Chairman's Reports 2021-2022 Hellesdon Parish Council.

COVID-19

This year we continued with the ever-looming threat of COVID-19 to potentially have a mutation that could again cause significant issues to our parish, its resident and the greater community at large. Thankfully this year's omicron variation has not caused as many issues as we had feared or had planned for. We as a council did, however, plan for additional services that we may have had to provide in case of another lockdown, as well as ensuring that the other council services could still be delivered in a way that was in line with the current Covid-19 guidelines.

Clerk to the Council

In November of 2021 we sadly lost our clerk, Mrs Natasha Carver, who decided that a career change into private industry was best for her career development. This left us in a position where the role of Clerk to the Council became vacant, and as such a large Parish, it was felt that we would need a safe pair of hands as soon as possible to keep up the pace we are working to.

Mr Russel Reeve, a very experienced clerk, stepped in at very short notice to fill this role as Locum Clerk whilst we recruited and interviewed for a full-time replacement. During this process, Russel was instrumental in guiding us through the process of recruiting and ensuring that we found the right person for the position of Clerk to the Council.

During the interviews we found that one candidate in particular stood out from the others, and we are very grateful that Mrs Faye LeBon accepted the offer of employment as the Parish Clerk. She started with us as the end of February. Faye, who has a wealth of experience as a Parish Clerk to large councils, has really hit the ground running.

I would like to extend my personal thanks to all the members of the officer team during a year of changes of personnel and Covid rules and for adapting so quickly and efficiently during this time.

Community Centre

As many of you are aware, a few years ago it was identified that the roof of the community centre was going to need to be replaced. In 2020 Hellesdon Parish Council instructed a project manager to start drawing up designs for the future community centre. This included an extension to give more space, as well as designs for the new roof. These drawings were submitted to Broadland District Council as part of the planning application to do the work, and the planning application was approved in November 2020.

Whilst working with our designers it was subsequently identified that there were severe dilapidations of the mechanical and electrical system inside the building, so therefore it was decided to replace these systems as part of the refit and roof replacement.

Following the required tender process, a builder for one part of the project and a mechanical & electrical engineer were appointed to carry out the work.

Unfortunately, we have experienced a number of delays on the project, the majority of which were Covid-related, with possibly some impact from Brexit.

We had a shut down of the site following a Covid outbreak in the construction team, delays of materials due to supply shortages, as well as problems with water ingress to the building. These delays have resulted in substantial overall delay in reopening the centre. We had hoped to open in February of 2022, but the delays will result in a planned reopening over the summer. A more

concrete update will be provided at the next full council meeting following the next site meeting with our project manager and contractor teams.

Playgrounds & Playing Fields

Meadow Way

Following the large slide replacement in the spring of 2021 which was during the most recent lookdown, we have completed work on replacing the climbing frame. The new climbing frame was installed following the previous one coming to the end of its expected life. We as a council will continue to review this site and look at ways of improving and advancing the facilities it has as part of our forward plan for the years to come.

Community Centre Site

The Centre had the under-nines play area amalgamated onto a single site. Due to the age and dilapidation of the existing equipment, the old equipment was removed in April 2021, and future use for this area was investigated.

The conclusion of this review was that there was a lack of useful facilities for young people aged 15 and over, so a project was started resulting in this area becoming “the Yard”. A consultation had taken place with students of Hellesdon High School and the facilities that were suggested have been added to this area. These include an all-weather shelter and a table tennis table being fitted alongside other equipment. These have already become well-used.

We have also installed a Mini Forest at the far end of the site, and we have hopes of this enhancing biodiversity and its establishment becoming a real tangible benefit, in addition to showing other councils in the area that this is a truly worthwhile project to undertake and does not take up much space.

As a Council we are looking at the site as a whole and some forward plan suggestions will be advancing such as looking at the Skate Park area and how improvements and retro fitting can enhance this facility.

Mountfield Park

During the whole of the lockdown Mountfield Park was open 24 hours a day. This enabled our residents to enjoy these facilities for their one-hour exercise at whatever time was most appropriate for them to use it.

Following the relaxation of Covid rules the park returned to its regular opening times. Major effort has been made in planting trees on Mountfield Park. Over 100 have now been planted in a joint project with the Broadland Tree Warden Network. This site is under review and part of the forward plan is to install better lighting on the site, with several options being considered.

Allotment Site and Cottinghams Park

Alongside the tree planting on Mountfield Park, several allotments have been allocated for use as a a Community Orchard. Dozens of fruiting trees have now been planted and we expect the first harvest to be in 2023.

In April of 2021, a site for a community apiary had been identified and work was started soon after setting this up. The first hives were installed in May 2021 and we hope that the first production of

honey will be harvested in the next few weeks. Details of this project were printed in the latest issue of *Just Hellesdon*.

Past and Future Events

During the summer of 2021 a café was trialled in the Parish Council office. This proved to have a different outcome than what was expected. This outcome was that we had a proven need for community café facilities in the Parish, and as such a community café will begin running in the Community Centre shortly after it reopening, initially for two mornings a week but with the scope to increase these time and days subject to demand.

The Events Committee has run a series of Coffee Mornings in the Council Chamber in aid of various charities. These have been very successful, and money has been sent over to the respective charities.

The council elected again in 2021 not to have an older residents' Christmas party. This was again down to the risks of Covid. Instead, similar to Christmas 2020, gift packages were delivered to residents.

The planning for Her Majesty The Queen's Platinum Jubilee is in full swing and we have all plans in place to deliver a celebration on the Community Centre Sports Field. This information has been provided outside of the meeting. The Council hopes to see as many of you there as possible.

I would also like to pay tribute to those who have supported the residents of Ukraine. The parish offices were designated as a donation site for people to leave items that would be of use to Ukrainian refugees. Thank you to those who donated and those who volunteered their time to sort the considerable amount of donations received.

The Parish Council flies the Ukrainian Flag outside the council offices as a sign of support and solidarity for the Ukrainian people suffering from Russian aggression.

Future Housing Developments

Late in the civic year, submission was made by Persimmon homes on Phase 3 of the Project on the site of the Former Royal Norwich Golf Course. Public open days were held in the Parish Council Chamber between 28th and 30th of April. Another public meeting will take place at Hellesdon High school on Thursday 5th of May. We strongly encourage any residents of Hellesdon who wish to make comments on the application to attend this meeting so that all views and concerns can be aired in a positive and productive manner.

The feedback on these community projects has been amazing, and receiving phone calls and messages thanking the Parish Council from these projects has made me enormously proud of serving the community of Hellesdon as Chairman of the Parish Council for the last three years.

03/05/2022

Cllr. David King

Chairman Hellesdon Parish Council

AGENDA ITEM 6
To Appoint Signatories to Orders of Payment

Under financial regulations there should be four signatories in total, of which two signatories should confirm each order for payment. Signatories are currently:

Cllr Gurney
Cllr Britton
Cllr Johnson
Cllr Douglass

Could council please confirm that it is happy to continue with these signatories or otherwise appoint.

Hellesdon Parish Council

2021 to 2022

CHAIRMAN	**David King**
VICE CHAIRMAN	**Bill Johnson**

Current Membership - 2021/2022

HELLESDON COMMUNITY CENTRE COMMITTEE	
Chairman	**Bill Johnson**
Vice Chairman	**TBC**
Members	Shelagh Gurney
	Roy Forder
	David Fahy
	Ursula Franklin
	Paula Sparkes

STAFFING COMMITTEE	
Chairman	**Shelagh Gurney**
Vice Chairman	**TBC**
Members	**Bill Johnson**
	Greg Britton
	Ursula Franklin
	David King
	Kingsley Avenell

PLAYINGFIELDS, ALLOTMENTS AND AMENITIES COMMITTEE	
Chairman	**David King**
Vice Chairman	**Kingsley Avenell**
Members	Lacey Douglass
	Shelagh Gurney
	Ursula Franklin
	Gemma Diffey

PLANNING COMMITTEE	
Chairman	**Greg Britton**
Vice Chairman	**Marlon Fulcher**
Members	Bill Johnson
	Richard Potter
	Ursula Franklin
	Robin Sear
Substitutes	Kingsley Avenell
	Shaun Bush-Trivett
	Paula Sparkes
	VACANCY

PROPERTY, POLICY AND RESOURCES COMMITTEE	
Chairman	**Shelagh Gurney**
Vice Chairman	**Bill Johnson**
Members	David Britcher
	Marlon Fulcher
	Richard Potter
	David King
	Roy Forder

EVENTS	
Members	Shelagh Gurney
	Bill Johnson
	David King
	Shaun Bush-Trivett
	Lacey Douglass
	Roy Forder
	David Britcher

Panels
Staff Appeals Panel
David Fahy, Lacey Douglass, Bill Johnson
Complaints Panel
Shelagh Gurney, David King, Shaun Bush-Trivett
Richard Potter, Roy Forder, David Britcher
Staff Interview Panel
Shelagh Gurney, David King, Greg Britton
Grievance, Capability and Disciplinary Panel
Kingsley Avenell, Ursula Franklin, Richard Potter
Shaun Bush-Trivett, David King
Outside Bodies/Groups:
Airport Consultative Committee
Robin Sear
Safer Neighbourhood Action Panel (TBC)
Shelagh Gurney
Western Link Project
David Britcher

Working Groups	
Acquisition of Land	David King
	Shelagh Gurney
	Marlon Fulcher
	David Britcher
Community Apairy and Orchard	Shaun Bush-Trivett
	Ursula Franklin
	Lacey Douglass

HELLESDON PARISH COUNCIL

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TERMS OF REFERENCE

PLANNING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Responsibilities specific to this committee:

Authority
The Planning Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to consider, comment and make decisions in respect of planning and licensing matters and to respond as appropriate to the responsible authority.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership will be made up of six councillors.

Quorum
The committee quorum shall be no fewer than three members

Frequency of Meetings
The Committee will meet as required to consider planning applications in accordance with the timescales of the Local Planning Authority (inclusive of approved time extensions). The

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ordinary meetings to consider committee general items and standing items in accordance with set timetable.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To comment and make representation in respect of all planning applications pertaining to the parish of Hellesdon
2. To comment and make representation in respect of all licensing and gambling matters pertaining to the parish of Hellesdon.
3. To comment and make representation in respect of planning applications for parishes adjoining Hellesdon Parish, as so consulted.
4. To comment and make representation in respect of the governing documents of the Local Planning Authority or the Licensing Authority.
5. To make written representation or elect a member to attend any hearing the subject of an appeal.
6. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
7. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

Standing Items for Ordinary Meetings

First meeting –

- to elect a Chairman to preside at its future meetings
- to elect a Vice Chairman to preside at its future meetings in the event of the absence of the Committee Chairman
- to set timetable of committee ordinary meetings

Second and subsequent meetings during the civic year to consider matters as received within the responsibility of the committee

HELLESDON PARISH COUNCIL
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TERMS OF REFERENCE

PLAYING FIELDS, AMENITIES & ALLOTMENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED/AGREED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following approval of the Committee minutes.

Responsibilities specific to this committee:

Authority
The Playing Fields, Amenities & Allotments Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about council owned playing fields, play areas, parks and gardens, green and open space and allotment sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership of the committee will consist of six Councillors.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee

general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of allotments, sports & recreational facilities of the council.
2. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To manage a list of residents in the parish who are waiting for a tenancy of an allotment garden.
4. To lead on and approve quotes for all aspects of maintenance and ground works in accordance with adopted financial regulations
5. To manage use of the councils playing fields and parks by sports clubs to include the grant of a tenancy.
6. To advise the full council of the impact of proposals by owners or occupiers of land that may affect its allotments, sports and recreational facilities.
7. To make recommendations to the council about the level of the annual rents for allotments and other fees for use of sports and recreational facilities.
8. To review and recommend byelaws or such orders for the allotments, parks and playing fields.
9. To work in partnership with appropriate funding bodies to improve allotments, sports & recreational facilities.
10. To work in partnership with the police to alleviate anti-social behaviour and vandalism within the allotments, sports & recreational facilities
11. To maintain and update rules in relation to hiring of allotment, sports and recreational facilities
12. To appoint from its membership and in accordance with standing orders, panels or groups with a specification of the role and procedures, for liaising with outside bodies which have an interest with the council, currently
    - Allotment Liaison Group

Standing Items for Ordinary Meetings

First meeting –

- to elect a Chairman to preside at its future meetings
- to elect a Vice Chairman to preside at its future meetings in the event of the absence of the Committee Chairman
- to appoint members to panels/groups in respect of matters the responsibility of the Committee as identified in delegated power 12
- to consider Roles & Procedures of Panels/Groups
- to set dates of committee ordinary meetings
- to consider the current report from the Allotment Liaison Group

Second meeting –

- to consider the current report from the Allotment Liaison Group
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the current report from the Allotment Liaison Group
- to consider hire rates for the forthcoming financial year for sports facilities and allotments
- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to consider the current report from the Allotment Liaison Group

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TERMS OF REFERENCE

PROPERTY, POLICY & RESOURCES COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority

The Property, Policy & Resources Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1 make decisions in respect of council owned property held within Hellesdon and the parish on non parish council owned land (on H/Way land - grit bins etc)) subject to budget and expenditure limits.

2 to deal with financial policies

3 to advise and recommend to full council in respect of Council Operational Policies

4 to determine and deal with the general financial resources of the Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

5 Responsibility for approving Section 106 and CIL payments for projects and assets with RECOMMENDATIONS to go to the Full Parish Council.

6 to review the replacement and upgrade of all IT equipment

Membership
The committee will be made up of 7 members of the council, 4 of which will be chair or vice-chair of 4 Hellesdon Parish Council committees (Staffing, Playing Fields Allotments and Amenities, Community Centre, Planning).

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken by the Clerk to the Council to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers
1. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
2. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
3. To consider all committees proposed annual budgets, concurrent funding and precept requirements and to prepare the annual budget for recommendation to the full council
4. To regularly monitor income and expenditure and to make any recommendations to the full council
5. To consider financial policies
6. To consider the Internal Control of the Council and to make recommendations to the full council
7. To deal with and control the general revenue financial resources as listed in Cost Centre 6 of the annual budget
8. To review and determine the Council's Insurance arrangements
9. To guide and advise on the Council's banking arrangements
10. To guide and advise the full council generally in respect of Operational Policies
11. To secure the implementation of any measures agreed by full council following the external auditor report

12. To ensure the proper management of all property owned by Hellesdon Parish Council
    - On parish council owned land
    - on non parish council owned land

    and to be responsible for the strategic and routine maintenance of such property
13. To be responsible for the Council's Financial Reserves Management
14. To consider and determine donations to organisations in line with the Council donation policy
15. To consider and determine all grant applications to organisations in line with the Council grants policy
16. To lead on Council projects relating to Hellesdon Parish Council owned property and approve works relating to this

Standing Items for Ordinary Meetings

First meeting –

- to elect a Chairman to preside at its future meetings
- to elect a Vice Chairman to preside at its future meetings in the event of the absence of the Committee Chairman
- to set dates of committee ordinary meetings
- to consider the financial statement summarising the council's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the council's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the financial statement summarising the council's receipts and payments for the second (July – September) financial quarter
- to consider the committee budget for recommendation to the Full Council for approval

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year
- to review the Financial Reserve Management of the council for recommendation to the Full Council.

Fourth meeting –

- to consider the financial statement summarising the council's receipts and payments for the third (October – December) financial quarter
- to consider the Statement of Internal Control and review of its effectiveness for recommendation to the Full Council

HELLESDON PARISH COUNCIL

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TERMS OF REFERENCE

HELLESDON COMMUNITY CENTRE COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority
The Community Centre Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1. make decisions in respect of day to day running of the Community Centre subject to budget and expenditure limits.
2. to deal with pricing structure and hire charges
3. to set terms and conditions for hire of the facility
4. to set charges, terms and conditions for use by Council Community activities
5. to identify required improvements, developments and capital projects and make recommendations to Full Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

HELLESDON PARISH COUNCIL

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Membership
Membership will be made up of six councillors.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and will publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of room hire and management of Hellesdon Community Centre.
2. To identify and submit to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
4. To advise the full council of the impact of proposals by owners or occupiers of land that may affect the hire of HCC.
5. To regularly monitor income and expenditure
6. To review and determine level of insurance required within the Council's insurance policy.
7. To make recommendations to the Council about the level of the room hire rates for hire within HCC.

HELLESDON PARISH COUNCIL

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Standing Items for Ordinary Meetings

- **First meeting –**
- to elect a Chairman to preside at its future meetings
- to elect a Vice Chairman to preside at its future meetings in the event of the absence of the Committee Chairman
- to set dates of committee ordinary meetings
- to consider the financial statement summarising the Centre's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts

Third meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the second (July – September) financial quarter
- to review hire charges
- to review terms and conditions of hire
- to consider items for the committee budget for the following financial year

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year

Fourth meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the third (October – December) financial quarter

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TERMS OF REFERENCE

STAFFING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority
The Staffing Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about all staffing matters subject to budget and expenditure limits. The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership will be made up of six councillors.

Quorum
The committee quorum shall be three members.

HELLESDON PARISH COUNCIL

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Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To establish and keep under review the staffing structure and to implement as appropriate any action as needed
2. To draft, implement, review, monitor and revise policies for staff
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
4. To oversee the recruitment and appointment of staff other than for the position of Clerk to the Council
5. To oversee any process leading to dismissal of staff (including redundancy)
6. To arrange execution of new employment contracts and changes to contracts
7. To establish and review performance management (including annual appraisals) and staff training programmes for staff
8. To keep under review staff working conditions and staff health & safety at work matters
9. To monitor and address regular or sustained staff absence
10. To consider the dismissal of an employee
11. To supervise and performance manage the Clerk to the Councils work, administer his/her leave requests and record and monitor his/her other absences

Standing Items for Ordinary Meetings

First meeting –

- to elect a Chairman to preside at its future meetings
- to elect a Vice Chairman to preside at its future meetings in the event of the absence of the Committee Chairman
- to consider Procedures of Staffing Panels
- to set dates of committee ordinary meetings

Second meeting –

- to receive a report on the annual appraisal process

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- to address capital projects as identified in the budget the responsibility of the committee

Third meeting –

- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to review policies for staff and staffing related matters

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TERMS OF REFERENCE

EVENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Authority

The Events Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to arrange events as agreed by Full Council

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership

- Membership of the group should consist of six parish councillors.
- Members of the public may be appointed in an advisory non-voting capacity on an 'event by event' basis
- A Quorum of the group's meeting will consist of no fewer than three councillors.

Frequency of Meetings

To meet as required to arrange events as determined by the Parish Council

Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: contact@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk

Record of Proceedings

A report will be provided of decisions and recommendations made by the working group to the next Full Council meeting.

Roles & Responsibilities

Role

To arrange events, and the full detail of events as dictated by full council and under the budgetary constraints as dictated by full council.

Responsibilities

1. To ensure the relevant risk assessments are in place for events.
2. To ensure the correct licenses and insurances are in place for events.
3. If required, to create a proposed site plan for the event.
4. If require, arrange for external first aid provision for the event.
5. If appropriate, to create a running order for the day.
6. To book appropriate entertainments for the event and ensure that they have the correct insurances and licenses in place. This should be kept within the correct budget for the event.
7. If appropriate, arrange for Broadland Council to be notified of the event, providing the authority with any information they so require.
8. If appropriate, arrange for the emergency services to be notified of the event, providing them with any information they so require.
9. To liaise with and book stall holders, ensuring that they have the appropriate licenses and insurances in place.
10. To agree the fees charged to stall holders for the relevant event.
11. To allocate roles for each event, advising full council of the staffing requirements for set up, during the event, and clearing away.
12. To arrange for marketing and promotion of the event, as the committee sees fit.

AGENDA ITEM 7f
To Appoint Council's Internal Scrutineer, in accordance with Financial Regulation 2.2

Financial Regulation 2.2 specifies:

2.2. At the Annual Meeting of the Parish Council, one member of the council who is neither a cheque signatory nor the chairman, shall be appointed as the Council's Internal Scrutineer. On a regular basis, at least once in each quarter, and at each financial year end, the internal scrutineer shall check financial records(for all accounts) produced by the RFO or finance officer. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

An Internal Scrutineer for the Council needs to be appointed to comply with this regulation.

HELLESDON PARISH COUNCIL – STANDING ORDERS 2022

BASED UPON MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Standing orders that are in bold type contain legal and statutory requirements. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

Reviewed and Adoped by Hellesdon Parish Council: May 2022

1. Rules of Debate at Meetings

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly Conduct at Meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the

meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

Full Council meetings
Committee meetings
Sub-committee meetings

a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Time will be designated for members of the public to speak.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes, unless permission given by the chairman.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may

direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show**

of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours.

4. Committees and Sub-committees

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. Ordinary Council Meetings

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.** Ordinary meetings of the Parish Council should be held on the 2nd Tuesday of each month, commencing at 7pm

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous Resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on Appointments

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( ) clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a Meeting that do not Require Written Notice

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. Management of Information

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chairman of this meeting does not believe that the minutes of the meeting of the [council / committee] held on [date] in respect of [item/description] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the

meeting after it has considered the matter in which he had the interest.

d **Dispensation equests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. Code of Conduct Complaints

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the

Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).** This will also be uploaded to the council's website.

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors.** Minutes will also be uploaded to the parish council's website**;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. act as the Council's Data Protection Officer (unless otherwise delegated);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee

xv. manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. Responsible Financial Officer

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and Accounting Statements

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling Staff Matters

a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of council and the chairman of the Staffing Committee of absence occasioned by illness or other reason.

c The chairman of the Staffing Committee or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by ther Clerk relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing committee, which shall be reported back and progressed by resolution of the Staffing Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. Responsibilities Under Data Protection Legislation

Below is not an exclusive list. See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press/Media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. Communicating with District and County or Unitary Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. Standing Orders Generally

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

HELLESDON PARISH COUNCIL

HELLESDON FINANCIAL REGULATIONS 2022

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These Financial Regulations were adopted by the council at its meeting held on 10th May 2022.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

[1] Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. At the Annual Meeting of the Parish Council, one member of the council who is neither a cheque signatory nor the chairman, shall be appointed as the Council's Internal Scrutineer. On a regular basis, at least once in each quarter, and at each financial year end, the internal scrutineer shall check financial records(for all accounts) produced by the RFO or finance officer. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £10,000;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £10,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council

or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Clerk (or in their absence the Finance Officer in consultation with the Chairman or Vice Chairman) may authorise revenue expenditure on behalf of the council which in the Clerk's (or Finance Officer's) judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk (or Finance Officer) shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £150 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO of the Finance Officer and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO or Finance Officer shall ensure a schedule of payments requiring authorisation for payment is presented at the beginning of each week, together with the accompanying cheques and any other documentation, for signature by two of the four authorised signatories. A schedule of payments made, shall be prepared by the RFO or Finance Officer and presented at the next available meeting of the full council and approval noted. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO or Finance Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO or Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO or Finance Officer shall take all steps to pay all invoices submitted, and which are in order, as soon as is practicable.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or

c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account shall be signed by two members of council. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. If thought appropriate by the council, payment for certain items may be made by variable direct debit, standing order or other forms of electronic banking, provided that the instructions are signed, or otherwise evidence, by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.7. If thought appropriate by the council, payment for certain items may be made by direct bank payment, BACS or CHAPS provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to council as made.

6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made.

6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk or the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.17. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of £750 unless authorised by council or finance committee in writing before any order is placed.

Note: Due to conditions imposed by the Council's bankers, this regulation currently reads: …… this card has to be in the name of one of the authorised signatories, currently Mrs S C Gurney. This card must be kept in the Council office, in a locked drawer, at all times, and only used during office hours in the presence of officers. Transactions will then be counter signed by two other signatories in the usual one. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £750 unless authorised by Council in writing before any order is placed.

6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets)

shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, [4] and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

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[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

[3] Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

[4] Based on NALC's Model Standing Order 18d ©NALC 2018

materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 25% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Clerk shall give prompt notification to the Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. Risk management

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Adopted by Hellesdon Parish Council: May 2022

Next Review: May 2023

HELLESDON PARISH COUNCIL

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Members' Code of Conduct

Introduction to the Code

This Code of Conduct is a key part of the Parish Council's discharge of its statutory duty to promote and maintain high standards of conduct by its members and co-opted members. It is very much focused upon the principles of conduct in public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership and it is the intention of the Parish Council that the Code be used exclusively in that context and not for any other purpose. It sets an objective, non political and high standard whose purpose is to remind members of the Parish Council of the behaviour expected of them in public life and to set out clearly the key principles against which their conduct will be measured.

The Code also contains provisions for registration and declaration of interests the breach of which will now attract potential criminal sanctions.

Broadland District Council will establish a Standards Committee to hear breaches of the Code and decide on sanctions against members found to be in default. Working closely with the District Council's Monitoring Officer and Independent Person the Standards Committee will oversee a straightforward and robust regime dealing only with substantial ethics and standards issues and filtering out the inconsequential, trivial and vexatious. The Code will deal in broad common sense principles and neither it nor the supporting arrangements are intended to be over-technical or over-procedural. To return to the wording of the statute the Code is the Parish Council's public statement on the promotion and maintenance of high standards of conduct in public life.

Every member and co-opted member of Hellesdon Parish Council must sign an undertaking to observe the Code in the terms set out below.

For the purposes of this Code,

- a meeting is a meeting of the Council, any of its committees, sub committees, joint committees or joint sub-committees
- a 'co-opted member' is a person who is not a member of the Parish Council but who is either a member of any committee or sub-committee of the Parish Council, or a member of, and represents the Parish Council on any joint committee or joint sub-committee of the Parish Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

The Code

As a member or co-opted member of Hellesdon Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

As a Member of Hellesdon Parish Council my conduct will in particular address the statutory principles of the Code by:

- Championing the needs of our community.

- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.

- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing parishioner's needs, the interests of Hellesdon nor the good governance of the Parish Council in a proper manner.

- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of the Parish Council.

- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.

- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it.

- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Parish Council's resources.

- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.

- Always treating people with respect, including the organisations and public I engage with and those I work alongside.

- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Parish Council.

The Act further provides for registration and disclosure of interests. Regulations, Definitions and Interpretations are contained in the Members' and Co-opted Members' Disclosable Pecuniary and Other Interests Documentation completed by each member as required by and lodged with the Monitoring Officer at Broadland District Council.

1. Interests to be declared at meetings

1.1 Where a matter arises at a meeting, members must declare the existence and nature of any disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest in the business to be discussed

1.2 If the interest is also a pecuniary interest the member must leave the room in which the meeting is being held whilst the business is being considered unless

(i) the member attends the meeting for the purpose of making representations, answering questions or giving evidence relating to the business and leaves immediately after doing so; or

(ii) the member has been granted a dispensation by the Clerk to the Council in accordance with the adopted Dispensation Procedure

1.3 A member who has disclosed a pecuniary interest must notify the Chairman immediately before leaving the meeting.

1.4 You have a 'non-disclosable pecuniary interest or non-pecuniary interest' in an item of business of the Parish Council where –

1.4.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the Parish for which you have been elected

1.4.2 it relates to or is likely to affect any of the interests listed in the Register of Interests Form, but in respect of a member of your family (other than a 'relevant person') or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest

This Code of Conduct was agreed and adopted by Hellesdon Parish Council at its meeting on 12 June 2012 and following publication of Regulations in relation to the registration and disclosure of interests was re-adopted at it's meeting held on 5 March 2013.

A signed undertaking from every member and co-opted member of Hellesdon Parish Council to observe the Code is a requirement and in place.

HELLESDON PARISH COUNCIL

Scheme of Delegation

1. Introduction

- This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.

2. Matters Reserved for Council

The following matters are reserved to the Council for decision:

- Elect a Chairman and Vice Chairman, and appoint councillors to Committees and Working Groups and outside organisations.
- The Co-option of a member to fill a Casual Vacancy.
- The Approval of the Council's Annual Budget and Precept
- The Approval of the Council's Statement of Internal Control.
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Governance Statement.
- Appointment of the Internal Auditor and Consideration of Internal Audit Reports.
- The Consideration of the External Auditor's Report.
- Making, amending, revoking or waiving Standing Orders, Financial Regulations, policies or this Scheme of Delegation.
- The Approval of the Council's Code of Conduct
- Set up, amend or disband any Committees, Sub-Committees, Advisory Groups or Working Groups
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Strategic decision making on matters of principle
- Approval and review of matters of policy relating to administration, facilities, risk, and corporate management
- Any proposed new undertakings / function / contracts of the Council
- Approval of payment of the monthly schedule of accounts
- Consideration and approval of grants and donations
- The Incurring of Expenditure not in the Budget or above Committee Budgetary Provision.
- Consideration of requests for expenditure outside of the Council's approved budget
- Receive and respond to complaints as set out within the Complaints Policy
- All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure
- Appointment of the Parish Clerk and other employees
- Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required.
- Resolution to make the Council Eligible to Exercise the General Power of Competence.
- Consider statutory demands from electors e.g. allotments, parish polls

- All other matters which must, by law, be reserved to the Full Council

3. Matters Reserved for Planning Committee

- Responding to consultations both national and local, including those dealing with planning matters

4. Proper Officer

Delegated actions of the Parish Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time.

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised by law to:

- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Receive plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by a Primary Local Authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings of the Council
- Authorisation to call any extra meetings of the Council or any Committees as necessary, having consulted with the appropriate Chairman

In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- Undertake the duties of the "Head of Paid Service".
- Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.
- Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council as outlined in the appropriate Financial Risk Assessment
- Day to day administration of services, together with routine inspection and control
- Day to day supervision and management of all staff employed by the Council
- Authorisation to respond immediately to correspondence in all forms (including on social media) requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to agree the Council's Agenda for publication within the statutory timeframes, in consultation with the Chairman of the Council.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical
- Approve emergency expenditure of up to £10,000 in consultation with the Chairman of the Council if possible.
- Approve general expenditure of up to £2,500, together with expenditure as set out within the Council's approved budget.
- Develop income generating activities.

5. Day to Day Delegations to Officers

The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

- Implementation of decisions made at Council meetings.
- Management of the Council's services and facilities in accordance with the agreed policies and budgets of the Council.
- Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council
- Creation, content, production and distribution of the Council's contribution to Just Hellesdon, annual report and website, together with press releases and media contact, and public consultations as directed by the Council
- Carry out staff appraisals
- Enforcement of by-laws
- Receive and respond to complaints
- Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- In consultation with the Chairman of the Council (if available), lead the Council's response in the case of a major emergency
- Have overall responsibility for the Council's Freedom of Information Scheme
- Have overall responsibility for General Data Protection Regulations (GDPR)
- Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities
- Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget
- To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document
- Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council
- Authorisation of all short-term lettings of the Council's properties (for example general hire of the community centre) in accordance with the approved scale of charges
- Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget
- From time to time, the Council may delegate further matters to the Clerk on either a one-off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to this Scheme of Delegation.

6. Responsible Financial Officer

The clerk also acts as the Responsible Finance Officer. In a period of extended absence the Parish Council will need to appoint someone else to the role as required by law. The Responsible Finance

Officer shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation

HELLESDON PARISH COUNCIL

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STATEMENT OF INTERNAL CONTROLS

1. SCOPE OF RESPONSIBILITY

Hellesdon Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The January meeting of the Council approves the level of precept for the following financial year. The Council will receive reports and recommendations from the Effectiveness of Internal Control Working Party. The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

3.2 Parish Clerk and Responsible Finance Officer:

The Council has appointed a Parish Clerk as the Council's advisor and administrator who is also the Responsible Finance Officer. The Council has also appointed a Finance Officer who is responsible for administering the Council's finances. The Parish Clerk and Finance Officer are responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Parish Clerk and Finance Officer also ensure that the Council's procedures, control systems and policies are maintained.

3.3 Internal Auditor:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

4. Review of Effectiveness:

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Parish Clerk and Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Officer, the Parish Clerk, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate.

System of Internal Financial Control

Cash Book/Bank Reconciliations

- The cash book is kept electronically (in accounts software – RBS), maintained up to date from original documents (cash received, invoices, payments and direct debits made and cheques as they are prepared).
- The cash book is reconciled to the bank statement at least monthly.
- Reconciled accounts are presented at each Parish Council meeting for approval.
- The cash books, payments and receipts and bank reconciliation is reviewed and approved by council appointed internal scrutineer as per Financial Regulations, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc.) at least annually.
- The bank reconciliation is reported to the full Parish Council and minuted as such.
- The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the expenditure lists.

Financial Regulations

- The Parish Council has adopted financial regulations, based on the model version prepared by NALC/SLCC. The regulations are reviewed annually for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council.
- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders/letters are sent to suppliers for services which are not regular in nature.

Payment Controls

- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.
- Payments will be listed in voucher number order in the cash books and in accounts files.
- Every payment has a unique sequential transaction number which is matched to the payment invoice and the corresponding transaction on the bank statement.
- All invoices for payment are listed and presented each week to two of the four nominated councillors. The expenditure is authorised for payment.
- Payments made are listed, on a separate sheet & presented at the next meeting of the full council to be noted and agreed.
- Original invoices are available to the Councillors signing the cheques or authorising BACS payments.
- Cheques will be signed by two Councillors, who are authorised to sign on the council's bank mandate.
- The council has an online banking system in place, for the purpose of viewing statements, transferring funds between accounts, and making Bacs Payments only once authorisation has been made (as below)
- Bacs payments are authorised to be made by two councillors, who are authorised to sign on the council's bank mandate. Upon authorisation the payment is set up on the online banking system by the finance officer, and is agreed/authorised by The RFO.
- The Finance Officer under the guidance of the RFO, is authorised to set up direct debit payments.
- The Finance Officer under the guidance of the RFO maintains control of the cheque book at all times.
- Every payment is identified by a sequential unique number. This number is used to identify the transaction in the payments cashbook, the invoice and cross referenced on the bank statement.
- When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheques number, as well by the unique identifier. This is cross checked with the bank statements.

VAT Repayment Claims

- The RFO along with the Finance Officer ensures that all invoices are addressed to the Parish Council.
- The RFO along with the Finance Officer ensures that proper VAT invoices are received where VAT is payable.
- The RFO along with the Finance Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.

Income Controls

- The RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council.
- The RFO along with the Finance Officer ensures that the precept instalments are received when due.
- The RFO along with the Finance Officer ensures that other receipts (deposit interest, allotment and land rents) are received when due and correctly calculated.
- Receipts are issued for all cash received. Receipt numbers are recorded against payments.
- Income is banked promptly.

Financial Reporting

- A Budget control, comparing actual receipts and payments to the budget and the previous year is prepared monthly, and presented to Full Council in advance of the meeting and minuted accordingly.
- The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year.
- The precept is set on the basis of the budget by the deadline set by Broadland District Council.

Payroll Controls

- The Clerk is paid under PAYE as an employee and the necessary system for HMRC RTI is in place.
- Other employees are paid under PAYE and the necessary system for HMRC RTI is in place.
- Salaries are set as per Contracts of Employment.
- Salary is paid by Bacs.
- The Clerk will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Officers and Members Expenses

- Requests for reimbursement of monies owing by way of an expense incurred is made immediately the purchase is paid and is authorised by the RFO or an appropriate official independent of the claim.
- Expenses are paid by cash, cheque and Bacs and the expense is treated as an invoice for accounting purposes.

Asset Control

- The RFO along with the Finance Officer maintains a full asset register.
- The existence and condition of assets is checked on a regular basis by Officers of the Parish Council or as a need is identified.
- The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

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 **£130,000.00 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.

HELLESDON PARISH COUNCIL
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Minutes of the Full Council Meeting of Hellesdon Parish Council held on Tuesday 12th April 2022 at 7pm at The Parish Office, Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr D King (Chair)
Cllr R Sear
Cllr W Johnson
Cllr S Bush-Trivett
Cllr R Potter
Cllr M Fulcher
Cllr S Gurney
Cllr D Britcher
Cllr K Avenell
Cllr G Britton
Cllr R Forder

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton
Four members of the public

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

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr P Sparkes, Cllr U Franklin, Cllr S Fahy, Cllr L Douglass and Cllr G Diffey which were **ACCEPTED.**

2. Declarations of Interest and Dispensations

No declarations or dispensations were declared.

3. Minutes from Full Council meeting held 8th March 2022

The Minutes of the Full Council meeting held on 8th March 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

4. Public Participation

Further to recent accidents and serious damage to property on the junction of Hospital Lane and the Low Road, members of the public raised concerns about speeding and general poor driving in this location. Cllr Gurney advised that she had raised the matter with NCC Highways and the Casualty Reduction Partnership with a view to seeing what improvements can be made in this location. A site meeting will be arranged in due course and this will be raised as a priority for the police at the next Safer Neighbourhoods Team priority setting meeting.

5. Reports

a) Clerk's Report

This had been previous circulated. The report raised that the Norfolk ALC Conference was being held on 6th July. It was **AGREED** that three tickets should be purchased. Cllr Gurney and the Clerk should attend, and another place should be booked for a further councillor or staff member. The

Approved……

Date……

Clerk added that a new agreement had been taken out with NCC for their umbrella DBS service, as the previous provider, Broadland Council, no longer offered this service. The government's Driving License checking service was also being utilised for staff who were driving vehicles owned by the Parish Council. This report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton advised that Broadland News will be out within the next fortnight. She also outlined the details for the Party in the Park event being held at Blickling to celebrate the Queen's Platinum Jubilee.
- Cllr Britcher reported that Broadland Council were taking a different approach to South Norfolk Council about community grants for the Platinum Jubilee, and regrettably these will not be made available to communities by Broadland Council.
- Cllr Gurney reported that Broadland Council is now collecting small electrical items as part of their kerbside collection services. There has also been a strong uptake of residents renewing their brown bin collection contracts. With regards to a proposed new building for both Broadland and South Norfolk Council to operate from, a decision will be made by Broadlands full council on 12th May.
- In capacity of Norfolk County Councillor, Cllr Gurney reported that the Road Traffic Order to install a zebra crossing on Middletons Lane, opposite the school, had been confirmed. All correspondence both supporting and objecting to the proposal were considered and objectors will be contacted to be advised of the outcome. Cllr Gurney has ensured that the crossing will be a flat bed crossing to prevent noise pollution, and the Belisha beacons will be hooded to prevent light affecting neighbouring properties. Cllr Gurney also reported that she, Cllr Prutton and Cllr King had met with Andrew Proctor, the Leader of NCC, to discuss the Bus Lane on Cromer Road. Cllr Proctor had agreed to ask officers to conduct a review of the Bus Lane.
- A written police report had been circulated to councillors.

It was raised that the planning application for the reserved matters for Phase 3 of the Royal Golf Course Development had been validated earlier that day. As this application is of significant interest to local residents, the following was **AGREED**:

- To hold an exhibition of plans at the parish office over the period of 28th – 30th April.
- To advertise this in Just Hellesdon
- To ask Broadland Council for a time extension to respond, ideally to 5th June, and for an Early Doors meeting with Broadland Council on 21st April.
- To hold a separate meeting with a single agenda item, to consider this application.

c) Verbal Update from the Chairman

Cllr King reported that this was his final term as Chairman of the Parish Council and would not be seeking re-election in May.

6. Financial Matters

It was RESOLVED TO ACCEPT THE FOLLOWING REPORTS:

a) Bank Reconciliation – March 2022
b) Earmarked reserves summary
c) Payments – March 2022
d) Receipts – March 2022
e) Detailed Income and Expenditure 1st April 2021 – 31st March 2022

Approved……

Date……

DRAFT

Consideration was given to the financing of the remaining works to the community centre as there had been a delay in the CIL receipts owed to the council, compared to what had been previous projected. It was unanimously **AGREED** to move the following from earmarked reserves to general reserves, and then move back when the CIL had been received (projected October 2022 and April 2023).

Cost Code 323	£5,000
Cost Code 329	£10,000
Cost Code 334	£40,000
Cost Code 347	£30,000

7. Planning Committee

The minutes and decisions arising from the Planning Committee meeting held on 8th March had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

8. Property, Policy and Resources Committee

The minutes and decisions arising from the Property, Policy and Resources Committee meeting held on 30th March had been circulated to councillors. Cllr Gurney reported that as a matter of urgent business, the committee agreed to an alternative approach to manage the remainder of the works to the community centre to ensure best value for the council. It was also agreed to create a small kitchenette for hirers to use, so that the Parish Council could better progress with its project to open a community café. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

9. Events Committee

Cllr Douglass had provided a written report to councillors. The fete for the Queen's Platinum Jubilee was progressing well. An appeal was made for more volunteers, especially those that can help with the moving equipment around on the day. It was confirmed that the outside toilets would be available on the day. The next committee meeting will be held on 25th April.
It was **RESOLVED TO NOTE THE CONTENT OF THE REPORT AND THE DECISIONS MADE.**

10. SLCC Conference

A written report was provided on the SLCC Conference attended by Cllr Gurney and the Clerk. It was **AGREED** to progress with the following action points:

- To investigate the feasibility of a rainwater harvesting system to collect rainwater from the rear of the community centre, and use this to irrigate the bowling green. This is to be assigned to the Property, Policy and Resources Committee.
- To trial the sowing of wildflowers. This is to be assigned to the Playing Fields, Allotments and Amenities Committee.

11. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 12, in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting. **THIS WAS AGREED**

12. Community Centre

There was nothing further to report. All matters had been dealt with under item 8.

13. Exchange of Information

Approved……

Date……

Further discussions occurred about speeding traffic and the prominent locations, including Hercules Road and Mountfield Avenue. The Clerk is to press for the SAM sign data and liaise with the police to enable them to resource speed checks.
It was noted that the Public Spaces Protection Order issued by Broadland Council had expired.

14. Time and Venue of Next Council meeting.

Confirmed the time and location of the next meeting of the Full Council as 10th May 2022 at 7pm, in the Council Chamber. The Annual Parish Meeting will be held on 3rd May.

Meeting closed at 10.10pm

DRAFT

Approved……

Date……

AGENDA ITEM 10
To Received Proposal that all Budget Setting Meetings to be Held in the Evening

Proposal from Councillor Britcher that all committee budget setting meetings be held in the evening so as to allow members of the public who work during the day to attend.

This was raised as a concern during the Annual Parish Meeting on 3rd May.

AGENDA ITEM 12a

CLERK'S REPORT FOR COUNCIL MEETING 10th May 2022

ITEM	COMMENTS
Community Centre	Agenda item
Car Park – Community Centre	No matters to report
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Damage was found to the wet pour rubber. This was able to be repaired in house an there was no need for an external contractor
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report
Mountfield Park	No matters to report
Cottinghams Park	No matters to report
Allotments	1) A query is currently outstanding with Broadland Council's planning department about the ability to park cars on the extension area of the allotments. 2) A query is outstanding with Broadland Council's asset management team about the street light on Bush Road. This was purchased by Hellesdon Parish Council as part of the original allotment project and the electricity feed comes from the toilet block on the allotments that Hellesdon Parish Council funds. BDC also has the light as part of their asset register and a query has been asked about the charges BDC has made to the Hellesdon tax payer as a result of this action and how Hellesdon can be recompensed. 3) The defibrillator cabinet has been delivered and a post is ready to be installed next to the Bush Road street light so that the cabinet can be sourced by the street light electricity. 4) The defibrillator itself is on order but there are significant delays due to not being able to source some component parts.
Community Orchard	No matters to report. First harvest expected in 2023
Community Apiary	The grounds team have repaired the bolt to the apiary, which was difficult to open. It is hoped to harvest the first crop of honey in the next few weeks.
Cemetery Car Park	No matters to report
Persimmons Homes	1) An exhibition was held at the parish office between 28th and 30th April. 40 parishioners signed in during this process. Thanks goes to the councillors who manned the exhibition and answered parishioner questions. 2) A public meeting has been arranged at Hellesdon High School on 5th May. Representatives from Persimmon and Broadland Council Planning will be in attendance to answer questions. 3) Agenda item to agree date of extraordinary meeting to consider response to planning application 20220391
Public Toilets	The outside toilets are now open as usual.
Litter & Dog Waste Bins	No matters to report
Bus Shelters	No matters to report

Benches	No matters to report
War Memorial	The old poppy wreathes were removed ready for Easter, as agreed with Revd. Alder
Highways	1) The original highway verge delegation agreement is being sourced to check the amount of weedkilling permitted by contractors. A purchase order has also been requested from NCC to secure the 2022/2023 funding. 2) It has been raised to highways that the new chevrons on the corning of Low Road/Hospital Lane have been installed very close to where the homeowner would need to install their new fence. Cllr Gurney has arranged a meeting with the highways engineer to discuss not only this, but the safety in general at this junction.
Staffing	Staffing Committee meeting to be held on 9th May – Agenda item to receive report.
Street Lighting	No matters to report
Parish Partnership	Hellesdon Parish Council has been successful in securing funding (50%) for two new SAM signs. A Memorandum of Understanding on locations is to be completed, then the order can be placed. NCC will then refund 50% of the purchase cost.
Events	Agenda item
Meeting Dates	Community Centre – Weekly update meetings being held with the project manager and contractors. PP&R – Next meeting to be scheduled PA&A – Next Meeting to be scheduled Staffing – 9th May 2022 Events – 11th May Annual Parish Meeting – Date to be confirmed for 2023
Health and Safety	1) Amendments to the proposed staff handbook and Hellesdon Parish Council Health and Safety Policy have been sent to WorkNest for amendment, to ensure the documents are person to the Council. 2) Three grounds staff have attended Lantra refresher training on Mowers, Brushcutters and Hedge Trimmers. 3) Training Courses through WorkNest are in the process of being reviewed and allocated to relevant staff members.
Other Matters	1) The contract for the 8 staff mobile phones was up for renewal and a new contract has been taken out on a SIM only basis. This has been renegotiated to £7.70 per month for each line. Previously this was £18.14 each line. This equates to an annual saving £1,002.24. 2) The contract for the zoom software has also been cancelled. Hellesdon Parish Council already pays for Teams conferencing software as part of its Microsoft license, but is Zoom really is required it can be started up again at any point. This is a saving of £267 against budget. 3) The internal auditor will be attending site on 11th May to complete the audit for 2021/2022. The annual return will be presented to council on 14th June, the statutory deadline being 30th June).

Item 13a
Bank balances 30/04/2022

Current account	**2077**	£	1,387.48
Precept Account	4401	£	366,152.49
Active Saver A/c	**7702**	£	337,861.08
Active Saver A/c	**4503**	£	81,405.47
Business A/c 2	**958**	£	357,401.15
Total		**£**	**1,144,207.67**

Item 13b
Reserves Balances

General Reserves 31/03/2022	£698,814.00
Earmarked Reserves 31/03/2022	£285,408.00
Total Reserves 31/03/2022	**£983,785.00**

Item 13c Accounts for Payment

Date	Supplier	Expenditure	Amount paid
01/04/2022	PWLB	repayment HCC loan	£12,602.25
01/04/2022	Broadland DC	business rates stores	£149.05
01/04/2022	Broadland DC	business rates tractor shed	£317.70
01/04/2022	Screwfix Direct	wood stain; ron seal; tar mac rep	£68.64
04/04/2022	Westcotec	monthly SAM	£90.00
04/04/2022	Barclays Bank Plc	charges 14 Feb - 13 Mar	£10.90
06/04/2022	UK Fuel	fuel Mar 22	£55.27
12/04/2022	The Photo ID People	ID card x 1	£14.39
12/04/2022	Apple.com/bill	cloud storage I pad	£0.79
13/04/2022	Broadland DC	premises licence copy	£10.50
19/04/2022	The Photo ID People	IDE cardholder	£17.81
19/04/2022	Mayday Office Equipment	maint support copier	£24.00
19/04/2022	E Fire	entrance key pad faulty	£138.00
19/04/2022	Osiris Technologies	IT supp; b/band; telephone	£286.02
19/04/2022	Just Regional	advert Just Hellesdon 23 Mar	£420.00
19/04/2022	CMATS (Eastern)	M & E works HCC	£600.00
19/04/2022	NALC Norfolk	membership fees 2022	£1,137.86
19/04/2022	Allman Woodcock	fees bldgs revaluation	£1,140.00
19/04/2022	The Garden Guardian	highway verge cutting	£1,949.40
20/04/2022	Net salaries	Apr payroll	£12,350.91
20/04/2022	Norfolk Pension Fund	Apr contributions	£3,517.64
20/04/2022	HMRC	Payroll	£4,112.92
22/04/2022	Norfolk Disclosures	DBS check caretaker	£63.00
25/04/2022	Broadland DC	business rates office	£621.00
25/04/2022	Empower Services Ltd	MEP servs application 2	£99,610.99
26/04/2022	Melton Builders Ltd	Interim valuation 8	£60,439.92
26/04/2022	Norfolk County Council	DBS check caretaker	£63.00
27/04/2022	BT Group	charges 11 Feb - 30 Jun	£201.47
28/04/2022	Novuna Business Finance	lease tractor/hedgecutter	£540.00
28/04/2022	Total Energies G & P	elec DJL & grds Jan 22 - Feb 22	£395.32
28/04/2022	Total Energies G & P	elec allotments Mar 22	£29.02
28/04/2022	Total Energies G & P	elec DJL & grds Jan 22 - Mar 22	£1,971.52
28/04/2022	Norfolk County Council	DBS check caretaker	£63.00
29/04/2022	Taverham Nursery	rose clear, bug clear & mricale gro	£36.23
29/04/2022	Pips Skips Ltd	exchange 12 yrd skip	£288.00
29/04/2022	Siemens Financial	lease copier 16 May - 15 Aug	£356.40
29/04/2022	D J Designs	prof fees HCC	£6,050.00
29/04/2022	IRIS HR	mthly IT Support	£50.16
29/04/2022	NALC Norfolk	Summer conference attendees x 2	£75.00
29/04/2022	DD Health & Safety	workwear groundsman	£88.84
29/04/2022	EEE 5	mileage claim	£47.25
29/04/2022	EEE 63	mileage claim	£20.64
			£210,024.81

Item 13d
Receipts

Date	Nature of income	Amount	Notes
01/04/2022	Tennis	£42.00	block booking 6 sessions
04/04/2022	Football pitch hire	£126.00	junior matches
04/04/2022	Interest current a/c	£0.72	Mthly loyalty reward
05/04/2022	Refund	£270.00	defibrillator plinth
07/04/2022	Netball court hire	£132.00	March court hire
11/04/2022	Football pitch hire	£210.00	junior matches
12/04/2022	Football training	£56.70	commercial rate
21/04/2022	Tennis court hire	£10.24	paid by sum up
22/04/2022	Broadland DC	£6,170.79	CIL paymnt
27/04/2022	HMRC	£49,329.50	VAT refund q/e 31 Mar
29/04/2022	Broadland DC	£276,469.50	1st instal Precept 22/23
29/04/2022	Bowls fees	£900.00	1st instal 2022 fees
		£333,717.45	

HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood view Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday April 12th 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr Britton
Cllr Johnson
Cllr Potter
Cllr Sear
Cllr Fulcher
Also In Attendance
Ms L Pointin – Senior Admin Officer
Mrs F LeBon - Clerk

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
There were apologies from and Cllr Franklin which were **ACCEPTED.**

2. **Declarations of Interest and Dispensations**
No declarations made

3. To receive approval of minutes of the committee meeting held on 8th March 2022 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present at the meetings held

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
No public in attendance

5. General Matters/Planning Outcomes
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED.**

6. Applications Considered

20220253 Hellesdon Hospital, Drayton High Rd, NR6 5BE Landscape Masterplan in association with the Reserved Matters application in relation to Outline Planning Approval 20201017.	Subject to all trees which are removed being replaced with other species onsite. Trees on Low Road should be protected and maintained and screening where possible.
20220348 92 Links Avenue, NR6 5PG Single storey extension to front and 2 storey extension to rear of dwelling	Object – Overdevelopment of site, restricting in lack of parking on site and overshadowing of neighbours windows.
20220287 36A Waldemar Avenue,Hellesdon,NR6 6TB Proposed change of use residential dwelling (Use Class C3) to a residential children's care home (Use Class C2) & associated works.	8th April by email - Object on the grounds that the increased traffic would be detrimental to other local residents as would the increased

Approved.....

Date.....

	activity on site. There appears insufficient parking for the number of vehicles likely to visit the premises.
20220336 12 Pinewood Close, NR6 5LX Single storey extension to front and 2 storey extension to rear of dwelling.	Support.
20220425 130 Hercules Road, NR8 5HJ Front extension and car port to the side.	Support – subject to availability of parking within site boundaries.
FUL/2022/0015 Hire Station, Unit 56, Hellesdon Park Road, NR6 5DR Change of use from Class E (Tool Hire Depot) to Class F1(a) a sustainable construction and environmental skills training centre for adults wishing to upskill/retrain/reskill in the construction industry.	No objection subject to adequate parking within site boundaries.
20220434 31 Drayton Wood Road, NR6 5BY Proposed Loft Conversion including Dormer to Rear and Velux to Front including change of Hipped End to Gable.	No objection.
20220482 92 Cromer Road,Hellesdon,NR6 6XN First floor rear extension.	No objection.
20220447 1 Riverside Close, NR6 5AU Two storey side extension, single storey rear extension including balcony & single storey side extension	No objection subject to the balcony not being obtrusive to the neighbours privacy.
20220247 Hellesdon Hospital, Drayton High Road, NR6 5BE Reserved matters application for appearance, landscape and layout following outline planning permission 20201017 of the new 'Rivers Centre' development.	No objection.
20220530 18 Middletons Lane, NR6 5NG Proposed 2 storey side extension and internal alterations.	No objection.
20220333 34 Neylond Crescent,Hellesdon,NR6 5QF Proposed single storey rear extension with garage.	Represents an overdevelopment of site, detrimental to neighbouring properties.
20220436 Hellesdon Industrial Park, Drayton High Road, NR6 5DR Remove existing 15m lattice tower equipment fixed to existing tower to be replaced with 20m lattice tower to support 12no. antennas, RRUs, 4no. 0.3m transmission dishes fixed to replacement tower at 16.3m, 1no. equipment cabinet, the relocation of 1no. antenna and all ancillary development thereto	No objection subject to the airport being consulted.
20220540 12 Saint Pauls Close,Hellesdon,NR6 6LL Single storey rear extension	No objection.

7. Exchange of Information

No further information exchanged

8. Date, time and venue of next meeting

Next meeting will be held on **Tuesday 26th April 2022 at 6.15 pm**.

Approved.....

Date.....

The meeting closed at 6.50 pm.

Approved.....

Date.....

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Minutes of the meeting of the Planning Committee held on Tuesday April 26th 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr Britton
Cllr Johnson
Cllr Sear
Cllr Fulcher
Cllr Franklin

Also In Attendance
Ms L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
There were no apologies.

2. **Declarations of Interest and Dispensations**
No declarations made

3. To receive approval of minutes of the committee meeting held on 12th April 2022 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present at the meetings held

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
No public in attendance

5. General Matters/Planning Outcomes
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED.**

6. Applications Considered

20220245 187 Reepham Road,Hellesdon,NR6 5NZ Advertisement Consent	No objection.
20220506 Hellesdon High School,Middletons Lane,Hellesdon,NR6 5SB New Four Classroom Block	No objection in principal but concerned about the loss of mature trees onsite.
20220503 40 Boundary Road,Hellesdon,NR6 5HZ Change of use application to Form Class E planning use and a 2 bedroom flat.	Object. Please provide further information on proposed use.
20220604	No objection.

Approved.....

Date.....

89 Hercules Road,Hellesdon,NR6 5HJ Single storey rear extension.	
20220524 28 Neylond Crescent, Hellesdon, NR6 5QF Loft Conversion	Overdevelopment resulting in insufficient Information for extended development.

7. Exchange of Information

No further information exchanged

8. Date, time and venue of next meeting

Next meeting will be held on **Tuesday 10th May 2022 at 6.15 pm**.

The meeting closed at 6.47 pm.

Approved.....

Date.....

AGENDA ITEM 15
To Consider Request to Extend Opening of Parks on Sundays and Bank Holidays

The following request has been received from a parishioner:

Hello,

Re: Mountfield Park

Today at 5.30 I went to walk my dog in Mountfield Park and discovered it is now closed at 5pm on Sundays and Bank Holiday.

Could you please investigate this matter and see how this decision can be overturned.

With sunset currently at 1945hrs and Easter holiday next weekend it seems an inconvenient and badly timed decision

I represent a group of dog walkers, many like myself lead busy lives and being able to take their dog to the park every evening (until dusk) forms an important part of an active and social lifestyle.
I feel sorry for families that with Easter holidays coming who won't have the option to use the park after 5pm for 3 days next weekend.

I would be happy to set up a local group which could hold a key to the gate and ensure its was emptied and locked at dusk.

With more bank holidays this year than normal, the park is an important service to many of Hellesdons residents – closing the park early is an unnecessary cut back, one which I intend to fight.

The parks currently close at 5pm (Meadow Way), 5.15pm (Mountfield Park) and 5.30pm (community centre) on a Sunday and bank holidays. It is my understanding that this was the procedure before lockdown, but over the lockdown period Norse did the closing and the parks closed closer to dusk. The reversion to the pre-lockdown closing on a Sunday and Bank Holidays is now being queried.

Options available would be to:

a) Increase staff hours to cover a later period
b) Employ a contractor to close the parks later. Sundays will be charged at £24 for all three closures, bank holidays at £48 for all three closures.
c) Retain the current policy.

AGENDA ITEMS 16-20

Item 16 - To Receive Progress Report on Building Works to Community Centre
A verbal report will be given. Progress meetings are to be held with both contractors on 5th May.

Item 17 – To Receive Report from the Events Committee
The Jubilee Event is gaining significant momentum. A report will be received from Cllr Douglass.

Item 19 – To Consider Tender Prices for Improvements to the Community Centre (Refurbishment of WCs and Changing Rooms, Creation of a Referee's Room and Additional Storage Space)
The closing date for the receipt of sealed tenders is Friday 6th May. These will be opened in accordance with financial regulations ready for discussion at the meeting.

Item 20 – To Receive Report from Staffing Committee held on 9th May
A verbal report will be provided to the meeting