

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

You must register as an Other Registerable Interest :

- 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
 - (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 10th June 2025 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr David Maidstone – Chair of the Committee
Cllr David Britcher
Cllr Shelagh Gurney
Cllr Mel Maidstone
Cllr Sue Holland
Cllr Sarah Smith
Cllr Ian Duckett
Cllr Andrew Lock
Cllr David Fahy (19:08)
Cllr Nigel Barker

The Chairman welcomed members and opened the meeting at 7pm.

The Chairman said that as items 10 and 11 on the agenda logically followed item 12 the order of the agenda should change. Therefore item 12 becomes item 10, item 10 becomes item 11 and item 11 becomes item 12.

As part of the Chairmans report the council will hear reports from committees.

1. Apologies and Acceptance for Absence

Apologies were received from the following Councillors and **Accepted**.

Cllr Bill Johnson, Cllr Lacey Douglas, Cllr Greg Britton, Cllr Robin Sear, Cllr Mike Hicks, Cllr Roy Forder

Cllr Mel Maidstone agreed to take minutes.

2. Declarations of interest and dispensations.

No declarations were made or dispensations applied for.

3. Approval of minutes of the meeting held on 14th May 2025

Minutes of the meeting of 14th May 2025 had been circulated. It was **RESOLVED** to **ACCEPT** these minutes following a proposal from Cllr David Maidstone and seconded by Cllr Sue Holland as a true and accurate record of the meeting. Chairman to sign copy in the office on Wednesday 12th June 2025.

4. Public Participation

Members of the public present did not wish to speak.

5. Council Reports.

(a) Clerks Report.

No report presented due to capacity issues.

Approved.....

Date.....

Hellesdon Parish Council, Full council Minutes 13th May 2025

(b) **Reports from District and County Councillors.**

There were no reports from District Councillors. Cllr Shelagh Gurney gave a verbal update on Bernham Road, Holt Road and Heath Crescent. Also outlined Norfolk County Councils response to local government reorganisation.

(c) **Chairmans Report.**

Concerns expressed regarding office workloads and the Website. New senior administrator settling in well.

(d) **Environment Committee Report.**

Cllr Ian Duckett to arrange meeting of the Environment Committee to agree activities and budget requirements.

(e) **Events Committee.**

Cllr Sarah Smith gave a report on the VE Day event which was a huge success. Next event Summer Fayre in final stages of organisation.

6. **Financial Reports and Matters.**

(a) Bank Reconciliation – 31st May 2025. Details were noted by the Council and **AGREED.**

(b) Earmarked Reserves Summary – 31st May 2025 Details were noted by the Council and **AGREED.**

(c) Approval of Payments – 31st May 2025. Were noted and **AGREED.**

(d) Approval of Receipts – 31st May 2025. Were noted and **AGREED.**

(e) Details of Income and Expenditure – 1st May to 31st May. Were noted and **AGREED.**

(f) Audit Report. Clean sign off received on report to External auditors from Internal Auditors. Some action points raised which will be addressed. Proposal to accept Audit Report by Cllr David Maidstone, seconded by Cllr David Britcher with amendment to review in 3 months. **CARRIED UNANIMOUSLY.**

7. **Standing Orders.**

A discussion was held on the suitability of section 9 (f). Proposal from Cllr David Britcher to remove section 9 (f) from standing orders, seconded by Cllr Ian Duckett. Voted 9 for, 1 against. **CARRIED UNANIMOUSLY.**

8. **Agenda Meetings Structure.**

A discussion was held to move “Matters for the Next Agenda” section above Members of Public Press Exclusion. It was agreed that this agenda item was not needed. Proposal to remove this agenda item by Cllr Shelagh Gurney, seconded by Cllr Sue Holland and **CARRIED UNANIMOUSLY.**

9. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 10, 11 and 12 in view of the confidential nature of the business to be transacted.**

10. **To receive an Update regarding Locum Clerk.**

Cllr David Maidstone has contacted possible candidates for Locum responsibilities.

Cllr David Maidstone proposed Richard Bishop to be appointed as Locum whilst retaining Sarah Hunt for any additional support, seconded by Cllr David Britcher and **CARRIED UNANIMOUSLY.** Start date to be confirmed.

Approved.....

Date.....

Hellesdon Parish Council, Full council Minutes 13th May 2025

11. To receive an update on obtaining legal advice and affiliated responses.

Cllr David Maidstone proposed that an initial conversation should take place between the legal advisor and Cllr David Maidstone, Cllr Lacey Douglas and Cllr David Britcher, seconded by Cllr Nigel Barker and **CARRIED** with 1 abstention.

ACAS chased for our response and were told Council declined the offer.

12. To receive an update on appointing independent investigation personnel.

Proposal by David Maidstone that this should now take place, seconded by Cllr David Britcher and **CARRIED UNANIMOUSLY.**

13. Other business.

Cllr Gurney raised a few items that needed to be purchased. The Chair advised these had been discussed with the Facilities Manager and orders placed.

14. Time and Venue of Next Council Meeting

Tuesday 8th July 2025, commencing at 7pm at Diamond Jubilee Lodge.
Meeting closed at 20:59PM.

Approved.....

Date.....

EXTRA – ORDINARY MEETING OF THE FULL COUNCIL

Minutes of the Meeting of Hellesdon Parish Council held on Monday 24th June 2025 at 7pm The Council Chambers, Diamond Jubilee Lodge Wood View Road, Hellesdon.

PRESENT:

CLlr David Maidstone (Chairman)
CLlr Sue Holland
CLlr Mike Hicks
CLlr Robin Sear
CLlr Andrew Locke

CLlr Gregg Britton
CLlr Roy Forder
CLlr Mel Maidstone
CLlr David Britcher

In attendance: Mr H Clark (Deputy Clerk) and one member of the public.

Welcome by the Chairman

1. Apologies and acceptance for absence

Apologies were received from CLlr Sarah Smith, CLlr Ian Duckett, CLlr David Fary, CLlr Shelagh Gurney, CLlr Lacey Douglass, CLlr Bill Johnson, and were **ACCEPTED**.

2. Declarations of Interest and Dispensations

To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.

3. Public Participation

Member of Public informed the council over concern of trees that have been damaged at Mountfield Park. CLlr David Maidstone informed them that the trees and their condition shall be investigated and for photos to be send to the Deputy Clerk to aid in the investigation.

4. Financial Matters

a) To Agree and sign off the Annual Governance Statement 2024/2025

It was **AGREED** after a Proposal from CLlr David Maidstone and a second from CLlr Sue Holland that all items 1-8 be agreed as 'Yes', with the except of section 9 being 'not applicable' as the council does not act as a Trustee.

b) To Agree and sign off the Accounting Statements for 2024/2025

The Annual Accounting Statements were **AGREED** after a proposal from CLlr David Maidstone and a second from CLlr Sue Holland.

Closing time: 19:13

Approved.....

Date.....

5. Time and Venue of next Council meeting.

Tuesday 8th July 2025, commencing at 7pm at Diamond Jubilee Lodge.

DRAFT

Approved.....

Date.....

Hellesdon Parish Council.

Tree Inspection Report – Strimmer and Wildlife Damage

As requested, I carried out an inspection of the trees that were suspected to have sustained damage from the use of a strimmer recently.

Upon review, I found that while some trees have suffered strimmer damage in the past, I saw little evidence of any recent strimmer-related injuries. Typically, fresh strimmer damage would present with exposed green wood and sap bleeding from the wound—none of which were observed.

However, I did note damage approximately 10 inches up on several trees. This damage does not appear to have been caused by a strimmer. Instead, it is consistent with deer activity, likely from deer pulling or rubbing at the bark. I am aware that deer are in the park, which was reported to the Clerk, and their presence continues despite our previous attempts to encourage them to leave by keeping the gates open on several occasions in the past.

Additionally, I observed one plastic tree guard that appears to have been chewed or rubbed on. Again, this damage seems to be from wildlife rather than strimming, as the damage is in an area covered with bark in a child guard area, and strimming is not necessary, plus no strimmer damage to the tree.

As a preventative measure, I have re-trained the team on the correct use of trimmers around trees, play equipment to minimize any risk of future damage. Unfortunately, controlling deer activity within the park remains an ongoing challenge. Given their established presence, we may need to explore further measures if their impact on tree health increases.

Please see attached photo for reference of the tree guard.

Regards Kevin.

Facilities Manager.









NS-2255 00 CIR PL (E) 10 0217 SIRIUS

SIRIUS NS-2255 00 CIR PL (E) 10 0217

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

29/06/2025	Business Current Account 2077	500.00
29/06/2025	Business savers account 4401	573,024.50
30/06/2025	Petty Cash	253.93
30/06/2025	Active Saver 7702	348,681.35
30/06/2025	Account 73554503	84,012.55
30/06/2025	Number 2 account 0958	0.00
30/06/2025	Cafe float	100.00

1,006,572.33

Receipts not on Bank Statement

0.00

Closing Balance

1,006,572.33

All Cash & Bank Accounts

1	Current Bank Account	573,524.50
2	Petty Cash	253.93
3	Active Saver 7702	348,681.35
4	Active Saver Emergency 4503	84,012.55
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,006,572.33

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Play Equipment	20,000.00		20,000.00
321	EMR Site Fencing	1,000.00		1,000.00
322	EMR Machinery	7,293.00		7,293.00
323	EMR Hard Surface Area	66,500.00		66,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	22,000.00		22,000.00
326	EMR Elections	6,500.00		6,500.00
327	EMR War Memorial	4,500.00		4,500.00
328	EMR Burial Ground Land	10,000.00		10,000.00
329	EMR Com Centre Contingency	6,212.68		6,212.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	35,462.99		35,462.99
332	EMR Good Causes in Hellesdon	4,609.76		4,609.76
334	EMR HEL2**	53,127.24		53,127.24
335	EMR Car Park/Paths at HCC	5,000.00		5,000.00
336	EMR Car Park Soakaway	10,000.00		10,000.00
337	EMR Driveway Sinkage	5,000.00		5,000.00
338	EMR Grit bins	1,000.00		1,000.00
340	EMR PF Ownership signs	1,508.45		1,508.45
342	EMR Staff contingency payments	10,000.00		10,000.00
345	EMR Bus shelter	3,000.00		3,000.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17		59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	10,000.00		10,000.00
351	EMR Events	2,500.00		2,500.00
352	EMR HCC extension	100,000.00		100,000.00
361	EMR CIL 23/24 CC Ext (28/29)	62,242.78		62,242.78
362	EMR Comm fridge/cafe improves	1,686.68		1,686.68
363	EMR Neighbourhood Plan	10,000.00		10,000.00
364	EMR Rainwater Harvester	25,000.00		25,000.00
365	EMR Biodiversity duty	5,000.00		5,000.00
366	EMR Refurb Westward WC's	20,000.00		20,000.00
367	EMR DJL control panel	2,500.00		2,500.00
368	EMR AV in DJL	2,500.00		2,500.00
369	EMR CIL 24/25 CC Ext (29/30)	8,784.04		8,784.04
		598,069.79	0.00	598,069.79

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/06/2025	Iris Software Limited	£40.80	Staffology
02/06/2025	Anglia Culinary Supplie	£244.07	Cafe purchases
02/06/2025	Amazon	£25.77	bait station/hmdi splitter
02/06/2025	Ben Burgess Groundsc	£396.00	Final Tractor rental John deer
02/06/2025	Calypso Coffee	£121.55	Cafe purchases
02/06/2025	DD Health & Safety Sup	£112.68	Blacks sacks/blue roll
02/06/2025	Easters Norwich Ltd	£131.18	Cafe purchases
02/06/2025	Norfolk Association of L	£1,492.73	Membership renewal
02/06/2025	Select Recruitment Spe	£1,701.34	Agency staff
02/06/2025	Encore Musicians	£218.75	Kitty Collins, muscian 8/5/25
02/06/2025	Desira Group	£601.50	Vehicle repairs CARD PAID
02/06/2025	Clocking Systems Ltd	£43.14	TP4M Time Cards
02/06/2025	Toombs Butchers	£69.32	Cafe purchases CARD PAID
02/06/2025	Toombs Butchers	£66.50	Cafe Purchase CARD PAID
02/06/2025	Toombs Butchers	£55.64	Cafe Purchases CARD PAID
02/06/2025	Broadland District Coui	£184.00	Business Rates Stores/premises
02/06/2025	Broadland District Coui	£1,259.00	Business rates C Centre/Premis
02/06/2025	Broadland District Coui	£384.00	Business rates workshop/premis
02/06/2025	Drayton Farms Ltd	£270.82	Allotment rent for 2025
04/06/2025	UK Fuels Ltd	£153.60	Fuel Card
05/06/2025	Barclays Bank Plc	£25.35	Commission 14apr/12May
10/06/2025	Calypso Coffee	£76.40	Cafe purchases
10/06/2025	Easters Norwich Ltd	£245.25	Cafe Purchases
10/06/2025	Anglia Culinary Supplie	£485.34	Cafe Purchases
10/06/2025	Amazon	£11.98	batteries
10/06/2025	Hugh Crane Equipment	£3,366.86	Cleaning supplies
10/06/2025	Huws Gray Ridgeons	£146.39	Materials
10/06/2025	Jack Jenkins Entertaine	£350.00	MC Outdoor summer fayre 25
10/06/2025	mha Larking Gowen	£1,962.00	Internal Audit
10/06/2025	Norfolk County Council	£165.24	NPLaw feetime
10/06/2025	Motion Picture Licensin	£421.28	MPLC Blanket License
10/06/2025	Osiris Technologies	£730.45	It support monthly
10/06/2025	Select Recruitment Spe	£5,638.08	DM Contract
10/06/2025	Select Recruitment Spe	£946.61	Agency fees
10/06/2025	Taverham Nursery Cent	£73.37	Plants/Gardening items
10/06/2025	Sound Marketing	£9,651.60	install Av equipment aug 22
10/06/2025	Film Bank Media	£176.00	Licence
11/06/2025	O2	£417.96	Telecoms invoice

11/06/2025	Fantastical Entertainment	£200.00	entertainment hire
11/06/2025	P W Curston	£350.00	PA system for june event
17/06/2025	Venners	£266.40	Cafe Audit
20/06/2025	Anglia Culinary Supplies	£446.18	Cafe purchases
20/06/2025	Amazon	£495.25	cleaning materials
20/06/2025	Canon UK Ltd	£234.08	photocopier rent
20/06/2025	Easters Norwich Ltd	£213.29	Cafe purchases
20/06/2025	Eastern Security Systems	£886.15	Annual service fire extinguish
20/06/2025	Huws Gray Ridgeons	£17.98	Road marking paint
20/06/2025	Just Regional Publishing	£420.00	Just hellesdon 11/06/25
20/06/2025	Norfolk Parish Training	£666.00	Subscription 2025/26
20/06/2025	Osiris Technologies	£68.38	projector lamp
20/06/2025	P J Plumbing Heating & Cooling	£92.40	Toilet repairs
20/06/2025	Play Safety Ltd	£360.00	annual inspection
20/06/2025	Select Recruitment Specialists	£710.04	Agency staff
20/06/2025	The Society of Local Councils	£450.00	Cilca Course
23/06/2025	Biffa	£175.64	Waste Collection
24/06/2025	Total Gas & Power	£533.19	Gas invoice
24/06/2025	Total Gas & Power	£23.19	Electricity invoice
24/06/2025	Total Gas & Power	£498.44	Electricity invoice
24/06/2025	Total Gas & Power	£1,016.44	Electricity Invoice
25/06/2025	Broadland District Council	£644.00	Business Rates office/premises
30/06/2025	Veolia	£58.37	eurobin
	Total Payments	£41,287.97	

Cash Received between 01/06/2025 and 30/06/2025

Date	Cash Received from	Receipt Description	Receipt Total
02/06/2025	Barclays Bank Plc	Interest Paid Gross 3m	£1,640.34
02/06/2025	Summer fayre 25	Summer Fayre 25	£15.00
02/06/2025	Takings - Cafe	Card payments	£174.50
04/06/2025	HCC Hirer	Regular Hire	£45.32
04/06/2025	HCC Hirer	Regular Hire	£565.55
04/06/2025	HCC Hirer	Regular Hire	£13.99
04/06/2025	HCC Hirer	Regular Hire	£98.93
04/06/2025	Takings - Cafe	Card payments	£191.55
05/06/2025	HCC Hirer	Regular Hire	£45.32
05/06/2025	HCC Hirer	Regular Hire	£109.92
05/06/2025	Takings - Cafe	Card Payments	£142.05
06/06/2025	NCC	Verge Cutting	£16,981.64
06/06/2025	HCC Hirer	Regular Hire	£10.49
06/06/2025	HCC Hirer	Regular Hire	£79.00
06/06/2025	Takings - Cafe	Card payments	£125.40
09/06/2025	Summer Fayre 25	Summer Fayre 2025	£25.00
09/06/2025	Summer Fayre 25	Summer Fayre 25	£20.00
09/06/2025	HCC Hirer	Regular Hire	£448.24
09/06/2025	HCC Hirer	Regular Hire	£38.71
09/06/2025	HCC Hirer	Regular Hire	£75.58
09/06/2025	Allotment Holder	Allotment Hire	£20.00
09/06/2025	Takings - Cafe	Card Payments	£87.20
09/06/2025	Takings - Cafe	Cash Payments	£1,004.05
10/06/2025	HCC Hirer	Regular Hire	£67.96
10/06/2025	HCC Hirer	Regular Hire	£181.24
10/06/2025	HCC Hirer	Regular Hire	£85.74
10/06/2025	HCC Hirer	Regular Hire	£143.97
10/06/2025	HCC Hirer	Regular Hire	£846.58
10/06/2025	HCC Hirer	Regular Hire	£100.06
11/06/2025	HCC Hirer	Regular Hire	£68.70
11/06/2025	Takings - Cafe	Card payments	£177.40
12/06/2025	Summer Fayre 25	Summer fayre 25	£15.00
12/06/2025	HCC Hirer	Regular Hire	£10.43
12/06/2025	HCC Hirer	Regular Hire	£362.72
12/06/2025	HCC Hirer	Regular Hire	£271.88
12/06/2025	HCC Hirer	Regular Hire	£132.15
12/06/2025	Takings - Cafe	Card Payments	£231.60
13/06/2025	HCC Hirer	Regular Hire	£45.31
13/06/2025	HCC Hirer	Regular Hire	£622.32
13/06/2025	HCC Hirer	Regular Hire	£45.73
13/06/2025	HCC Hirer	Regular Hire	£113.30

13/06/2025	Takings - Cafe	Cash Payments	£575.81
13/06/2025	Takings - Cafe	Card Payments	£130.50
16/06/2025	HCC Hirer	Regular Hire	£97.31
16/06/2025	HCC Hirer	Regular Hire	£233.58
16/06/2025	HCC Hirer	Regular Hire	£40.41
16/06/2025	HCC Hirer	Regular Hire	£81.93
16/06/2025	Summer Fayre 25	Summer Fayre 25	£15.00
16/06/2025	Takings - Cafe	Cash Payments	£186.10
17/06/2025	HCC Hirer	Regular Hire	£211.56
17/06/2025	HCC Hirer	Regular Hire	£464.86
18/06/2025	HCC Hirer	Regular Hire	£54.56
18/06/2025	Takings - Cafe	Card Payments	£254.65
19/06/2025	HCC Hirer	Regular Hire	£418.83
19/06/2025	Takings - Cafe	Card Payments	£162.75
20/06/2025	HCC Hirer	Regular Hire	£525.00
20/06/2025	HCC Hirer	Regular Hire	£136.42
20/06/2025	Takings - Cafe	Cash Payments	£480.30
20/06/2025	Takings - Cafe	Card Payments	£103.60
23/06/2025	HCC Hirer	Regular Hire	£350.00
23/06/2025	HCC Hirer	Regular Hire	£10.43
23/06/2025	HCC Hirer	Regular Hire	£317.80
23/06/2025	HCC Hirer	Regular Hire	£24.75
23/06/2025	HCC Hirer	Regular Hire	£200.98
23/06/2025	Summer Fayre 25	Summer Fayre 25	£15.00
24/06/2025	HCC Hirer	Regular Hire	£274.97
24/06/2025	Takings - Cafe	Card Payments	£306.10
25/06/2025	Takings - Cafe	Card Payments	£253.15
26/06/2025	HCC Hirer	Regular Hire	£358.27
26/06/2025	Takings - Cafe	Card payments	£186.40
27/06/2025	HCC Hirer	Regular Hire	£97.07
27/06/2025	Takings - Cafe	Card Payments	£171.25
30/06/2025	HCC Hirer	Regular Hire	£1,051.30
30/06/2025	HCC Hirer	Regular Hire	£309.83
Total Receipts			£33,580.34

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	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	(9,716)	0	59,000	59,000			0.0%	
1410 Community Centre Inc ML Room	28,039	6,592	0	(6,592)			0.0%	
1415 Community Centre Inc SW Room	24,423	3,958	0	(3,958)			0.0%	
1420 Community Centre Inc OH Room	13,643	3,128	0	(3,128)			0.0%	
1435 Warm room grants	500	0	0	0			0.0%	
1440 Community Centre Inc Ww Room	4,079	1,009	0	(1,009)			0.0%	
1445 Community centre kitchenette	1,425	453	0	(453)			0.0%	
1455 Community centre stage hire	589	194	0	(194)			0.0%	
1460 Hire of flasks	574	131	0	(131)			0.0%	
1470 Hire of urn	44	19	0	(19)			0.0%	
1475 Storage charge	1,018	214	0	(214)			0.0%	
1476 Rent old parish office	1,049	0	0	0			0.0%	
Community Centre :- Income	65,665	15,699	59,000	43,301			26.6%	0
4070 Profess Fees/Agency Personnel	2,705	0	0	0		0	0.0%	
4112 Advertising	350	0	0	0		0	0.0%	
4150 Utilities & business rates	30,473	8,832	29,500	20,668		20,668	29.9%	
4160 Repairs/Maintenance	14,163	8,337	0	(8,337)		(8,337)	0.0%	
4240 Emergency Work	269	20	0	(20)		(20)	0.0%	
4250 PHS services	4,661	0	5,250	5,250		5,250	0.0%	
4295 Equipment - New/Replacement	3,893	2,243	18,464	16,221	53	16,168	12.4%	
4300 Equipment-Repair/Maintenance	1,107	126	700	574		574	18.0%	
4305 Parts- Repair/Replace/Spare	72	0	0	0		0	0.0%	
4390 Materials	74	0	0	0	1	(1)	0.0%	
4435 Contingencies	381	0	1,500	1,500	55	1,445	3.7%	
4450 Inspections	410	0	700	700		700	0.0%	
4460 CCTV	0	50	0	(50)		(50)	0.0%	
4480 Memberships & Subscriptions	1,931	379	2,500	2,121		2,121	15.2%	
4560 Property Maintain/Replacement	16,383	8,043	3,500	(4,543)	325	(4,868)	239.1%	
4625 Senior Citizens club	191	0	0	0		0	0.0%	
4630 Consumables	549	0	750	750	94	656	12.5%	
4635 cleaning agents/materials	3,453	495	2,000	1,505	287	1,218	39.1%	
4645 Warm room expenditure	499	0	250	250	17	233	6.6%	
4695 community centre redevelopment	(116)	0	0	0	860	(860)	0.0%	
4696 community centre WC project	14,250	0	0	0		0	0.0%	
Community Centre :- Indirect Expenditure	95,697	28,526	65,114	36,588	1,692	34,896	46.4%	0
Net Income over Expenditure	(30,031)	(12,826)	(6,114)	6,712				
6000 plus Transfer from EMR	1,527	0	0	0				
Movement to/(from) Gen Reserve	(28,504)	(12,826)	(6,114)	6,712				

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Administration								
1076	Precept	598,827	317,018	634,037	317,019			50.0%	
1085	Grants received	31,497	0	0	0			0.0%	
1099	Community Infrastructure	8,784	0	0	0			0.0%	
	Administration :- Income	639,108	317,018	634,037	317,019			50.0%	0
4065	councillor training	525	0	1,000	1,000	117	883	11.7%	
4070	Profess Fees/Agency Personnel	0	4,296	5,000	704		704	85.9%	
4465	External Audit	1,680	0	1,680	1,680		1,680	0.0%	
4470	Internal Audit	3,560	1,857	3,270	1,413		1,413	56.8%	
4475	Legal Fees	399	138	667	529		529	20.6%	
4480	Memberships & Subscriptions	1,970	1,493	2,374	881		881	62.9%	
4550	Insurance	11,431	12,931	12,125	(806)		(806)	106.6%	
4630	Consumables	0	23	0	(23)		(23)	0.0%	
	Administration :- Indirect Expenditure	19,565	20,737	26,116	5,379	117	5,262	79.9%	0
	Net Income over Expenditure	619,543	296,281	607,921	311,640				
6001	less Transfer to EMR	8,784	0	0	0				
	Movement to/(from) Gen Reserve	610,759	296,281	607,921	311,640				
120	Staff								
4000	Admin Staff	94,931	17,821	127,393	109,572	4,698	104,873	17.7%	
4010	Groundstaff	69,402	20,106	88,424	68,318		68,318	22.7%	
4020	Care Takers	67,302	15,564	86,743	71,179		71,179	17.9%	
4025	Cafe Staff	29,887	7,843	34,293	26,450		26,450	22.9%	
4030	Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040	PAYE	47,566	7,541	0	(7,541)		(7,541)	0.0%	
4045	Pension Scheme	54,282	8,173	38,000	29,827		29,827	21.5%	
4055	Staff training	1,645	2,959	4,500	1,541	2,074	(533)	111.8%	
4070	Profess Fees/Agency Personnel	3,011	1,381	4,127	2,746		2,746	33.5%	
4080	Employer NI	25,252	10,127	39,040	28,913		28,913	25.9%	
4090	Protective clothing/workwear	1,755	21	2,500	2,479	124	2,354	5.8%	
4345	Surface Clean Chemicals	0	391	0	(391)		(391)	0.0%	
4480	Memberships & Subscriptions	83	0	0	0	17	(17)	0.0%	
	Staff :- Indirect Expenditure	395,115	92,716	438,470	345,754	6,913	338,840	22.7%	0
	Net Expenditure	(395,115)	(92,716)	(438,470)	(345,754)				
130	Council Office								
1360	Electricity FIT	(2,844)	0	200	200			0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1365 Misc office income	3	0	2,000	2,000			0.0%	
1490 Misc donations received	60	0	0	0			0.0%	
Council Office :- Income	(2,781)	0	2,200	2,200			0.0%	0
4070 Profess Fees/Agency Personnel	12	0	0	0		0	0.0%	
4112 Advertising	12	0	500	500		500	0.0%	
4150 Utilities & business rates	13,118	4,366	18,500	14,134		14,134	23.6%	
4160 Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240 Emergency Work	105	0	0	0	45	(45)	0.0%	
4250 PHS services	101	0	136	136		136	0.0%	
4295 Equipment - New/Replacement	204	11	2,066	2,055	13	2,042	1.1%	
4300 Equipment-Repair/Maintenance	0	57	0	(57)		(57)	0.0%	
4400 Chairman's Budget	10	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	95	2	100	98		98	1.8%	
4415 Refreshments	416	89	550	461		461	16.1%	
4420 Telephone and Broadband	4,491	211	4,500	4,289		4,289	4.7%	
4425 IT Support and Maintenance	5,723	4,105	8,250	4,145		4,145	49.8%	
4430 Photocopier	890	195	1,500	1,305		1,305	13.0%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	788	352	1,000	648	0	648	35.2%	
4445 Postage	77	0	237	237		237	0.0%	
4450 Inspections	410	0	1,300	1,300		1,300	0.0%	
4480 Memberships & Subscriptions	64	0	0	0		0	0.0%	
4485 Other Licences/Fees	4,357	323	3,750	3,427	204	3,224	14.0%	
4500 PWLB	46,752	8,945	43,094	34,149		34,149	20.8%	
4560 Property Maintain/Replacement	1,686	0	5,750	5,750	4	5,746	0.1%	
4565 Elections/Parish Poll	7,857	0	8,000	8,000		8,000	0.0%	
4570 Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4605 Grants awarded	100	0	0	0		0	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	87,267	18,655	102,649	83,994	454	83,540	18.6%	0
Net Income over Expenditure	(90,049)	(18,655)	(100,449)	(81,794)				
<u>140 Neighbourhood Plan</u>								
1340 Neighbourhood Plan	35	0	0	0			0.0%	
Neighbourhood Plan :- Income	35	0	0	0				0
4135 Consultancy Fees	3,700	0	0	0		0	0.0%	

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Neighbourhood Plan	3,624	0	0	0		0	0.0%	
Neighbourhood Plan :- Indirect Expenditure	7,324	0	0	0	0	0		0
Net Income over Expenditure	(7,289)	0	0	0				
<u>150 Investment</u>								
1080 Bank Interest Received	13,891	3,073	4,051	978			75.9%	
1090 Monthly Loyalty Rewards	117	0	92	92			0.0%	
1091 Cash back rebates	47	0	48	48			0.0%	
Investment :- Income	14,055	3,073	4,191	1,118			73.3%	0
4060 Bank Charges & card fees	1,252	240	1,500	1,260		1,260	16.0%	
Investment :- Indirect Expenditure	1,252	240	1,500	1,260	0	1,260	16.0%	0
Net Income over Expenditure	12,803	2,833	2,691	(142)				
<u>160 Planning</u>								
4130 Hire of Rooms	0	185	300	115		115	61.8%	
Planning :- Indirect Expenditure	0	185	300	115	0	115	61.8%	0
Net Expenditure	0	(185)	(300)	(115)				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140 Defibrillator	984	0	400	400		400	0.0%	
4295 Equipment - New/Replacement	268	0	300	300		300	0.0%	
4390 Materials	0	171	0	(171)		(171)	0.0%	
4630 Consumables	25	0	50	50		50	0.0%	
4635 cleaning agents/materials	194	0	0	0		0	0.0%	
Health and Safety :- Indirect Expenditure	1,472	171	1,750	1,579	0	1,579	9.8%	0
Net Expenditure	(1,472)	(171)	(1,750)	(1,579)				
6000 plus Transfer from EMR	140	0	0	0				
Movement to/(from) Gen Reserve	(1,331)	(171)	(1,750)	(1,579)				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	4,795	250	4,500	4,250	70	4,180	7.1%	
4110 Website and Emails	617	0	1,774	1,774		1,774	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	
4125 Other communications	0	0	0	0	150	(150)	0.0%	
4155 IT Infrastructure	125	265	600	335	25	310	48.3%	

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure	5,537	865	7,574	6,709	245	6,464	14.7%	0
Net Expenditure	(5,537)	(865)	(7,574)	(6,709)				
<u>190 Stores</u>								
4150 Utilities & business rates	1,530	558	1,705	1,147		1,147	32.7%	
Stores :- Indirect Expenditure	1,530	558	1,705	1,147	0	1,147	32.7%	0
Net Expenditure	(1,530)	(558)	(1,705)	(1,147)				
<u>195 Tractor Shed</u>								
4150 Utilities & business rates	12,213	1,154	4,000	2,846		2,846	28.9%	
4450 Inspections	390	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	454	0	750	750	80	670	10.7%	
Tractor Shed :- Indirect Expenditure	13,057	1,154	5,250	4,096	80	4,016	23.5%	0
Net Expenditure	(13,057)	(1,154)	(5,250)	(4,096)				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	646	0	600	600	17	583	2.8%	
4120 Over 65 Entertainment	220	(438)	250	688		688	(175.0%)	
4630 Consumables	36	0	100	100	40	60	40.0%	
Residents' Parties :- Indirect Expenditure	902	(438)	950	1,388	57	1,331	(40.1%)	0
Net Expenditure	(902)	438	(950)	(1,388)				
<u>205 Events</u>								
1480 Events income	3,981	783	6,050	5,267			12.9%	
Events :- Income	3,981	783	6,050	5,267			12.9%	0
4122 Events	7,027	1,915	9,000	7,085	682	6,403	28.9%	
4123 Bar trading costs	226	0	0	0		0	0.0%	
Events :- Indirect Expenditure	7,253	1,915	9,000	7,085	682	6,403	28.9%	0
Net Income over Expenditure	(3,272)	(1,132)	(2,950)	(1,818)				
<u>210 Grounds</u>								
1200 Football Hire Charges	2,357	68	2,250	2,182			3.0%	
1210 Football Training Area Hire	825	90	1,000	910			9.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1215 Grass cutting agreement	14,282	16,982	17,187	205			98.8%	
1270 Floodlights Income	30	0	30	30			0.0%	
Grounds :- Income	17,494	17,139	20,467	3,328			83.7%	0
4160 Repairs/Maintenance	111	20	0	(20)	21	(42)	0.0%	
4195 Keys/Locks	394	0	212	212	79	133	37.2%	
4200 Locking parks	1,512	208	2,883	2,675		2,675	7.2%	
4205 Replacement Bins	381	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	5,210	326	6,700	6,374		6,374	4.9%	
4215 Seats - Repair/Replacement	0	0	1,500	1,500		1,500	0.0%	
4220 Signage - New/Replacement	15	0	500	500		500	0.0%	
4225 Floodlights Maintenance/Repair	1,400	15	0	(15)		(15)	0.0%	
4235 grounds alarm system	453	130	0	(130)	60	(190)	0.0%	
4245 Highway grass verge cutting	6,779	2,086	11,000	8,914		8,914	19.0%	
4255 Skip hire	1,462	374	1,500	1,126	303	822	45.2%	
4260 Shrub/Tree/Hedge	944	0	1,500	1,500	15	1,485	1.0%	
4270 Fertilisers/Weed & Moss Killer	516	(36)	0	36	15	21	0.0%	
4275 Contractor Spray	0	0	2,000	2,000	622	1,378	31.1%	
4295 Equipment - New/Replacement	12,970	51	4,000	3,949	2,143	1,806	54.9%	
4300 Equipment-Repair/Maintenance	886	0	0	0	69	(69)	0.0%	
4305 Parts- Repair/Replace/Spare	41	0	0	0		0	0.0%	
4320 Small tools	731	0	1,000	1,000	25	975	2.5%	
4325 fence repairs	3,596	0	5,000	5,000		5,000	0.0%	
4380 Various Equipment	0	0	0	0	10	(10)	0.0%	
4390 Materials	3,590	118	4,000	3,882	517	3,365	15.9%	
4395 Wetting Agents/Preservatives	0	0	250	250		250	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4560 Property Maintain/Replacement	60	0	0	0		0	0.0%	
4635 cleaning agents/materials	89	0	450	450		450	0.0%	
Grounds :- Indirect Expenditure	41,139	3,451	47,195	43,744	3,880	39,864	15.5%	0
Net Income over Expenditure	(23,645)	13,688	(26,728)	(40,416)				
6000 plus Transfer from EMR	12,707	0	0	0				
Movement to/(from) Gen Reserve	(10,938)	13,688	(26,728)	(40,416)				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	1,426	0	2,000	2,000	241	1,759	12.0%	
4265 Fuel	1,871	377	3,000	2,623		2,623	12.6%	
4290 Servicing	1,836	0	3,500	3,500	207	3,293	5.9%	
4295 Equipment - New/Replacement	557	0	5,700	5,700	7,886	(2,186)	138.4%	
4300 Equipment-Repair/Maintenance	70	0	0	0		0	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Parts- Repair/Replace/Spare	0	534	0	(534)	10	(545)	0.0%	
4310 Hire of Machinery & vehicles	5,538	825	3,970	3,145	99	3,046	23.3%	
4555 Vehicles	241	0	0	0		0	0.0%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	11,540	1,736	19,170	17,434	8,443	8,990	53.1%	0
Net Expenditure	(11,540)	(1,736)	(19,170)	(17,434)				
<u>230 Trees</u>								
4240 Emergency Work	36	0	1,668	1,668	9	1,659	0.5%	
4450 Inspections	495	0	0	0		0	0.0%	
4455 work & inspections	0	0	5,000	5,000		5,000	0.0%	
Trees :- Indirect Expenditure	531	0	6,668	6,668	9	6,659	0.1%	0
Net Expenditure	(531)	0	(6,668)	(6,668)				
<u>240 Allotments</u>								
1100 Allotment Income	4,746	57	4,000	3,943			1.4%	
1110 Water Recharge	(908)	0	0	0			0.0%	
1111 Electricity Recharge	39	0	0	0			0.0%	
1115 Pest control Recharge	(390)	0	0	0			0.0%	
Allotments :- Income	3,488	57	4,000	3,943			1.4%	0
4145 Landowner Rent	2,149	497	2,500	2,004		2,004	19.9%	
4150 Utilities & business rates	1,588	350	1,000	650		650	35.0%	
4170 Pest Control	0	0	600	600		600	0.0%	
4390 Materials	402	0	1,200	1,200		1,200	0.0%	
4435 Contingencies	0	0	600	600		600	0.0%	
4560 Property Maintain/Replacement	0	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	4,140	847	6,200	5,354	0	5,354	13.7%	0
Net Income over Expenditure	(652)	(789)	(2,200)	(1,411)				
<u>250 Play Areas</u>								
4295 Equipment - New/Replacement	32	0	1,500	1,500		1,500	0.0%	
4300 Equipment-Repair/Maintenance	87	0	2,000	2,000		2,000	0.0%	
4450 Inspections	294	300	350	50		50	85.7%	
Play Areas :- Indirect Expenditure	413	300	3,850	3,550	0	3,550	7.8%	0
Net Expenditure	(413)	(300)	(3,850)	(3,550)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
255 Hard Courts and Car Park								
1225 Outside courts	892	0	1,816	1,816			0.0%	
1230 No longer in use	14	0	0	0			0.0%	
Hard Courts and Car Park :- Income	906	0	1,816	1,816			0.0%	0
4300 Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	344	0	500	500		500	0.0%	
4580 Car Park/ Pathways	83	0	0	0		0	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	427	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	479	0	(184)	(184)				
260 Bowling Green								
1240 Bowls Hire Charges	1,900	2,088	2,090	2			99.9%	
Bowling Green :- Income	1,900	2,088	2,090	2			99.9%	0
4160 Repairs/Maintenance	0	0	200	200		200	0.0%	
4390 Materials	1,595	0	2,200	2,200	30	2,170	1.4%	
Bowling Green :- Indirect Expenditure	1,595	0	2,400	2,400	30	2,370	1.2%	0
Net Income over Expenditure	305	2,088	(310)	(2,398)				
265 Memorials								
1280 Memorial Garden Income	38	0	0	0			0.0%	
Memorials :- Income	38	0	0	0				0
4360 Rose Renewal	110	0	400	400		400	0.0%	
4370 Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575 War Memorial	125	0	350	350	7	343	1.9%	
Memorials :- Indirect Expenditure	234	61	750	689	19	670	10.7%	0
Net Income over Expenditure	(197)	(61)	(750)	(689)				
270 Traffic Highways/Environment								
1350 Parish Partnership grant	6,143	0	1,888	1,888			0.0%	
Traffic Highways/Environment :- Income	6,143	0	1,888	1,888			0.0%	0
4390 Materials	0	15	0	(15)	3	(18)	0.0%	
4650 SAM	0	0	500	500		500	0.0%	
4655 Bus Shelters	0	0	500	500		500	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4670 Parish Partnership Scheme	12,286	0	3,777	3,777		3,777	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	12,286	15	4,777	4,762	3	4,759	0.4%	0
Net Income over Expenditure	(6,143)	(15)	(2,889)	(2,874)				
<u>300 Cafe</u>								
1500 Café Income	52,031	13,569	41,000	27,431			33.1%	
Cafe :- Income	52,031	13,569	41,000	27,431			33.1%	0
4070 Profess Fees/Agency Personnel	2,748	0	0	0		0	0.0%	
4150 Utilities & business rates	170	0	0	0		0	0.0%	
4160 Repairs/Maintenance	65	0	0	0		0	0.0%	
4295 Equipment - New/Replacement	439	0	0	0	3,551	(3,551)	0.0%	
4300 Equipment-Repair/Maintenance	63	0	700	700		700	0.0%	
4435 Contingencies	659	0	0	0		0	0.0%	
4450 Inspections	0	222	0	(222)		(222)	0.0%	
4630 Consumables	341	0	750	750		750	0.0%	
4635 cleaning agents/materials	130	0	150	150	8	142	5.3%	
4700 Machine Rental	(28)	0	0	0		0	0.0%	
4710 Café Purchases	22,917	4,409	23,500	19,091	2,115	16,976	27.8%	
4711 Community fridge/ fruit & veg	119	0	250	250		250	0.0%	
Cafe :- Indirect Expenditure	27,623	4,631	25,350	20,719	5,674	15,045	40.7%	0
Net Income over Expenditure	24,408	8,938	15,650	6,713				
Grand Totals:- Income	802,062	369,427	776,739	407,312			47.6%	
Expenditure	735,899	176,328	778,738	602,410	28,298	574,112	26.3%	
Net Income over Expenditure	66,163	193,099	(1,999)	(195,098)				
plus Transfer from EMR	14,374	0	0	0				
less Transfer to EMR	8,784	0	0	0				
Movement to/(from) Gen Reserve	71,753	193,099	(1,999)	(195,098)				

Minutes of the Meeting of Helledon Events Committee

Wednesday 11th June 2025, 3pm Held in the Olive Haseltine Room Helledon Community Centre

Present at the Meeting

Cllr S. Smith (Chairman)
Cllr D Britcher
Cllr M Maidstone

Also in attendance

K Sage – Facilities Manager
D Marshall – Admin Officer(minute taker)
Jack – Master of all ceremonies

The Chairman welcomed all attendees, and opened the meeting at 3pm

1. Apologies and acceptance for absence

Apologies were received from Cllr B Johnson, Cllr L Douglass and Cllr R Forder

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

Minutes were agreed and signed by Cllr S Smith.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

No members of the public in attendance.

5. Summer Fayre Update

a) Confirm timing of events/games on the day

Cllr S Smith presented the game sheet; this was agreed by all councillors present. Admin Officer to amend and recreate.

b) Volunteers on the day and roles to play

Cllr S Smith asked again if anyone wanted to help and volunteer on the day, a reminder email will be sent out to all councillors. Cllr D Maidstone has volunteered to be on gate duty to let the stall holders onto the grounds to set up. Passes are to be displayed in vehicles, with a maximum of 2 cars per stall. Cllr D Britcher will help on the Coconut Shy, and Councillor M Maidstone will help with various activities and set up. Medals and Sweets have been ordered for prizes

Approved.....

Date.....

c) Field Ground Plan

It's in progress and is nearly finished. A laminated a4 copy is to be put on the fence and a copy is given to each vendor as they arrive. Any signs that need to be printed and laminated are to be sent to the office asap. Bins have been ordered and will be labelled.

d) Update on alcohol license

This has now been completed, Broadland Council to confirm how many strands of rope we need to put around the alcohol area.

e) Risk assessment update

This has been completed and signed by the deputy clerk. This will be viewed again on the date of the event and signed off by the council chairman. Stall holders will be responsible for their own Liability insurance on the day.

6. Out of date/close to date bar stock

It was suggested that the out-of-date bar stock from May 25 could be given to the food bank. A list would need to be made of what is put out for audit purposes. Another suggestion was to sell the soft drinks at the Summer Fayre. Monthly stock checks need to be carried out.

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

16th July 2025 @3pm

The meeting closed at 4.15pm.

Approved.....

Date.....
HPC Events Committee Minutes 11th June 2025

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Thursday 12th June 2025 - 7pm at The Council Chamber, Diamond Jubilee
Lodge, Wood View Road, Hellesdon.**

Present: Cllr D. Maidstone (Acting Chairman)
Cllr M. Maidstone
Cllr S. Gurney

Also in Attendance:

Mr D Marshall (Admin, Minute Taker), Mr K Sage (Facilities Manager) and a member of the public.

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr N. Barker, Cllr M. Hicks (Chairman) Cllr B. Johnson

Apologies were received after the meeting from Cllr D Fahy who had been tied up at the last minute.

2. Election of new Chairman/Vice chairman

Cllr D Maidstone is retiring from Chairman; Cllr M Hicks has been nominated as Chairman and Cllr D Fahy as Vice Chairman. In the absence of Cllr M Hicks and Cllr D Fahy it was agreed that Cllr D Maidstone would be chair for this meeting.

3. Declarations of Interest and Dispensations

No Declared interests or dispensations

4. Approval of the Minutes from 25th February 2025

The draft Minutes had been circulated from the meeting of 25th February 2025. These were **AGREED** and signed as a true and accurate record of the meeting.

5. Public Participation

A member of the public reported the new tenants of the apiary had recently cleaned and reorganized the shed and that after that a lot of equipment had been taken from the apiary shed at the allotments.

A further member of the public arrived at 7.07pm

Cllr S. Gurney stated that the equipment in question belonged to her along with other items that she had left and donated to the Council. There were now many items in the shed (and the shed itself) that are

owned by the council. Cllr Gurney spoke with the Facilities Manager to confirm the items which had been taken, ensuring he was informed. There are no more items to be removed, and what remains is intended for the beekeepers who rent the hives at the allotments and will be owned by the Council.

Both members of the public left at 7.14pm.

6. Items from previous Minutes to discuss

It was noted that a permanent structure cannot be erected in Cottingham's Park, as per the deeds. It is advised to check the deeds with the solicitor for further clarification.

7. Allotments

a) Update from Facilities, plot numbers which need to be paid, and which plots are currently available

There are currently 3 plots that are vacant and 2 half plots. No current plot fee is outstanding.

b) Red Letters sent out due to plots not following the correct rules

14 red letters were sent out at the end of May to plot holders not following the correct rules.

c) Bags of compost for the liaison group

It was agreed that this was a one-time arrangement and would not be repeated.

d) Update on Apiary

We currently have 2 active plots, 1 of them being a double plot.

e) Discussion on Car park extension

This has been accomplished, and a group of young offenders have helped. It is working well and being used by plot holders.

f) Allotments open day Aug 16th

This is on Council land and should be advertised through the office. It was agreed that a quarter of a plot can be advertised on Facebook.

G) Dog Signs

It was agreed that some signs would be made and put on the allotment gate to advise plot holders who wish to bring their dogs onto the allotment would need to be on a short lead. Also, a sign advising to lock the gate when entering and leaving.

8. Football Pitches

Prices have been compared with those of other venues. Firside would like to return but may require a changing room. It was suggested that Cottingham's Park could be used as an alternative. We also plan to support some of the Firside juniors since they are local to Hellesdon. It was agreed that the cost for 5-a-side bookings would be £27.50.

9. War Memorial

The war memorial on Low Road has posts for safety. The memorial needs a cleanup before November and was repainted last year.

10. Tennis Courts

Tennis Reserve Update: A quote from Simons Landscapes to resurface the courts was £38K. Additionally, the electric gate is too small for wheelchair access. There is an earmarked reserve of £66,000, and a decision needs to be made on how to proceed. The Facilities Manager would continue to obtain quotes, and the Office would look at the LTA arrangement.

11. CCTV

A trench needs to be dug by HAHA, in order for the CCTV to be completed.

12. BBQ/Scarecrow competition

HAHA event, Cllr D Maidstone will be judging the best scarecrow. Cost is £3 a person which includes BBQ.

To Confirm Date, Time and Venue of the Next Meeting

To be agreed.

MEETING CLOSED AT 8:32pm

**Minutes of the Meeting of Hellesdon Environment Committee
Monday 23rd June 2025, 5pm**

Held in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present at the Meeting

Cllr Ian Duckett (Chairman)
Cllr Mel Maidstone (Vice Chair, Minute Taker)
Cllr David Britcher
Cllr Andrew Lock
Cllr David Maidstone

Cllr Ian Duckett took the chair and welcomed all attendees, opening the meeting at 5pm

1. Election of Chairman and Vice chairman and confirmation of membership of committee.

At the Annual Council meeting those present had been elected to the committee.

It was noted that the Terms of Reference allowed for six members, so a further member should be sought.

Cllr Andrew Lock proposed Cllr Ian Duckett as Chair 2nd by Cllr Mel Maidstone, all agreed.

Cllr Ian Duckett proposed Cllr Mel Maidstone as Vice Chair 2nd by Cllr David Britcher, all agreed.

2. Apologies and acceptance for absence

Apologies were received from the Deputy Clerk who had left work early through illness.

It was proposed by Cllr Mel Maidstone and seconded by Cllr Ian Duckett that Cllr David Maidstone would take minutes, all agreed.

3. Declarations of Interest and Dispensations

In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in any item(s) on the agenda. (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – Please contact the office should any item need clarification) Clerk to report any written requests for dispensation in respect of items on this agenda.

No declarations were made or dispensations requested.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

Members of the public are invited to speak and are only permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

No members of the public in attendance.

Approved.....

Date.....

5. Remit of Committee

The Delegated Powers were read out and agreed.

Cllr Andrew Lock queried what part of the Wensum was within Hellesdon. It was proposed that the new Clerk should look into this, proposed by Cllr David Britcher seconded by Cllr David Maidstone and agreed unanimously.

The Chair would ask Deputy Clerk to send out Terms of Reference and two policies to members.

6. Calendar for meetings

To meet four times a year unless a project in progress.

The Chair would like to meet again soon, after discussion agreed to wait for Broadland workshops in September.

Members will review the Terms of Reference and Policies and highlight any points they wish to by email..

7. Budget Request

It was agreed (proposed by Cllr David Maidstone, seconded by Cllr Ian Duckett) to seek £200 from existing Budgets and will take to PP&R or full council for confirmation.

8. Broadland and South Norfolk Climate Change Workshops

The Chair asked Cllr David Maidstone to follow up with Broadland DC over workshops and express interest.

Cllr David Maidstone will also ask Office to follow up with Broadland and see if NCC doing anything.

9. Projects and Ideas

The Chair outlined some possible projects:

Planting initiative

School competition

Just Hellesdon article

Adoption of chicanes, bus stops etc.

10. Items for the Next Agenda

The projects above will be added to the Workshops on the Agenda.

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

To be called following confirmation of the workshops.

The meeting closed at 6.54pm.

Approved.....

Date.....

**Minutes of the meeting of the Planning Committee held on
Tuesday 24th June 2025 at 6:15pm in The Council Chambers, Diamond Jubilee
Lodge, Wood View Road, Hellesdon**

PRESENT:

Cllr Greg Britton (Chairman)
Cllr David Maidstone
Cllr Roy Forder
Cllr Robin Sear
Cllr Mike Hicks

Also In Attendance: Mr H. Clark (Deputy Clerk to the Council)

1. Appointment of Chairman, and Vice Chairman of Committee

Cllr David Maidstone Proposed that the Chairman for the Planning Committee should be Cllr Greg Britton, this was 2nd by Cllr Robin Sear and **ACCEPTED**.

Cllr David Maidstone Proposed that the Vice Chairman for the Planning Committee should be Cllr Roy Forder, this was 2nd by Cllr Robin Sear and **ACCEPTED**.

2. Apologies and acceptance for absence

Received from Cllr Sue Holland

3. Declarations of Interest and Dispensations

No declarations of interest made.

4. To Approve the Minutes of the Committee Meeting held on 22nd April 2025

The Minutes of 13th May 2025 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting. It was noted the previous planning applications that were not addressed due to previous planning committee meetings not going ahead.

5. Public Participation

No matters raised.

6. Planning Outcomes

The report was previously circulated and was **NOTED**.

7. Planning Applications for Consideration

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

Application	Response to Consultation
2025/1379 Location: 23 Links Avenue Hellesdon Norfolk NR6 5PE Proposal: Proposed annex, and adaption of existing extension and converted loft	No Objection subject to the proposed annexe not being let out/sold/ hired out as a separate dwelling

Approved.....

Date.....

2025/1156 Location: 188 Middletons Lane Hellesdon Norfolk NR6 5SF Proposal: Proposed single storey porch and garage conversion	No Objection
2025/1008 Location: 46 Dennis Road Hellesdon Norfolk NR6 6UB Proposal: Erection of single storey side extension and loft conversion	No Objection

Proposed by Cllr David Maidstone and a second from Cllr Roy Forder was to discuss the planning application 2025/1761, lawful development certificate for the proposed use of the car park to be used as a sitting area at The Whiffler Boundary Road, Hellesdon, NR6 5JB. Cllr David Maidstone expressed concerned that the repurposing of the car park to a seating area with have negative effects on road users on Boundary Road and City View Road. Cllr Greg Britton informed the committee of the planning statement relating to 2025/1761 that two planning application are to be submitted by the applicant. One statement is a certificate of lawfulness of proposed use application to confirm the existing car park to the front of the sit forms part of the curtilage of the public house and can be used as an external seating area, and the second is the full planning application which seeks approval for installation of alternation to the existing seating area to the front of the site including timber pergola, glazed balustrade and planters, the provision of additional parking to the rear and additional windows to the existing public house. From the planning statement includes that a replacement car park at the rear of the site is apart of the planning statement. The committee object to the certificate of lawful proposed use subject to the extension to the rear car park being put in place immediately.

8. Date, time and venue of next meeting

8th July 2025, commencing at 6.15pm at Diamond Jubilee Lodge.

The meeting closed at 06:44pm.

Approved.....

Date.....

DRAFT

Approved.....

Date.....