building. These consist of one ladies and one gentlemen's toilet, which are very tired and run down. Tiles are currently in a poor state of repair due to alleged flood damage.

It is proposed that these toilets are replaced with two DDA compliant unisex toilets, in a similar manner to what is housed in Diamond Jubilee Lodge. These are increasingly being placed in public buildings as they comply with the Public Sector Equality Duty, particularly to advance equality of opportunity between people who share a protected characteristic and people who do not share it. It would allow a facility for the disabled and also for those who are transitioning, or have transitioned through gender reassignment. These are protected characteristics which the Parish Council must not disadvantage in its facilities.

There is a final round of Pride in Place funding where applications are due to be received by Broadland Council by 31st January, which, if successful, would fund 50% of this project.

It was **AGREED** that the Clerk should work with the Parish Council's Project Manager to create a specification and go out to tender, in readiness for a meeting in January to provide the Council with full details of a proposed application to Broadland Council.

d) To Receive Notification of Successful Veolia Grant

The Clerk reported that, upon suggestion from Broadland Council, a grant application was made to the Veolia Sustainability Fund, primarily for stocking the Community Fridge. Extra funds were included to supply the apiary, and also for a contribution to the allotments so that these areas of the parish could help with the supply of the community fridge. Veolia has advised that the purchase of food to stock the community fridge is not in line with their grant, but they have awarded the Parish Council £200 to be split between the apiary and the allotments, on the grounds that contributions are made to supply the community fridge.

Approved.....

Date.....

Discussions occurred as to the financial split between the apiary and the allotments, and whether the selling of honey breaches the rules on trading. It was **AGREED** to delegate the decision to the Playing Fields, Allotments and Amenities Committee.

e) To Receive Notification of Successful Busseys Tree Grant

The Clerk reported that The Parish Council had been successful in obtaining a grant to plant 3no. Paulownia tomentosa trees at Mountfield Park. This grant will cover 3no. semi mature trees, guards and mulch. This report was **NOTED**.

12. Hellesdon Parish Council Website

a) To Receive Update on Hellesdon Parish Council Website

In July the Parish Council received a full refund from the selected contractor to redesign the Parish Council's website as the company was unable to fulfil the contract. The Senior Administrator obtained quotes from alternative contractors and a local company, Xpose, was selected as the company which could provide the Parish Council with a dynamic website, which was still user friendly and is accessibility compliant. It is anticipated that this will be ready by the end of the calendar year.

b) To Consider Options for Redesign of Hellesdon Parish Council Logo

The one matter that has proven difficult with the redesign of the website is the lack of branding for the Parish Council and the lack of associated logo.

The Parish Council could engage the services of a professional designer, or it could take the opportunity to engage with the high school, as it is anticipated that design students who live in the local area would be passionate about a design. Should the school be open to this idea, the Parish Council could offer prizes for 1st, 2nd and 3rd place (£50, £25, and £10 amazon vouchers respectively). It was **AGREED** to contact the high school to see if they would be interested in this joint project, with the suggested prizes.

13. Biodiversity Duty

a) To Agree Biodiversity Policy

A draft policy had been circulated to members. It was **AGREED** to adopt this policy. An action plan will be considered in the New Year.

14. To Consider Request for Contribution to Grass Cutting

a) To Consider Correspondence from the Church

A letter from the church was presented to members requesting a contribution towards grass cutting in the churchyard and burial ground. It was **AGREED** to contribute £750, as budgeted for this financial year.

15. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 16 and 17 in view of the confidential nature of the business to be transacted. This was AGREED.

The Meeting was Closed to the Press and Public

16. Community Centre Outstanding Matters

a) To Consider Further Action to Bring Contract Works to a Close

The Clerk reported that the written proposal that had come from the contractor to settle the contract differed from the verbal proposal which was put before the Parish Council last month. The council's Project Manager and Clerk have pushed back to the contractor to revert to what was originally offered.

Approved.....

Date.....

17. Staffing

a) To Note Decisions Made by the Staffing Committee on 21st November

The minutes and decisions arising from the Staffing Committee meeting held on 21st November 2023 had been circulated. Cllr Douglass also provided a verbal update. It was **AGREED** to note the minutes and the decisions made.

The Meeting was Re-Opened to the Press and Public

18. Matters for the Next Agenda

The Clerk is to provide a report on community car schemes

Budget

The Clerk is to apply for support for the community fridge via the East of England Co-Op website.

19. Time and Venue of Next Council meeting.

Tuesday 9th January 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.55pm

DRAFT

Approved.....

Date.....

CLERK'S REPORT FOR COUNCIL MEETING
9th January 2024

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	Agenda items.
Car Park – Community Centre	Library Bollard Scheme - The easement was completed on 8 th December 2023
Community Café and Fridge	With some additional pressure, the applications to Fareshare and Neighbourly have progressed. Neighbourly has accepted our application but advised that there are no slots currently available in the Norwich area due to high demand. However, we have accepted 'back up slots' from Aldi at Costessey. Fareshare has accepted our application and is currently seeking available slots, and will book in training to use their app in due course.
Parish Council Offices Diamond Jubilee Lodge	Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard. A quote has been received for a Meeting Owl system at £1,574.06. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested.
Recreation Ground including Children's Play areas	No matters to report
Skate Park & MUGA	No matters to report
Meadow Way	No further information has been received from Norfolk County Council about the sale of their land on the entrance to the Meadow Way park.
Mountfield Park	No matters to report
Cottingshams Park	Two areas of seating have been agreed by the Playing Fields, Allotments and Amenities Committee. The seats will be ordered in the New Year when the grounds team have resource to install.
Allotments	See agenda item
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	No matters to report
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmons Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. Broadland Council has confirmed that they visited the site in October and found that the open space is still fenced off, in contravention of the s106 agreement. They will be revisiting

	the site to see if this has been opened. The trigger point of 60% occupancy on P2 has not yet been reached.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	<p>Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council.</p> <p>Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'.</p>
Bus Shelters	<p>The new bus shelter on Cromer Road as part of Norfolk County Council's Gold Standard shelters fund has been installed. The Real-Time Information display will be installed on 13th November.</p> <p>The application under parish partnership for three bus shelters on Drayton High Road has been made. We will find out if the application has been successful in March 2024.</p>
Benches	No matters to report
War Memorial	No matters to report
Highways	<p>Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3rd February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2nd October).</p> <p>A report has been made to NCC about the faded white markings on the junction between the Cromer Road and Fifers Lane. NCC has agreed to address this. This has been chased [2nd October] as the original request was put in on 1st February. This was due to be completed no later than 13th November, however highways has advised that the wet weather has caused a backlog of works and can only advise that the works will be completed as soon as possible.</p> <p>The Clerk is working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for February 2024.</p> <p>A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound).</p> <p>Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works.</p> <p>A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation.</p> <p>A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended.</p>

Staffing	No matters to report
Street Lighting	No matters to report
Events	'Through the ages' to be held on 27 th January
Meeting Dates	15 th January - Neighbourhood Plan Working Group
Health and Safety	The defibrillator has been received by the Parish Office. A discussion has been instigated with the Parish Hall for installation.
Other Matters	<p>Regrettably Cllr Diffey and Cllr Sparkes have resigned from the Parish Council. Broadland Council has been advised and process for finding out if a by-election is required has been initiated.</p> <p>Cllr Barker and the Clerk will be attending an Engagement Breakfast at RAF Marham to discuss the Armed Forces Covenant.</p>

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2023	Active Saver 4401	517,951.11
31/12/2023	Business Current Account 2077	500.00
31/12/2023	Petty Cash	51.16
31/12/2023	Active Saver 7702	341,169.80
31/12/2023	Active Saver 4503	82,202.69
23/05/2023	Number 2 account 0958	0.00
31/12/2023	Cafe float	100.00

941,974.76

Unpresented Payments

599.44

941,375.32

Receipts not on Bank Statement

0.00

Closing Balance

941,375.32

All Cash & Bank Accounts

1	Current Bank Account	517,851.67
2	Petty Cash	51.16
3	Active Saver 7702	341,169.80
4	Active Saver Emergency 4503	82,202.69
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	941,375.32

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	8,787.01	3,403.09	12,190.10
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	5,701.00	-5,701.00	0.00
323 EMR Hard Surface Area	5,000.00	11,500.00	16,500.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	3,396.00	1,350.00	4,746.00
326 EMR Elections	7,403.70	-2,189.09	5,214.61
327 EMR War Memorial	4,380.00		4,380.00
328 EMR Burial Ground Land	0.00	10,000.00	10,000.00
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	15,462.99	20,000.00	35,462.99
332 EMR Good Causes in Hellesdon	4,170.00	-1,309.94	2,860.06
334 EMR HEL2**	53,127.24		53,127.24
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,203.62		1,203.62
340 EMR PF Ownership signs	2,008.00	-499.55	1,508.45
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
345 EMR Bus shelter	323.00		323.00
346 EMR Green Grid	5,140.00		5,140.00
347 EMR Land Acquisition account	30,752.17	29,000.00	59,752.17
348 EMR Community Engagement Reser	2,350.00		2,350.00
349 EMR IT Reserve	7,241.59	2,000.00	9,241.59
350 EMR Community Apiary & allotme	2.46		2.46
351 EMR Events	2,054.80		2,054.80
352 EMR HCC extension	42,171.00		42,171.00
361 EMR CIL 23/24	0.00	62,242.78	62,242.78
362 EMR Comm fridge/cafe improves	0.00	1,686.68	1,686.68
363 Neighbourhood Plan	0.00	7,500.00	7,500.00
	248,761.66	138,982.97	387,744.63

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/12/2023	Broadland District Council	£155.00	bus rates stores
01/12/2023	Broadland District Council	£1,205.00	bus rates HCC
01/12/2023	Broadland District Council	£330.00	bus rates Grds shed
01/12/2023	Trade UK	£130.29	door clr/dec mats& lock fam hub
04/12/2023	Barclaycard Commercial	£725.58	clean mats, mops, poppy wrth,PHS
04/12/2023	Barclays Bank Plc	£46.73	commission 13 Oct- 12 Nov
06/12/2023	UK Fuels Ltd	£132.25	fuel November
07/12/2023	Anglia Culinary Suppliers Ltd	£90.08	café purchases
07/12/2023	Easters Norwich Ltd	£111.22	café/free fruit & veg
07/12/2023	G & G Fencing Ltd	£4,048.08	fence replacement Rec Grd
07/12/2023	The Jeff Short Singers	£175.00	music senior citizens party
07/12/2023	Norfolk Association of Local C	£18.90	trainers travel exps
07/12/2023	Norse Eastern Ltd	£1,069.32	grass cutting verges Nov
07/12/2023	Pips Skips Ltd	£312.00	skip hire 27 Nov
07/12/2023	Casual hire	£227.76	refund hire fee/ deposit
14/12/2023	Anglia Culinary Suppliers Ltd	£406.91	café purchases
14/12/2023	Amazon.com	£112.49	mops, reader,jugs,doillies,stickers
14/12/2023	Ben Burgess Groundscare Equipm	£1,026.52	service John deere 1026R
14/12/2023	Booker Ltd	£88.06	coffee,sponge scourers
14/12/2023	Crown Catering Engineers Ltd	£96.00	attend to dishwasher dault
14/12/2023	Easters Norwich Ltd	£150.58	café/free fruit & veg
14/12/2023	Grease Busters (Norfolk) Ltd	£288.00	kitchen extraction canopy cafe
14/12/2023	Just Regional Publishing	£420.00	Just Hellesdon 20 Dec
14/12/2023	Norse Commercial Services Ltd	£230.40	locking parks November
14/12/2023	Osiris Technologies	£715.81	monthly IT support
14/12/2023	PHS Group	£1,570.81	PHS collections
14/12/2023	Casual hire	£150.00	Hire ML 25 Nov deposit returned
14/12/2023	London Hearts	£900.00	Defibrillator Low Road
14/12/2023	Norwich & District Beekeepers	£37.20	membership renewal
20/12/2023	Anglia Culinary Suppliers Ltd	£145.29	cafe purchases
20/12/2023	Amazon.com	£139.86	water filter, plates, servttes, wipes
20/12/2023	Ben Burgess Groundscare Equipm	£926.69	service b/green lawnmower
20/12/2023	The Calypso Coffee Company	£191.85	cafe purchases
20/12/2023	DD Health & Safety Supplies Lt	£442.29	descalr, wipes,sacks,gloves,blue roll
20/12/2023	Easters Norwich Ltd	£132.31	café/free fruit & veg
20/12/2023	Hugh Crane Equipment	£519.24	polishing pads, t/roll
20/12/2023	Harrod Sport	£98.88	goal post clips
20/12/2023	Josh Lee	£95.00	xmas entertain Fri Friends
20/12/2023	EEE 73	£25.03	reimbursement cafe purchases
20/12/2023	Cllr Sear	£111.60	r/burse xmas party purchases
20/12/2023	Hellesdon Allotment HA	£500.00	grant award Good Causes
22/12/2023	Desira Group	£382.38	cable jumper electric van
27/12/2023	Total Gas & Power	£1,359.09	gas November HCC/DJL
27/12/2023	Broadland District Council	£645.00	bus rates office
27/12/2023	Barclays Bank Plc	£40.00	post office error
28/12/2023	Total Gas & Power	£22.40	elec allotments Nov
28/12/2023	Total Gas & Power	£894.13	elec HCC/DJL Nov
28/12/2023	Total Gas & Power	£1,060.81	elec DJL Nov

£22,701.84

Cash Received between 01/12/2023 and 31/12/2023

Date	Cash Received from	Receipt Description	Receipt total
01/12/2023	Regular Hirer	HCC hires	£64.80
01/12/2023	Regular Hirer	HCC hires	£77.76
01/12/2023	Regular Hirer	HCC hires	£103.68
01/12/2023	Regular Hirer	HCC hires	£138.60
01/12/2023	Regular Hirer	HCC hires	£226.80
01/12/2023	Regular Hirer	HCC hires	£97.20
01/12/2023	Takings - Cafe	cash 28 - 30 Nov	£320.15
04/12/2023	Barclaycard Commercial	cash back rebate 8 Nov	£7.00
04/12/2023	Barclays Bank Plc	interest earned	£2,021.05
04/12/2023	Regular Hirer	HCC hires	£128.64
04/12/2023	Regular Hirer	HCC hires	£63.02
04/12/2023	Sports Hire	football pitch	£90.00
04/12/2023	Sports Hire	football pitch	£135.00
04/12/2023	Regular Hirer	HCC hires	£174.96
04/12/2023	Regular Hirer	HCC hires	£633.00
04/12/2023	Regular Hirer	HCC hires	£191.04
04/12/2023	Regular Hirer	HCC hires	£938.88
04/12/2023	Regular Hirer	HCC hires	£38.88
05/12/2023	Casual Hire	Hire ML 6 Jan	£55.08
05/12/2023	Sports Hire	football training pitch hire	£11.45
05/12/2023	Takings - Cafe	card receipts 5 Dec	£118.20
06/12/2023	Regular Hirer	HCC hires	£246.24
06/12/2023	Takings - Cafe	card receipts 6 Dec	£180.80
07/12/2023	Barclays Bank Plc	credited in error by Post Office	£20.00
07/12/2023	Regular Hirer	HCC hires	£73.98
08/12/2023	Barclays Bank Plc	loyalty reward 13 Oct - 12 Nov	£7.65
08/12/2023	Sports Hire	football training pitch hire	£90.00
08/12/2023	Regular Hirer	HCC hires	£388.80
08/12/2023	Takings - Cafe	card receipts 7 Dec	£112.85
08/12/2023	Takings - Cafe	cash receipt 5 - 7 Dec	£354.50
11/12/2023	Casual Hire	damage deposit 30 Dec	£137.00
11/12/2023	Regular Hirer	HCC hires	£158.76
11/12/2023	Regular Hirer	HCC hires	£233.28
11/12/2023	Events	disco tickets	£30.00
12/12/2023	Sports Hire	football training	£11.45
12/12/2023	Sports Hire	football training	£68.68
12/12/2023	Regular Hirer	HCC hires	£72.00
12/12/2023	Takings - Cafe	card receipts	£129.10
13/12/2023	Takings - Cafe	card receipts	£134.90
14/12/2023	Casual Hire	Hire ML 4 May 24	£228.60
14/12/2023	Takings - Cafe	card receipts	£150.95

15/12/2023	Broadland District Council	grant WC HCC	£20,718.75
15/12/2023	Casual Hire	Hire OH 16 Dec	£13.50
15/12/2023	Events	disco ticket	£10.00
15/12/2023	Takings - Cafe	cafe cash 12 - 14 Dec	£397.00
18/12/2023	Regular Hirer	HCC hires	£381.72
18/12/2023	Regular Hirer	HCC hires	£243.00
19/12/2023	Sports Hire	football training	£11.45
19/12/2023	Takings - Cafe	card receipts 19 Dec	£231.30
20/12/2023	Takings - Cafe	card receipts 20 Dec	£137.40
21/12/2023	Casual Hire	Hire SW 11 Dec	£34.02
21/12/2023	Takings - Cafe	card receipts 21 Dec	£93.00
22/12/2023	Regular Hirer	HCC hires	£54.00
22/12/2023	Takings - Cafe	cafe cash 19- 22 Dec	£325.20
27/12/2023	Allotment User	plot 129 rent	£57.30
27/12/2023	Sports Hire	football training	£11.45
27/12/2023	Regular Hirer	HCC hires	£43.74
28/12/2023	Casual Hire	Hire ML 19 Jan	£205.08
28/12/2023	Regular Hirer	HCC hires	£2,608.20
29/12/2023	Casual Hire	Hire ML 5 Jan	£61.56
29/12/2023	Casual Hire	Hire SW 6 Jan	£101.34

£34,203.74

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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								
1400 Community Centre Income	0	(28,600)	45,225	73,825			(63.2%)	
1410 Community Centre Inc ML Room	253	14,231	0	(14,231)			0.0%	
1415 Community Centre Inc SW Room	146	12,681	0	(12,681)			0.0%	
1420 Community Centre Inc OH Room	71	6,812	0	(6,812)			0.0%	
1425 Community Centre Inc Spr Room	0	526	0	(526)			0.0%	
1440 Community Centre Inc Ww Room	0	41	0	(41)			0.0%	
1445 Community centre kitchenette	19	688	0	(688)			0.0%	
1455 Community centre stage hire	0	73	0	(73)			0.0%	
1460 Hire of flasks	8	306	0	(306)			0.0%	
1470 Hire of urn	0	4	0	(4)			0.0%	
1475 Storage charge	0	440	0	(440)			0.0%	
1476 Rent old parish office	1,279	3,452	0	(3,452)			0.0%	
Community Centre :- Income	1,775	10,655	45,225	34,570			23.6%	0
4070 Profess Fees/Agency Personnel	0	828	0	(828)		(828)	0.0%	
4150 Utilities & business rates	2,707	19,528	25,315	5,787		5,787	77.1%	
4250 PHS services	605	3,246	2,424	(822)		(822)	133.9%	
4295 Equipment - New/Replacement	0	5,491	1,897	(3,594)		(3,594)	289.4%	6,291
4300 Equipment-Repair/Maintenance	160	255	657	403		403	38.7%	
4435 Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450 Inspections	0	606	661	56		56	91.6%	
4480 Memberships & Subscriptions	0	0	1,980	1,980		1,980	0.0%	
4560 Property Maintain/Replacement	22	3,232	1,589	(1,643)		(1,643)	203.4%	
4625 Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630 Consumables	69	615	166	(449)		(449)	370.7%	
4635 cleaning agents/materials	1,333	2,631	900	(1,731)		(1,731)	292.3%	
4645 Warm room expenditure	0	159	0	(159)		(159)	0.0%	
4695 community centre redevelopment	0	9,941	0	(9,941)		(9,941)	0.0%	
4696 community centre WC project	35,105	79,887	0	(79,887)		(79,887)	0.0%	
Community Centre :- Indirect Expenditure	40,002	126,499	40,589	(85,910)	0	(85,910)	311.7%	6,351
Net Income over Expenditure	(38,227)	(115,843)	4,636	120,479				
6000 plus Transfer from EMR	0	5,351						
6001 less Transfer to EMR	0	1,000						
Movement to/(from) Gen Reserve	(38,227)	(111,492)						
110 Administration								
1076 Precept	0	561,227	0	(561,227)			0.0%	9,350
1085 Grants received	20,719	23,219	0	(23,219)			0.0%	2,500

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
1099 Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370 Insurance recoveries	0	22,272	0	(22,272)			0.0%	
Administration :- Income	20,719	749,094	0	(749,094)				154,227
4065 councillor training	0	125	(1,081)	(1,206)		(1,206)	(11.6%)	
4070 Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465 External Audit	0	2,100	1,750	(350)		(350)	120.0%	
4470 Internal Audit	0	1,580	2,981	1,401		1,401	53.0%	
4480 Memberships & Subscriptions	0	2,261	2,000	(261)		(261)	113.0%	
4550 Insurance	0	10,418	10,771	353		353	96.7%	
Administration :- Indirect Expenditure	0	16,485	22,371	5,886	0	5,886	73.7%	0
Net Income over Expenditure	20,719	732,610	(22,371)	(754,981)				
6001 less Transfer to EMR	0	154,227						
Movement to/(from) Gen Reserve	20,719	578,383						
<u>120 Staff</u>								
4000 Admin Staff	7,132	64,467	124,884	60,417		60,417	51.6%	
4010 Groundstaff	5,566	51,357	79,682	28,325		28,325	64.5%	
4020 Care Takers	4,220	42,578	63,861	21,283		21,283	66.7%	
4025 Cafe Staff	2,385	17,878	29,868	11,990		11,990	59.9%	
4040 PAYE	3,664	35,436	0	(35,436)		(35,436)	0.0%	
4045 Pension Scheme	4,887	43,677	43,993	316		316	99.3%	
4055 Staff training	0	521	4,000	3,479		3,479	13.0%	
4070 Profess Fees/Agency Personnel	0	252	0	(252)		(252)	0.0%	
4080 Employer NI	1,888	18,015	25,139	7,124		7,124	71.7%	
4090 Protective clothing/workwear	97	1,427	3,405	1,978		1,978	41.9%	
4480 Memberships & Subscriptions	0	0	353	353		353	0.0%	
Staff :- Indirect Expenditure	29,840	275,609	375,185	99,576	0	99,576	73.5%	0
Net Expenditure	(29,840)	(275,609)	(375,185)	(99,576)				
<u>130 Council Office</u>								
1360 Electricity FIT	0	302	666	364			45.3%	
1365 Misc office income	0	8	0	(8)			0.0%	
1375 Misc refund	0	1,034	0	(1,034)			0.0%	
1490 Misc donations received	10	10	0	(10)			0.0%	
Council Office :- Income	10	1,354	666	(688)			203.4%	0
4112 Advertising	0	0	343	343		343	0.0%	
4150 Utilities & business rates	1,905	9,749	14,843	5,094		5,094	65.7%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
4250 PHS services	0	56	56	1		1	99.1%	
4295 Equipment - New/Replacement	0	899	3,671	2,772		2,772	24.5%	
4400 Chairman's Budget	20	62	1,694	1,632		1,632	3.7%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	15	100	85		85	15.3%	
4415 Refreshments	65	320	287	(33)		(33)	111.6%	
4420 Telephone and Broadband	276	2,142	3,398	1,256		1,256	63.0%	
4425 IT Support and Maintenance	393	3,662	5,006	1,344		1,344	73.2%	
4430 Photocopier	157	794	2,498	1,704		1,704	31.8%	
4435 Contingencies	0	30	100	70		70	30.0%	
4440 Stationery	67	707	543	(164)		(164)	130.1%	
4445 Postage	0	117	60	(57)		(57)	195.8%	
4450 Inspections	0	589	661	72		72	89.1%	
4485 Other Licences/Fees	0	2,803	3,116	313		313	90.0%	
4500 PWLB	0	43,095	43,094	(1)		(1)	100.0%	
4560 Property Maintain/Replacement	414	3,421	3,874	453		453	88.3%	
4565 Elections/Parish Poll	0	6,689	4,500	(2,189)		(2,189)	148.6%	6,689
4570 Church Grass Cutting Contribut	0	750	800	50		50	93.8%	
4595 Misc contributions	0	50	200	150		150	25.0%	
4605 Grants awarded	500	500	0	(500)		(500)	0.0%	500
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	3,796	76,451	89,260	12,809	0	12,809	85.6%	7,189
Net Income over Expenditure	(3,786)	(75,097)	(88,594)	(13,497)				
6000 plus Transfer from EMR	500	7,189						
Movement to/(from) Gen Reserve	(3,286)	(67,908)						
150 Investment								
1080 Bank Interest Received	3,490	7,541	80	(7,461)			9426.0%	
1090 Monthly Loyalty Rewards	8	71	10	(61)			709.7%	
1091 Cash back rebates	6	36	0	(36)			0.0%	
Investment :- Income	3,504	7,648	90	(7,558)			8497.6%	0
4060 Bank Charges & card fees	93	723	318	(405)		(405)	227.2%	
Investment :- Indirect Expenditure	93	723	318	(405)	0	(405)	227.2%	0
Net Income over Expenditure	3,411	6,925	(228)	(7,153)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
<u>160</u> <u>Planning</u>								
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>				
<u>170</u> <u>Health and Safety</u>								
4135 Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140 Defibrillator	750	801	340	(461)		(461)	235.6%	750
4295 Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630 Consumables	0	13	0	(13)		(13)	0.0%	
Health and Safety :- Indirect Expenditure	<u>750</u>	<u>2,930</u>	<u>3,498</u>	<u>568</u>	<u>0</u>	<u>568</u>	<u>83.8%</u>	<u>750</u>
Net Expenditure	<u>(750)</u>	<u>(2,930)</u>	<u>(3,498)</u>	<u>(568)</u>				
6000 plus Transfer from EMR	750	750						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,180)</u>						
<u>180</u> <u>Media and Communications</u>								
4105 Newsletter-Printing/Distributi	350	3,690	5,634	1,944		1,944	65.5%	
4110 Website and Emails	248	975	1,071	96	1,034	(939)	187.7%	
4155 IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	4,823	1,450	(3,373)		(3,373)	332.6%	
4685 Noticeboards	0	0	1,484	1,484		1,484	0.0%	
Media and Communications :- Indirect Expenditure	<u>598</u>	<u>9,488</u>	<u>11,639</u>	<u>2,151</u>	<u>1,034</u>	<u>1,116</u>	<u>90.4%</u>	<u>0</u>
Net Expenditure	<u>(598)</u>	<u>(9,488)</u>	<u>(11,639)</u>	<u>(2,151)</u>				
<u>190</u> <u>Stores</u>								
4150 Utilities & business rates	155	1,391	1,546	155		155	90.0%	
Stores :- Indirect Expenditure	<u>155</u>	<u>1,391</u>	<u>1,546</u>	<u>155</u>	<u>0</u>	<u>155</u>	<u>90.0%</u>	<u>0</u>
Net Expenditure	<u>(155)</u>	<u>(1,391)</u>	<u>(1,546)</u>	<u>(155)</u>				
<u>195</u> <u>Tractor Shed</u>								
4150 Utilities & business rates	330	2,971	3,301	330		330	90.0%	
4450 Inspections	0	450	585	135		135	76.9%	
4460 CCTV	0	0	198	198		198	0.0%	
4560 Property Maintain/Replacement	0	418	0	(418)		(418)	0.0%	
Tractor Shed :- Indirect Expenditure	<u>330</u>	<u>3,839</u>	<u>4,084</u>	<u>245</u>	<u>0</u>	<u>245</u>	<u>94.0%</u>	<u>0</u>
Net Expenditure	<u>(330)</u>	<u>(3,839)</u>	<u>(4,084)</u>	<u>(245)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
200 Residents' Parties								
4115 Consumable- Food/Beverage	112	122	550	428		428	22.2%	
4120 Over 65 Entertainment	0	325	325	0		0	100.0%	
4630 Consumables	24	54	125	71		71	43.6%	
Residents' Parties :- Indirect Expenditure	136	502	1,000	498	0	498	50.2%	0
Net Expenditure	(136)	(502)	(1,000)	(498)				
205 Events								
1480 Events income	33	1,358	550	(808)			247.0%	
Events :- Income	33	1,358	550	(808)			247.0%	0
4122 Events	95	2,838	3,000	162		162	94.6%	
Events :- Indirect Expenditure	95	2,838	3,000	162	0	162	94.6%	0
Net Income over Expenditure	(62)	(1,480)	(2,450)	(970)				
210 Grounds								
1200 Football Hire Charges	(10)	1,577	1,270	(307)			124.2%	
1210 Football Training Area Hire	38	1,008	1,134	126			88.9%	
1215 Grass cutting agreement	0	16,407	15,000	(1,407)			109.4%	
1270 Floodlights Income	0	13	0	(13)			0.0%	
Grounds :- Income	29	19,005	17,404	(1,601)			109.2%	0
4195 Keys/Locks	0	211	465	254		254	45.3%	
4200 Locking parks	192	1,992	1,576	(416)		(416)	126.4%	
4210 Emptying Bins/Fresheners	0	5,112	3,493	(1,619)		(1,619)	146.3%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	0	500	0	(500)		(500)	0.0%	500
4225 Floodlights Maintenance/Repair	0	0	2,556	2,556		2,556	0.0%	
4245 Highway grass verge cutting	0	8,911	9,641	730		730	92.4%	
4255 Skip hire	0	1,040	2,600	1,560		1,560	40.0%	
4260 Shrub/Tree/Hedge	0	64	500	436		436	12.8%	
4270 Fertilisers/Weed & Moss Killer	0	1,183	1,845	662		662	64.1%	
4275 Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295 Equipment - New/Replacement	99	238	396	158		158	60.2%	
4320 Small tools	0	384	1,000	616		616	38.4%	
4325 fence repairs	0	3,373	5,000	1,627		1,627	67.5%	
4435 Contingencies	37	1,786	4,150	2,364		2,364	43.0%	
4630 Consumables	0	3	0	(3)		(3)	0.0%	
Grounds :- Indirect Expenditure	328	24,797	36,128	11,331	0	11,331	68.6%	500
Net Income over Expenditure	(299)	(5,791)	(18,724)	(12,933)				
6000 plus Transfer from EMR	0	500						
Movement to/(from) Gen Reserve	(299)	(5,292)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

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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
220 Machinery and Vehicles								
4160 Repairs/Maintenance	501	783	815	32		32	96.1%	
4265 Fuel	0	1,541	3,030	1,489		1,489	50.9%	
4290 Servicing	772	1,628	8,457	6,829		6,829	19.2%	
4295 Equipment - New/Replacement	319	25,264	11,513	(13,751)		(13,751)	219.4%	13,432
4310 Hire of Machinery & vehicles	495	4,455	6,940	2,485		2,485	64.2%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	2,087	33,671	31,755	(1,916)	0	(1,916)	106.0%	13,432
Net Expenditure	(2,087)	(33,671)	(31,755)	1,916				
6000 plus Transfer from EMR	0	13,432						
Movement to/(from) Gen Reserve	(2,087)	(20,239)						
230 Trees								
4240 Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455 work & inspections	0	2,300	7,683	5,383	220	5,163	32.8%	
Trees :- Indirect Expenditure	0	2,300	9,272	6,972	1,165	5,807	37.4%	0
Net Expenditure	0	(2,300)	(9,272)	(6,972)				
240 Allotments								
1100 Allotment Income	38	3,281	4,389	1,108			74.8%	
1110 Water Recharge	5	419	0	(419)			0.0%	
1115 Pest control Recharge	5	450	0	(450)			0.0%	
1125 Apiary honey sales	0	84	0	(84)			0.0%	
Allotments :- Income	48	4,234	4,389	155			96.5%	0
4145 Landowner Rent	0	1,506	1,444	(62)		(62)	104.3%	
4150 Utilities & business rates	21	813	1,329	516		516	61.2%	
4170 Pest Control	0	570	470	(100)		(100)	121.3%	
4390 Materials	0	0	430	430		430	0.0%	
4560 Property Maintain/Replacement	0	964	1,100	136		136	87.7%	
Allotments :- Indirect Expenditure	21	3,854	4,773	919	0	919	80.7%	0
Net Income over Expenditure	26	380	(384)	(764)				
250 Play Areas								
4295 Equipment - New/Replacement	0	791	0	(791)		(791)	0.0%	
4300 Equipment-Repair/Maintenance	0	1,630	1,846	216		216	88.3%	
4450 Inspections	0	274	279	5		5	98.2%	
Play Areas :- Indirect Expenditure	0	2,695	2,125	(570)	0	(570)	126.8%	0
Net Expenditure	0	(2,695)	(2,125)	570				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
<u>255</u> <u>Hard Courts and Car Park</u>								
1225 Outside courts	0	1,126	2,200	1,074			51.2%	
Hard Courts and Car Park :- Income	0	1,126	2,200	1,074			51.2%	0
4340 Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345 Surface Clean Chemicals	0	0	100	100		100	0.0%	
4560 Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4580 Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	4,100	4,100	0	4,100	0.0%	0
Net Income over Expenditure	0	1,126	(1,900)	(3,026)				
<u>260</u> <u>Bowling Green</u>								
1240 Bowls Hire Charges	0	1,800	1,800	0			100.0%	
Bowling Green :- Income	0	1,800	1,800	0			100.0%	0
4160 Repairs/Maintenance	0	0	222	222		222	0.0%	
4390 Materials	0	700	1,908	1,208		1,208	36.7%	
Bowling Green :- Indirect Expenditure	0	700	2,130	1,430	0	1,430	32.9%	0
Net Income over Expenditure	0	1,100	(330)	(1,430)				
<u>265</u> <u>Memorials</u>								
4360 Rose Renewal	0	0	100	100		100	0.0%	
4575 War Memorial	0	0	300	300		300	0.0%	
Memorials :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Expenditure	0	0	(400)	(400)				
<u>270</u> <u>Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	3,995	2,510	(1,485)			159.2%	
Traffic Highways/Environment :- Income	0	3,995	2,510	(1,485)			159.2%	0
4650 SAM	0	804	953	150		150	84.3%	
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	0	7,990	5,020	(2,970)		(2,970)	159.2%	
Traffic Highways/Environment :- Indirect Expenditure	0	8,794	6,473	(2,321)	0	(2,321)	135.8%	0
Net Income over Expenditure	0	(4,799)	(3,963)	836				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
<u>300</u> <u>Cafe</u>								
1500 Café Income	2,401	19,713	25,000	5,287			78.9%	
Cafe :- Income	<u>2,401</u>	<u>19,713</u>	<u>25,000</u>	<u>5,287</u>			<u>78.9%</u>	<u>0</u>
1610 cafe capital costs	(36)	257	0	(257)		(257)	0.0%	
4070 Profess Fees/Agency Personnel	0	400	0	(400)		(400)	0.0%	
4295 Equipment - New/Replacement	0	11	0	(11)		(11)	0.0%	
4630 Consumables	46	1,024	0	(1,024)		(1,024)	0.0%	
4635 cleaning agents/materials	240	311	0	(311)		(311)	0.0%	
4710 Café Purchases	1,048	10,217	11,115	898		898	91.9%	22
4711 Community fridge/ fruit & veg	40	314	0	(314)		(314)	0.0%	
Cafe :- Indirect Expenditure	<u>1,338</u>	<u>12,532</u>	<u>11,115</u>	<u>(1,417)</u>	<u>0</u>	<u>(1,417)</u>	<u>112.8%</u>	<u>22</u>
Net Income over Expenditure	<u>1,063</u>	<u>7,181</u>	<u>13,885</u>	<u>6,704</u>				
6000 plus Transfer from EMR	0	22						
Movement to/(from) Gen Reserve	<u>1,063</u>	<u>7,203</u>						
Grand Totals:- Income	28,518	819,984	99,834	(720,150)			821.3%	
Expenditure	79,568	606,096	661,061	54,965	2,199	52,765	92.0%	
Net Income over Expenditure	(51,050)	213,887	(561,227)	(775,114)				
plus Transfer from EMR	1,250	27,244						
less Transfer to EMR	0	155,227						
Movement to/(from) Gen Reserve	(49,800)	85,904						

Meeting of Hellesdon Parish Council 9th January 2024

Item 6f – To Consider Movements between General and Earmarked Reserves

On 11th December, the Policy, Property and Resources committee reviewed the position of the general and earmarked reserves. To review the general reserves, the following process was followed:

Balance of all Bank Accounts as of 30/09/2023	£1,114,890.61
Less anticipated net inc/exp to year end	(£240,697.95)
Less Earmarked Reserves (and predicted movements)	(£304,726.48)
Less Agreed Projects (detailed in spreadsheet)	(£131,511.51)
Less Reserves management (policy)*	(£150,000)
Predicted Balance of Free Reserves as of 31/03/2024	£287,954.67

The PP&R Committee looked at recommending moving some of this money to earmarked reserved to:

- Bolster existing reserves, such as machinery, hard court refurbishment and community centre extension.
- Replace aged outdated equipment, such as the CCTV and the control panel in DJL
- Create new projects, such as rainwater harvesting or the refurbishment of the west WCs in the community centre.

Some of these earmarked reserves could be used to fully fund items. Some would be a boost to support grant applications for the project, through match funding.

PP&R recommends the movement of £223,915.36 from free reserves to earmarked reserves as attached, still leaving £64,039.31 as free reserves.

* Reserves Management Policy currently states £130,000. The amount should be reflective of approximately 3 months of precept, therefore PP&R recommends this be raised to £150,000

Earmarked Reserves

2023/2024

01/04/2024

Code	Name	Current Balance	Predicted Movement	Closing Bal	Movement to / from General Reserves	Balance
320	EMR Play Equipment	£12,190.10	£0.00	£12,190.10	£7,809.90	£20,000.00
321	EMR Site Fencing	£257.40	£0.00	£257.40	£742.60	£1,000.00
322	EMR Machinery	£0.00	£0.00	£0.00	£20,000.00	£20,000.00
323	EMR Hard Surface Area	£16,500.00	£0.00	£16,500.00	£50,000.00	£66,500.00
324	EMR Premises / Furnishing	£1,900.00	£0.00	£1,900.00	£0.00	£1,900.00
325	EMR CCTV	£4,746.00	£0.00	£4,746.00	£17,254.00	£22,000.00 Quote re: new system
326	EMR Elections	£5,214.61	£0.00	£5,214.61	£1,285.39	£6,500.00
327	EMR War Memorials	£4,380.00	£0.00	£4,380.00	£120.00	£4,500.00
328	EMR Burial Ground	£10,000.00	£0.00	£10,000.00	£0.00	£10,000.00
329	EMR C. Centre Contingency	£15,739.68	£-3,000.00	£12,739.68	£0.00	£12,739.68
330	EMR Parish Poll	£6,000.00	£0.00	£6,000.00	£0.00	£6,000.00
331	EMR Mountfield Park	£35,462.99	£0.00	£35,462.99	£0.00	£35,462.99
332	EMR Good Causes for Hellesdon	£4,110.06	£-1,000.00	£3,110.06	£1,889.94	£5,000.00
333	EMR Interest on Deposits	£0.00	£0.00	£0.00	£0.00	£0.00 Remove EMR
334	EMR HEL2	£53,127.24	£-1,500.00	£51,627.24	£0.00	£51,627.24
335	EMR Car Park/Paths HCC	£0.00	£0.00	£0.00	£5,000.00	£5,000.00
336	EMR Car Park Soakaway	£0.00	£0.00	£0.00	£10,000.00	£10,000.00
337	EMR Driveway Sinkage	£500.00	£0.00	£500.00	£4,500.00	£5,000.00 Driveway has damage
338	EMR Grit Bins	£1,203.62	£0.00	£1,203.62	£-203.62	£1,000.00
339	EMR Outreach Provision	£0.00	£0.00	£0.00	£0.00	£0.00 Remove EMR
340	EMR PF Ownership Signs	£1,508.45	£-500.00	£1,008.45	£0.00	£1,008.45
341	EMR Precept Shortfall	£13,190.00	£0.00	£13,190.00	£-13,190.00	£0.00 Reserves Management
342	EMR Staff Contingency Payments	£10,000.00	£0.00	£10,000.00	£0.00	£10,000.00
343	EMR Privet Hedge Driveway	£500.00	£0.00	£500.00	£-500.00	£0.00 REMOVE EMR
344	EMR Equipment and Storage	£0.00	£0.00	£0.00	£0.00	£0.00 Remove EMR
345	EMR Bus Shelter	£323.00	£0.00	£323.00	£2,677.00	£3,000.00
346	EMR Green Grid	£5,140.00	£0.00	£5,140.00	£0.00	£5,140.00
347	EMR Land Acquisition Account	£59,752.17	£-14,338.69	£45,413.48	£0.00	£45,413.48
348	EMR Community Engagement Reserve	£2,350.00	£0.00	£2,350.00	£0.00	£2,350.00
349	EMR IT Reserve	£9,241.59	£0.00	£9,241.59	£758.41	£10,000.00
350	EMR Community Apiary	£2.46	£0.00	£2.46	£-2.46	£0.00 Remove EMR
351	EMR Events	£2,054.80	£0.00	£2,054.80	£445.20	£2,500.00
352	EMR HCC Extension	£42,171.00	£0.00	£42,171.00	£57,829.00	£100,000.00
361	EMR CIL 2023/2024	£62,242.78	£-62,242.78	£0.00	£0.00	£0.00
362	EMR Comm Fridge / Café Improvements	£1,686.68	£-1,686.68	£0.00	£0.00	£0.00
363	Neighbourhood Plan	£7,500.00	£0.00	£7,500.00	£2,500.00	£10,000.00
	NEW PROJECT - RAINWATER HARVESTING				£25,000.00	£25,000.00
	NEW PROJECT - BIODIVERSITY DUTY				£5,000.00	£5,000.00
	NEW PROJECT - REFURB WEST WCS				£20,000.00	£20,000.00
	NEW PROJECT - DJL CONTROL PANEL				£2,500.00	£2,500.00
	AV in DJL				£2,500.00	£2,500.00
		£388,994.63	£-84,268.15	£304,726.48	£223,915.36	£528,641.84

FINANCIAL RESERVES MANAGEMENT

1. Purpose

- 1.1 Hellesdon Parish Council (HPC) is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this document is to set out how the Council will determine and review the level of reserves.
- 1.2 Section 50 of the Local Government Finance Act 1992 require a local precepting authority to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold but it is generally accepted that general (un-earmarked) revenue reserves usually lie within the range of three to twelve months of gross expenditure. (Governance and Accountability for Local Councils A Practitioners' Guide (England) 2014 Part 2 - 2.26)
- It is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that agreed procedures are adhered to for their establishment and use.

2. Types of reserves

- 2.1 Reserves are categorised as general or earmarked.
- 2.2 Earmarked reserves can be held for several reasons:
- Renewals – to enable services to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
 - Carry forward of underspend - some services commit expenditure to projects, but cannot spend in the current budget year. Reserves are used as a mechanism to carry forward these resources.
 - Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
 - Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.
 - Monies received from CIL (Community Infrastructure Levy) payments must be held in an earmarked reserve in order to account for spending in accordance with government policy.
 - Monies due to the Council under s.106 Agreements are held by Broadland District Council and released to this council following approval of expenditure and submission of relevant receipted invoices which confirm payment.
- 2.3 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

3. Earmarked reserves

- 3.1 Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.
- 3.2 Any decision to set up a reserve must be given by the Council.
- 3.3 Expenditure from reserves can only be authorised by the Council.
- 3.4 Reserves should not be held to fund ongoing expenditure. This would be unsustainable as at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, it must be resolved that they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
- 3.5 All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer and lists the various earmarked reserves and the purpose for which they are held.
- 3.6 The Council’s Financial Risk Assessment is considered within the budgeting procedure and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

4. General Reserves

- 4.1 The level of general reserves is a matter of judgement and so this document does not attempt to prescribe a blanket level. The primary means of accumulating general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- 4.2 Setting the level of general reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must accumulate and maintain sufficient working balances to cover the key risks it faces, as expressed in its Financial Risk Assessment.
- 4.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.
- 4.4 Even at times when extreme pressure is put on the Council’s finances the Council must keep a minimum balance sufficient to pay one month’s salaries to staff in general reserves at all times.

5. Opportunity cost of holding reserves

- 5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.
- 5.2 However, there is an “opportunity cost” of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to neither manage unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.
- 5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

6. Current level of financial reserves

- 6.1 The level of financial reserves held by the Council will be agreed by the Property Policy & Resources Committee during the discussions held regarding the setting of the budget and precept for the forthcoming financial year.
- 6.2 The current level of general reserves to be held by the Council is no less than **£150,000.00** as **this is considered to be adequate for 3 months running costs of the council.**
- 6.3 The current level of earmarked reserves to be agreed by the Property Policy & Resources Committee

7. Current Financial Service Provider

- 7.1 The current financial service provider is Barclays Bank plc. The credit rating and reputation of the provider is considered by the Property Policy & Resources Committee during the discussions held regarding the level of financial reserves.
- 7.2 The Council may consider other providers as appropriate in order to achieve the best return on its investments. The credit rating and reputation of the provider must be relevant to local government policies and best practice.
- 7.3 HPC currently has 2 loans with PWLB, both agreed by Full council following recommendations from Property, Policy and Resources Committee, payback of these loans are included in the precept amount requested from Broadland District Council.

Cost code	2023/2024	2023/2024	2023/2024	Cost code	2024/2025	2024/2025	2024/2025	Increase / Decrease on previous year	
	Gross Expenditure	Income	Net expenditure		Gross Expenditure	Income	Net expenditure		
Community Centre	£40,589.00	£45,225.00	-£4,636.00	Community Centre	£50,341.00	£53,500.00	-£3,159.00	£1,477.00	-31.86%
Administration	£24,291.00	£1,920.00	£22,371.00	Administration	£26,419.00	£0.00	£26,419.00	£4,048.00	18.09%
Council office	£89,260.00	£666.00	£88,594.00	Council office	£88,779.00	£604.00	£88,175.00	-£419.00	-0.47%
Investment	£318.00	£90.00	£228.00	Investment	£899.00	£4,191.00	-£3,292.00	-£3,520.00	-1543.86%
Planning	£300.00	£0.00	£300.00	Planning	£300.00	£0.00	£300.00	£0.00	0.00%
H & S	£3,498.00	£0.00	£3,498.00	H & S	£1,634.00	£0.00	£1,634.00	-£1,864.00	-53.29%
Media & Comms	£11,639.00	£0.00	£11,639.00	Media & Comms	£8,064.00	£0.00	£8,064.00	-£3,575.00	-30.72%
Stores	£1,546.00	£0.00	£1,546.00	Stores	£1,623.00	£0.00	£1,623.00	£77.00	4.98%
Tractor shed	£4,084.00	£0.00	£4,084.00	Tractor shed	£4,659.00	£0.00	£4,659.00	£575.00	14.08%
Resident's Party	£737.00	£0.00	£1,000.00	Resident's Party	£903.00	£0.00	£903.00	-£97.00	-9.70%
Events	£3,000.00	£550.00	£2,450.00	Events	£4,000.00	£1,550.00	£2,450.00	£0.00	0.00%
Grounds	£35,734.00	£17,404.00	£18,724.00	Grounds	£43,266.27	£19,853.14	£23,413.13	£4,689.13	25.04%
M & V	£33,536.00	£0.00	£33,536.00	M & V	£14,355.00	£0.00	£14,355.00	-£19,181.00	-57.20%
Trees	£9,272.00	£0.00	£9,272.00	Trees	£9,735.00	£0.00	£9,735.00	£463.00	4.99%
Allotments	£4,773.00	£4,389.00	£384.00	Allotments	£4,193.00	£3,220.00	£973.00	£589.00	153.39%
Play areas	£2,125.00	£0.00	£2,125.00	Play areas	£4,750.00	£0.00	£4,750.00	£2,625.00	123.53%
Hard Courts & car park	£4,100.00	£2,200.00	£1,900.00	Hard Courts & car park	£2,540.00	£1,816.00	£724.00	-£1,176.00	-61.89%
Bowling green	£2,130.00	£1,800.00	£330.00	Bowling green	£2,645.00	£1,900.00	£745.00	£415.00	125.76%
Memorials	£400.00	£0.00	£400.00	Memorials	£750.00	£0.00	£750.00	£350.00	87.50%
Traffic & Highways	£6,473.00	£2,510.00	£3,963.00	Traffic & Highways	£12,882.00	£6,143.00	£6,739.00	£2,776.00	70.05%
Staffing	£375,185.00	£0.00	£375,185.00	Staffing	£421,444.54	£0.00	£421,444.54	£46,259.54	12.33%
Cafe	£11,115.00	£25,000.00	-£13,885.00	Cafe	£23,422.00	£36,000.00	-£12,578.00	£1,307.00	-9.41%
Balancing Figure from Reserves			-£1,781.00	Balancing Figure from Reserves					
Total	£664,105.00	£101,754.00	£561,227.00	Total	£727,603.81	£128,777.14	£598,826.67	£37,599.67	6.70%

Tax Base	3866	Band D	£145.17	Tax Base	3930	Band D	£152.37	Diff 23/24	£7.20	4.96% Band D Increase
			£2.79 per week				£2.93 per week		£0.14 increase	

2024/2025

Band H Per Annum	Band G Per Annum	Band F Per Annum	Band E Per Annum	Band D Per Annum	Band C per Annum	Band B Per Annum	Band A Per Annum	Percentage Increase
£304.75	£253.96	£220.09	£186.23	£152.37	£135.44	£118.51	£101.58	4.96%

**Minutes of the meeting of the Planning Committee held on
Tuesday 12th December 2023 at 6:15pm in
Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr S. Holland
Cllr B. Johnson
Cllr D. Maidstone
Cllr R. Sear

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence

No apologies received.

2. Declarations of Interest and Dispensations

No declarations made.

3. To receive approval of minutes of the committee meeting held on 14th November 2023

Minutes of 14th November 2023 had been previously circulated and were **AGREED** and signed as a true and accurate record of the meeting by Cllr Britton.

4. Public Participation

No matters raised

5. General Matters/Planning Outcomes

The report was previously circulated and **NOTED**. The Clerk advised that, in regards to application 2023/3126 (127-129 Reephams Road, change of use to supported housing units), the planning officer had made enquiries of the applicant relating to matters that the Parish Council had objected to about the application.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultations were agreed:

Application	Response to Consultation
2023/3488 150 Links Avenue, NR6 5PQ Removal of existing conservatory and replace with two storey rear extension and associated works.	No objections
2023/3527 73 Meadow Way, NR6 6XZ	Objection to the application due to the adverse impact on the amenity of 75 Meadow Way (policy

Approved.....

Date.....

<p>2 storey side extension and single storey rear extension. Upward extension at front with new roof.</p>	<p>GC4 iv). The proposal will create a semi detached property with no consultation with the existing neighbouring detached property and the proposed front boundary of the property would sit proud of the front boundary of the neighbouring property.</p> <p>Whilst other properties in this area are semi detached and are of a similar design to the proposed, these properties are attached to a property where the design mirrors each other. Without a similar design next door, this proposal would be out of character with other properties in the area, contrary to policy GC4 (i).</p>
<p>2023/3571 5 Pinewood Close, NR6 5LX Carport to front in place of former garage.</p>	<p>No objections</p>
<p>2023/3642 11 Middletons Court, NR6 5SS Single storey front extension and new garage.</p>	<p>No Objections</p>

7. Exchange of Information

No matters raised

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 9th January 2024 at 6.15pm.

The meeting closed at 6.40 pm.

Approved.....

Date.....

Meeting of Hellesdon Parish Council – 9th January 2024

Item 9a – To Receive Update on WC Improvement Project

The WC improvement project is now, subject to snagging, completed.

At the last Parish Council meeting it was reported that there were drainage issues with the men's toilets. This has been resolved with some changes to the pipes in the corridor outside the changing rooms. Coir matting it to be put down to mask the damage to the floor tiles, but this will be useful as this is at the entrance the footballers use to access the changing rooms. The Parish Council has requested to the contractor that care be taken with the matting installation to ensure that there isn't a trip hazard.

The problems which occurred with the flushing of the disabled toilet have also been resolved.

The project manager is in the process of finalising the account.

A drawdown has been made on the works and the following has been received from Broadland Council's Pride in Place grant scheme:

£20,500.00 capital funding

£218.75 revenue funding (to cover Just Hellesdon articles)

Tender documents have been released for the refurbishment of the two toilets to the west of the building, with a closing date of 10th January 2024.

Meeting of Hellesdon Parish Council – 9th January 2024

Item 10 – Neighbourhood Plan

The first meeting of the Neighbourhood Plan Working Group has been arranged for Monday 15th January at 7pm.

A grant from Locality for £7,425 has been approved for works likely to take place up until the end of the year. Technical assistance from AECOM has also been approved.

Planning policy officers from Broadland Council have been in touch and would like to further discuss the Parish Council's aspirations on design codes. This is to ensure that there is no tension between the design codes likely to appear in the Neighbourhood Plan and applications where there is already a masterplan in place, and where pre-application advice has already been sought. The officers have been advised that the Parish Council will revert to them after 15th January.

Suggested Agenda for the meeting on 15th January is as follows:

- 1) Welcome and Introductions
- 2) Election of Chairman
- 3) To Receive Proposed Timeline for Project
- 4) To Receive Report of Progress to Date
- 5) To Discuss Initial Ideas for Neighbourhood Plan
- 6) To Agree Date(s) for Community Consultation
- 7) To Agree Method(s) and Requirement(s) for Community Consultation
- 8) To Agree Advertising for Community Consultation
- 9) Date and Time of Next Meeting

Meeting of Hellesdon Parish Council – 9th January 2024

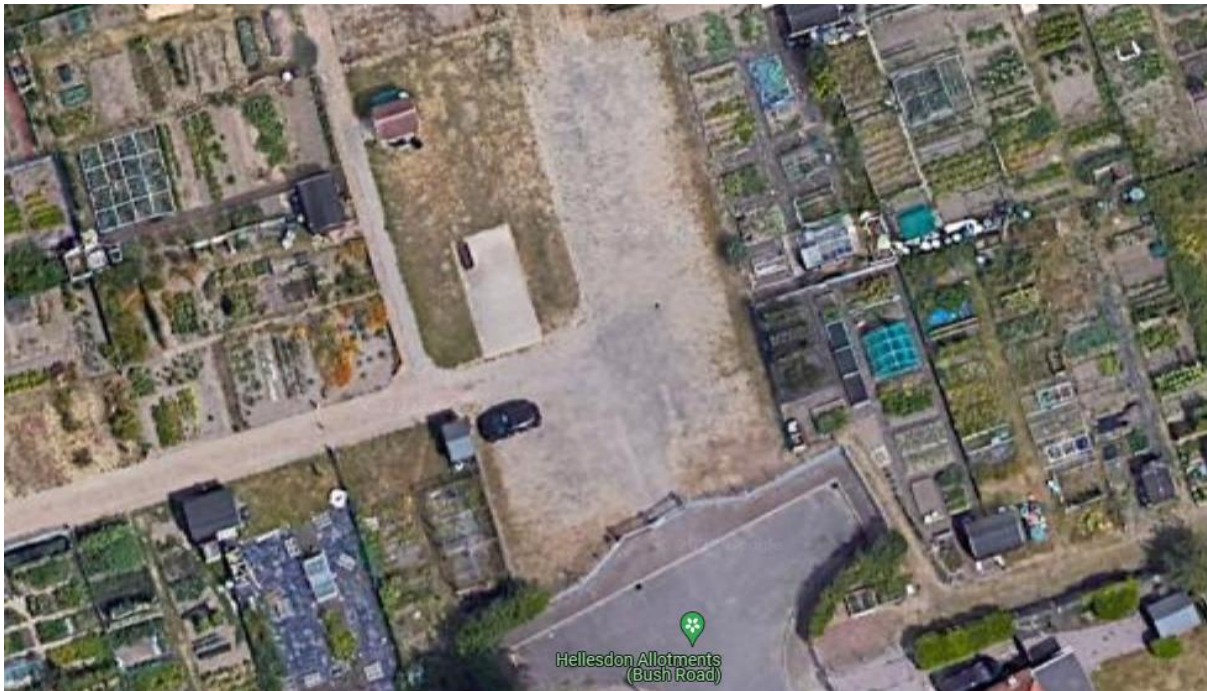
Item 11 – Allotments

To Consider Request for new Community Shed and Ancillary Storage at Allotment Site

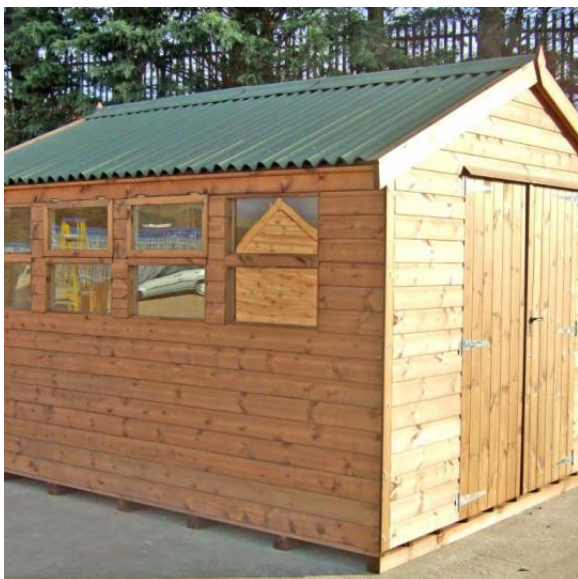
HAHA has now successfully raised enough money to purchase a community shed, the purpose of which is for holding meetings, workshops and to provide a social space to improve wellbeing. They now seek formal permission to install the structure which, as a shed, is deemed as a temporary structure. The Parish Council has provided a grant of £500 in support of this project.

Proposal

There is an existing concrete pad close to the toilet block where it is proposed to install the structure:



The Community Shed is to be 20ft x 12ft and is of a Norfolk Style Workshop design, purchased from a local supplier.





The structure is raised for the purpose of drainage and pest control. The double doors will allow wheelchair access, and HAHA will construct an appropriate ramp. The windows will be made of Perspex, to the specification of HAHA.

The existing shed, donated to HAHA has been refurbished and will be useful to HAHA to retain for storage. The proposal is for HAHA to lay some rubber matting, similar to the below:



This will provide a base layer which will allow for drainage.

Considerations

Legislation - Smallholdings and Allotments Act 1908 – s26

Improvement and adaptation of land for allotments.

(1) The council of a borough, urban district, or parish may improve any land acquired by them for allotments and adapt the same for letting in allotments, by draining, fencing, and dividing the same, acquiring approaches, making roads and otherwise, as they think fit, and may from time to time do

such things as may be necessary for maintaining such drains, fences, approaches, and roads, or otherwise for maintaining the allotments in a proper condition.

(2) The council may also adapt the land for allotments by erecting buildings and making adaptations of existing buildings, but so that not more than one dwelling-house shall be erected for occupation with any one allotment; and no dwelling-house shall be erected for occupation with any allotment of less than one acre.

Liaison with the Landlord

As a matter of courtesy, the landlord should be advised of the intentions, emphasising that both sheds are temporary structures.

Insurance

Both sheds and their contents would be owned, and should be insured, by HAHA

Risk Assessments

Both sheds and their contents and usage should be risk assessed by HAHA

Electricity Supply

This is to be considered in due course, but there is already a meter in the allotment toilet block that is allocated to HAHA. Any electrical installation should only be provided by a qualified electrician and a copy of the appropriate installation paperwork provided to the Parish Council.

Meeting of Hellesdon Parish Council – 9th January 2024

Item 12 – Community Car Schemes

At the last Parish Council meeting, a report was requested on Community Car Schemes

Purpose

Community Car Schemes run to the specification of the appropriate lead body (the Parish Council), but in most cases they are designed to support those who cannot access other forms of transport (in the form of public transport, taxis and friends/family) to essential locations (eg: to medical appointments and essential shopping trips).

Funding

The pool of cars are made up by volunteer drivers. Their ‘payment’ for the providing the transport service is recommended to be 45p per mile (while is HMRC’s approved mileage rate) + 5p per mile for each additional passenger (such as a carer).

The lead body would decide how much the passengers would be charged. Some schemes charge the whole 45p per mile to the passenger. Others, for simplicity, charge a set fee for specific journeys (eg: £2 to Norwich, or £4 to the NNUH) and subsidise the balance.

Any other charges incurred by the driver, such as car parking, would also have to be covered, either by the lead body or by the passenger.

The lead body would also need to decide how much waiting time the volunteer driver would be expected to do. Some journeys may warrant the volunteer driver returning to home and then making a return journey, which would incur an additional fee of the passenger. The lead body should also decide the limitations on the journeys (eg: are journeys limited to Norfolk) and also limitations on passenger locations (if the Parish Council were the lead body and were part funding the scheme, the scheme is normally limited to people residing in the parish as the funding comes from the precept).

Drivers should keep an accurate record of all journeys, mileage and expenditure occurred for audit purposes.

Requirements

As part of the due diligence of behalf of the lead body, the volunteer drivers should have the following annual checks:

- 1) Vehicle MOT
- 2) Vehicle Tax
- 3) Driving License Check
- 4) Insurance for volunteer driving
- 5) DBS Check

Volunteer Drivers would be expected to sign an agreement with the lead body to abide by all DVLA requirements about medical conditions.

Passengers would have to be able to enter and exit a vehicle without assistance, as volunteer drivers would not be expected to have manual handling training for moving a person.

Passengers would also be expected to abide by a Code of Conduct and understand expectations and limitations of a volunteer driving scheme.

Management

Co-ordination is required between the passenger requirements and the volunteer driver availability. Passengers would contact the co-ordinator with their requirements, giving as much notice as possible. And the co-ordinator would contact the volunteer drivers to secure the transport, then report back to the passenger with the details of the driver (for safeguarding purposes).

Short notice appointments would not be possible, and potential passengers do need to appreciate that the scheme is limited by volunteer availability.

Considerations

- The scheme is limited by the number of volunteer drivers that can be attracted to the scheme. The requirements such as DBS checks and possible extensions to insurance policies can be off putting to some potential volunteers.
- The scheme is designed to assist those who are most vulnerable. But the Parish Council is not in a position to means test each passenger and the scheme can be open to abuse as a low cost taxi service. This leads to a negative impact on volunteers.
- Hellesdon is already well serviced by public transport
 - First Bus Yellow line along the Drayton High Road
 - First Bus Purple line along the Reepham Road
 - First Bus Service 30 – Hellesdon / Norwich circular
 - Konect Bus - Service 512 to the NNUH
 - Sanders Buses along the Cromer Road
- The co-ordinator role is very time consuming, with the risk of demand for transport often outstripping availability of volunteer drivers.
- There is already transport schemes available which would benefit those living in Hellesdon. Examples are:
 - Travel Norfolk Car Scheme - [Travel Norfolk car scheme - Norfolk County Council](#)
 - Patient Transport Services - [Norfolk and Norwich University Hospitals NHS Foundation Trust » Patient Transport Services \(nnuh.nhs.uk\)](#)
 - Norwich Door to Door [Norwich Door to Door | Mobility transport you can trust](#)