HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of the Property, Policy & Resources Committee held on Monday 11th December 2023 at 7pm at Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present:
Cllr S Gurney (Chairman)
Cllr G Britton
Cllr L Douglass
Cllr R Forder
Cllr B Johnson
Cllr D Maidstone

Also in Attendance:
F LeBon (Clerk)
G Ellis (Finance Officer)

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

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Britcher and Cllr Smith. These were **ACCEPTED.**

2. **Declarations of Interest and Dispensations**
   Cllr Maidstone declared an interest in item 5a as a paid employee of the Guide Association.
   Cllr Gurney declared that she had been assisting HAHA with a grant from Broadland Council..

3. **To Approve the Minutes of the Meeting Held on 27th July 2023**
   Minutes had been circulated from the meeting held on 27th July 2023. These were **AGREED** as a true and accurate record of the meeting.

4. **Public Participation**
   No public present at the meeting.

5. **To Consider Grant Applications under the Good Causes for Hellesdon Fund**

a) **Hellesdon Scouts**
   A grant application to contribute to an outside covered area for workshop skills was considered. It was **AGREED** that whilst the physical project met the criteria for funding, the accounts for the scout group showed a surplus that could facilitate the cost of the project therefore the grant application was declined. Cllr Maidstone abstained from the vote.

b) **Hellesdon Allotment Holders Association**
   A grant application to contribute to a community hut on the allotment site was considered. Discussions occurred as to the total cost of the project, the funding already achieved, and the

Approved.....

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account balance held by the organisation. A grant of £500 was **AGREED**. Cllr Gurney abstained from the vote.

6. Policies to be Reviewed

The following policies were reviewed and **AGREED** en bloc:

a) Complaints
b) Customer Service
c) Grant Making
d) Media Relations
e) London Bridge
f) Unreasonably Persistent Behaviour

7. To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public for the duration of item 8 in view of the confidential nature of the business to be transacted.

This was **AGREED**

Item 8 was closed to the press and public

8. 2024/2025 Budget

a) To Review Quotations and Appoint Verge Cutting Contractor for 2024/2025

The Parish Council holds a verge delegation agreement with Norfolk County Council to cut the grass verges in Hellesdon. Hellesdon Parish Council does not have the equipment or resource to complete the works in house, so the work is contracted out. Presently, the amount received from Norfolk County Council enables the Parish Council to cut the verges more frequently than Norfolk County Council is able to commit to, resulting in tidier verges and less complaints.

Quotations were requested in November 2023, and were added to contracts finder for openness and transparency. Two responses were received as follows:

Description of Works	Contractor 1	Contractor 2
Verge Cutting (10 cuts in the growing season)	£9684.43	£12845.50
For each additional cut on request	£968.44	£ 1284.55

It was **AGREED** to appoint Contractor 1 for the verge cutting contract in 2024/2025.

b) To Review Earmarked and General Reserves Balance

It was established that the predicted general reserves as of 31st March 2024 would be in the region of £307,954.67 (after all expenses, projects and financial reserves management contingency were considered). It was **AGREED** to recommend to Full Council that £223,915.36 be allocated to various projects and sinking funds in Earmarked Reserves. It was further **AGREED** to recommend to Full Council that the amount of £130,000 as stated in the Financial Reserves Management Policy as being adequate to run the council for three months, be increased to £150,000.

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c) To Consider 2024/2025 Budget and Associated Precept

Members considered feedback from committees and how their budgets worked into the all round budget figure for the council. They also considered forthcoming projects and how these projects could be accommodated utilising reserves. Using reserves to update the assets of the Parish Council would also reduce the maintenance costs in the near future.

After reviewing all budget items and making associated amendments, the budget **AGREED** to be recommended to full council for 2024/2025 was £727,103.81. With anticipated income a precept of £598,826.67 would be required. With a tax base of 3930 this would mean a Band D of £152.37 per annum, an increase of £7.20 per annum which equates to 4.96%

d) To Consider Options for Improved Interest Rates

Two different options were provided for a better return on the Parish Council's savings. These were in the form of either a Barclays Bond or a CCLA investment account. It was **AGREED** that both options should be utilised. The Clerk and the Finance Officer will review the level of savings and return to the council with a recommendation of investment in both accounts.

The Meeting was reopened to the Press and Public

9. Items for the Next Agenda and for Other Committees

No matters raised

10. To confirm that date of the next meeting.

To be confirmed.

The meeting closed at 8.15pm.

DRAFT

Approved.....

Date.....