Interests Flowchart

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

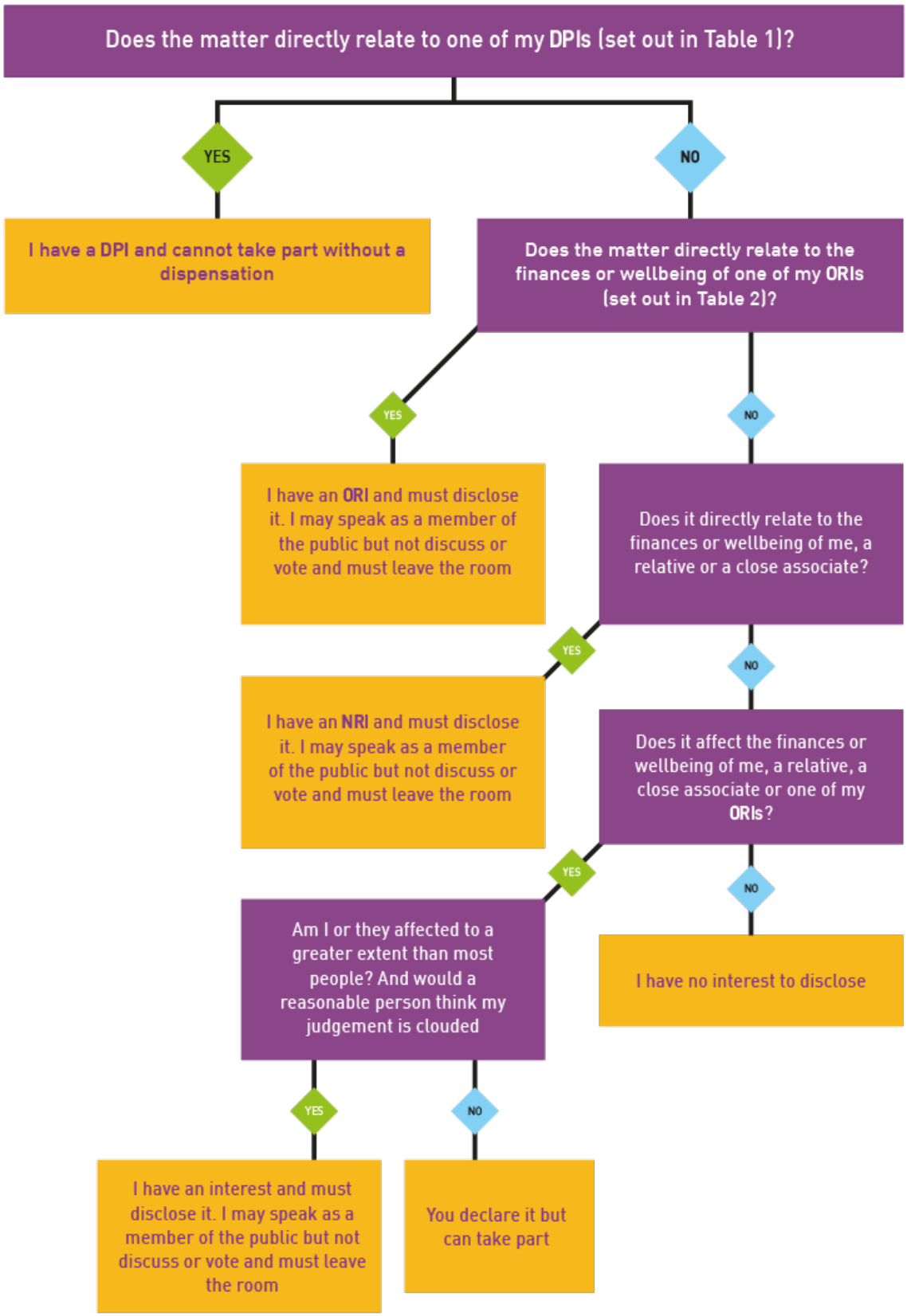


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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 Hellesdon Community Centre Committee meeting
Wednesday 25th October 2023, 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

Present
Cllr N. Barker
Cllr R. Forder
Cllr S. Gurney
Cllr S. Smith
Cllr B. Johnson (ex officio)

Also in attendance:
Mrs F. LeBon (Parish Clerk)

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. **Apologies and Acceptance for Absence**
Apologies were received from Cllr Diffey and Cllr Maidstone.

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

3. **Approval of the Minutes from the Meeting of 11th July 2023**
The minutes of the committee meeting dated 11th July 2023 had been previously circulated. These were **AGREED** after a proposal from Cllr Gurney and a second from Cllr Johnson**.**

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
There were no members of the public in attendance.

5. **To Consider Proposal for Hedging Adjacent to the Community Centre**
It was noted that it would be preferable for agenda items such as this be considered by the Playing Fields, Allotments and Amenities committee as a matter external to the community centre.
It was **AGREED** that further information would be required from the deeds on ownership. Once this information has been received, then the decision should be delegated to the committee chairman, vice chairman and the clerk.

6. **To Consider Quotes for New Fire Doors at Hellesdon Community Centre**

This item had been deferred from the previous meeting to allow for more quotes to be obtained. After putting the project on Contracts Finder, a total of nine quotes had been received. It was **AGREED** that the quote for £8,000 (contractor 8) should be awarded the works based upon price and locality to the community centre. It was subsequently noted that this contractor was Eastern Security Systems. As there was only £5,000 in the committee budget for this project, the matter will be referred to full council to take the balance from either earmarked or general reserves.
Discussions occurred into the privacy of the Marjorie Lewis room. It was raised that the current windows do not allow for this room to the compartmentalised, and the removal of the windows could be considered as part of the rolling fire safety plan for the centre. It was **AGREED** investigate tinted privacy film for the windows as a short term solution.

7. To Consider Application for Feasibility Study into Rain Water Harvesting at the Community Centre

It was reported that Diamond Jubilee Lodge currently benefits from rainwater harvesting to help save on water consumption. With the new roof in the community centre the Parish Council would be in a position to harvest considerable rainwater, and an obvious use would be for the bowling green which utilises a considerable amount of water for it to be playable.
Enquiries have been made in the past but no company has been able to accurately quote due to the cost of coming to site and reviewing all possible storage areas.
A grant is available from Broadland Council's Pride in Place scheme for feasibility studies, and the Pride in Place manager has advised that this project would be suited for a feasibility grant.
It was **AGREED** to apply for funding for a feasibility grant. The Clerk is meeting from a representative of a local company on 1st November to discuss the matter further.

8. To Consider Request to Allow Dogs in Hellesdon Community Centre Foyer

It was reported that multiple requests have been received to allow dogs into the foyer, particularly on days when the café is open.
Opening the pram porch to dogs has proved very popular. However it has proved problematic on café days as people cannot enter the foyer with their animals, meaning it is very hard to order. There are also growing requests for dogs to be permitted in the community centre.
More businesses are becoming accessible to dogs, including pubs and shops. However the community centre has to be mindful of the effect this may have on visitors to the community centre who are less keen on dogs, or dogs that are perhaps not as well behaved as they ought to be. No issues have been reported regarding allowing dogs in the pram porch. And allowing dogs in the foyer will have no impact on the centre's food business rating.
Consideration was given to the request and the merits behind it, but also to those who may not like to share their community space with dogs. Consideration was also given to the impact on caretaking and the health and safety of having dogs in a busy space. It was **AGREED** not to permit dogs in the foyer on health and safety grounds due to the lack of space on busy days.

9. To Consider Space for Mobility Scooters in Hellesdon Community Centre

It was reported that the centre is in receipt of complaints about there being no covered space for mobility scooters. Concerns are being raised about the winter and other times of inclement weather whereby the scooters are getting wet outside and therefore unpleasant for users to sit on upon their return.
Options of shelters and open spaces that could be covered were considered. Consideration was also given to the economical cost of covers that are made for individual scooters. It was **AGREED** not to provide a shelter for mobility scooters at the community centre on the grounds that covers for scooters can be purchased by the individual.

Approved……

Date……

10. Finance

a) To Consider Hire Fees for 2024/2025

It was **AGREED** that hire fees would be increased for 2024/2025 by 6% inline with the decisions made by the Playing Fields, Allotments and Amenities committee, which were based upon the prevailing rate of inflation at the time.

Sunday bookings were discussed. It was **AGREED** that the Clerk is to calculate a 'day rate' for the whole centre, to include staffing, and bring back to the committee.

b) To Consider Community Centre Budget for 2024/2025

The draft budget was considered by members. It was noted that the request for shrubs and roses around the centre would be preferable to be considered by the Playing Fields, Allotments and Amenities committee, and that any reference to outside CCTV should be reviewed by PP&R.

The request to replace shrubs around the community centre could be partially accommodated by requesting donations from parishioners in the form of a plant amnesty and by splitting plants from the garden at Diamond Jubilee Lodge. It was **AGREED** that the budget for the community centre to be recommended to PP&R should be:

Item	**2024/2025 Budget**
Utilities	26,581
PHS	4,000
Equipment New / Replacement	1,900
Equipment Repair / Maintenance	700
Contingencies	5,000
Inspections	700
Memberships & Subscriptions	2,500
Property Maintenance / Replacement	1,750
Consumables	750
Cleaning Agents / Materials	2,000
Shrubs	500
Waste Removal and Recycling	1,557.40
Additional Training	500
Upgrade Bookings Software	175
	48,613.4

11. Items for the Next Agenda

Day rate for Sunday bookings.

Cllr Barker advised that the wiring for the noticeboard in Middletons Lane does not appear to be fed from any of the lamp posts. He will disconnect and make safe by installing a box on the driveway.

The Clerk will ensure that no user group is using blue tac on the walls. White tac would be permissible.

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

To be confirmed

Meeting closed at 8.48pm

Approved……

Date……

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 5 - Sunday Opening of Hellesdon Community Centre

Demand

Since the community centre re-opened in October 2022, the demand for use on a Sunday has been increasing. The previous committee decision was that it would only open on a Sunday for a whole building day rate plus staffing. For an eight hour shift, this would equate to a day rate of £678.75, which is cost preventative to those wishing to hire the community centre on a Sunday.

Further to the attendance at a Parish Council meeting for the church of Pentecost wishing to meet regularly at the community centre on a Sunday, we have also had enquiries from the Winners Chapel in Norwich, the Forward in Faith church and Hellesdon Choir for Sunday bookings. We also have regular enquiries for celebrations for Diwali on a Sunday.

The biggest market that the community centre loses out on is the enquiries for private celebrations, such as afternoon parties. Most working families are only able to hold parties on the weekend, and the removal of Sunday as an option for them take away 50% of their opportunity to hold a celebration. With demand for Saturday at a premium and booked significantly in advance, most people are disappointed.

A separate confidential document detailing staffing costs and impact will be sent to councillors

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6a - To Receive Update on Closure of Building Works

A QS has been appointed by the liquidator to bring all outstanding contracts works to a close. They have made contact with the Parish Council's Project Manager and we are currently working up a proposal that will be deemed as fair and acceptable to the liquidator.

Presently the Parish Council is holding approximately £13.5K retention as the contract has not yet been completed to a satisfactory standard. The two main areas of remedial work are:

1) The wooden flooring to the ML. A quote has been received to make small repairs and to sand and reseal the floor for £2,085 + VAT. This will require the room to be unavailable for 4 days.
2) The alto flooring to the corridors and foyer, some areas of which have bubbled and come away from the edges. This aspect of the contract is more complicated as some of the flooring will require replacement and some will only need repairing. With regards to the replacement flooring, it is not possible to match the same colour as is currently in place so great care must be taken to try to make the different colour look 'deliberate' rather than a patch repair. A quote is awaited on these works and a diagram of the works has been appended to this report.

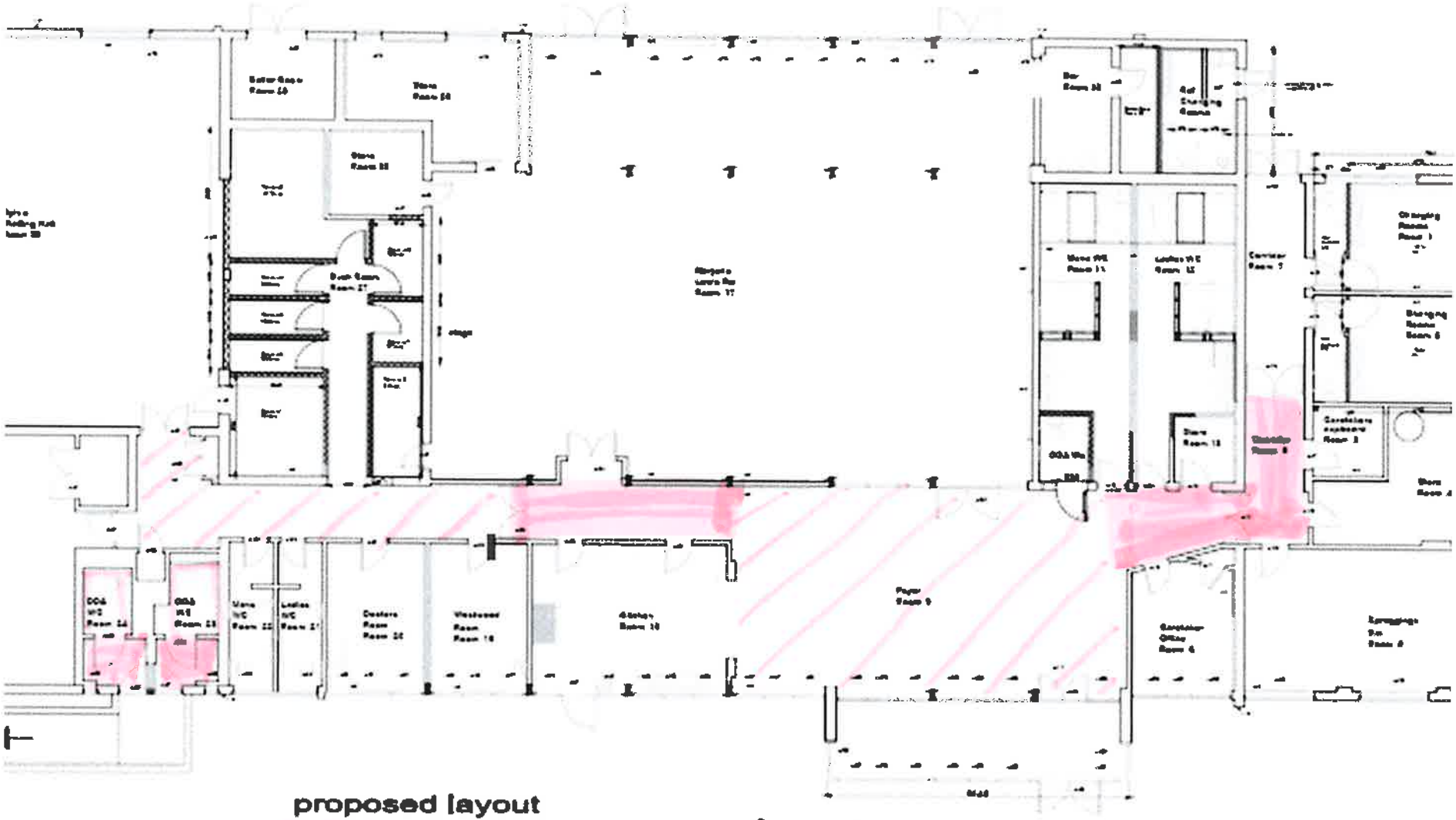
Other aspects of finalising the contract works are as follows:

1) The invoices outstanding between both parties.
2) The time cost of staff involved in this process.
3) The loss of income to be incurred by having the repair works done.

It is proposed that the balance of the retention will be returned to the liquidator once an agreement can be reached with the QS.

Once the works have been agreed, and agreement will be entered into with the liquidator to finalise the contract and a certificate of completion will be issued.

Proposed Altro Flooring Remediations



proposed layout

proposed replacement re: flood damage

proposed repair re: flood damage

proposed replacement @ PC expense

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6b - To Receive Updates on WC Projects

Phase 1

The macerator works to the disabled toilet have been instructed. The contractor is to return to complete the outstanding snags which are:

a) The replacement of 2 cubicle doors
b) The replacement of the vanity unit in the ladies (damaged by the plumber)
c) Reinstatement of panelling in ladies

The project remains within budget. Retention is being held which will only be released when the snags have been completed to the satisfaction of the Project Manager.

Phase 2

We await the results of the grant application to Broadland Council's Pride in Place Fund. This is expected in early March.

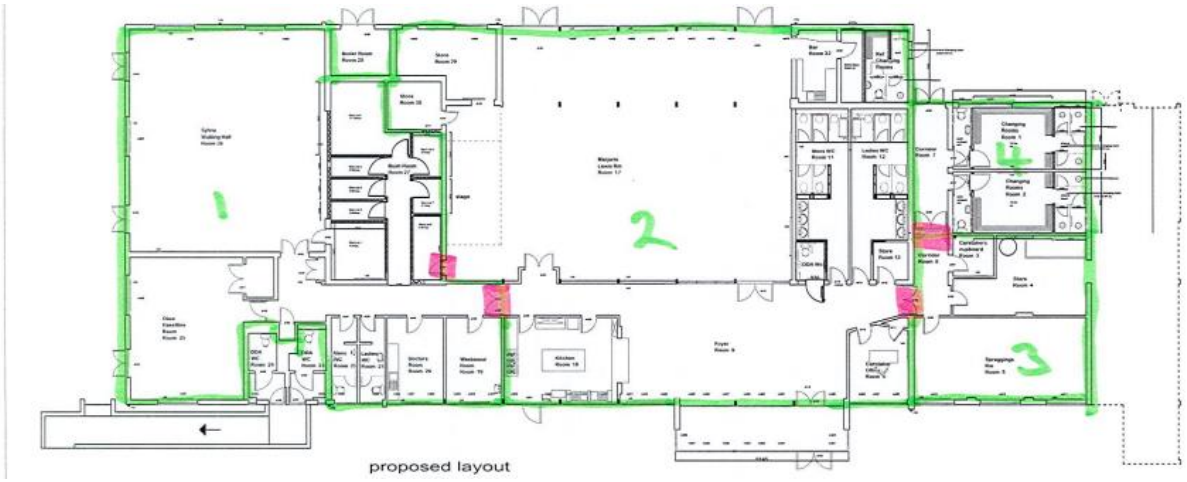
If successful, we will obtain a timeline from the successful contractor and arrange at such time that will be of least inconvenience to the hirers of the community centre.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6c - To Consider Phase 2 of Fire Door Replacement Project

Phase 1 of the Fire Door Replacement Project is just about complete, with only the making good and the decoration of the frames to be completed. This has compartmentalised the community centre into 4 sections, as follows:



The next phase of the project will be to divide the ML from the foyer. This would involve the removal of the existing double doors and installation of 2no. double fire doors. It would also involve some remedial work to the glass area of the ML. When the area was originally inspected by the fire door assessor, discussions occurred about the possibility of putting fire proof mdf around the existing windows. This would also help alleviate the complaints about people observing classes from the foyer.

Quotes can be obtained for this next part of the project.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6d - To Consider Installation of Permanent Mirror Ball and Associated Lighting

Further to the successful 'Through the Decades' event, consideration is being given to the reinstatement of a permanent mirror ball and lighting system in the ML room. The following quote has been obtained:

Description	Quantity	Unit price	Amount
Air Steam Bridge DMX	1	£340.00	£340.00
Apple IPad Air, 16GB, Wifi, 9.7 in LCD (White with Silver) (Renewed)	1	£170.00	£170.00
Mirror Balls - 50cm (20") MIRR04	1	£85.00	£85.00
Mirror Ball Rotators - 1 RPM up to 50cm MIRR09	1	£45.00	£45.00
Safety Bond - 500mm 2mm Soft Loop 25kg GL0072	3	£6.00	£18.00
Fusion 100 Spot MKII - White EQLED069A	2	£330.00	£660.00
Half Couplers Narrow HEX Head Bolt - Silver GL3037	2	£12.00	£24.00
3-Pin Male XLR - 3-Pin Female XLR DMX Cable - 30m CABL180	1	£30.00	£30.00
3-Pin Male XLR - 3-Pin Female XLR DMX Cable - 1.5m CABL178	1	£5.00	£5.00
Installation & Programming 1 Day	1	£150.00	£150.00
		Net	£1,527.00
		VAT	£305.40
		Total	£1,832.40

In addition to this, the following fixings etc would be required:

Company CEF Barkers St .

8 x M10 BZP Long spring Channel Nut's £0-58 each inc Vat = £4-64.

4 x M10 Hexagon Head Set Screws BZP £0-68 Inc Vat = £2-72.

4 x M10 Niglon Hole Flat Square Plate £0-66 Inc Vat = £2-64.

4 x Britclips HFL2-M10 Heavy Duty beam clamp £5-24 = £20.96.

Company B&Q

1pk 10 M10-10mm Form G washers A2304 Din902 £4-93 Inc Vat.

1 x M10 x 1mt Fixing rod FORRODIOM £5-08 Inc Vat.

1pk M10 Nyloc Nuts £8-58 Inc Vat.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6e - To Consider Signage to the Front of the Community Centre

This matter was originally discussed when the community centre was being refurbished. It was hoped that one of the contractors would pay for new lettering to the front of the community centre, which would be lit at night. On finalising the contract, a contribution of £1,500 was received, which did not cover the quote. The quote was for:

Aluminium built up letters with a green acrylic face, LEDS situated inside of lettering to provide a face illumination. As advised, access to back of cladding can be obtained to complete wiring of each letter. Driver for illumination to be situated above suspended ceiling. Electrician required to provide spur to wire to. **TOTAL £4,320 + VAT**

Indicative pictures:

With less budget to utilise for this project, perhaps an alternative design could be considered? It may be more cost effective to have spot light on the letters, rather than having each letter lit? This would also be easier for future maintenance.

It may also be a chance to revisit the green colour. With the recent improvements to the community centre, more neutral colours have been selected which are perhaps more future proof. The green has also not been used on the new website as it a 'fresh' look could not be achieved with it.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6f - To Consider Improved Literature Display in Community Centre Foyer

The leaflet display in the community centre foyer is currently on a table. This often gets cluttered and knocked, and takes up valuable space.

An alternative would be a display unit such as the below:

620mm Wide x 1470mm Tall x 540mm Deep - folding leg mechanism

£120.00

Or a rotating display stand:

£81.96

Large leaflet displays aren’t as common as they used to be, so it has been difficult to source these.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 6g - To Consider Donation of Some Aged Tables and Chairs to HAHA for the Hut Project

An approach has been made for a donation of tables and chairs to the HAHA Hut. It is feasible that the community centre may have a couple of old tables in the new financial year when the new tables as budgeted for have been ordered.

With regards to chairs, the community centre does have some old plastic chairs that, aesthetically, have seen better days. There is a budget item for the sale of the old green chairs which belonged to the old management committee. These are in good condition, are much more comfortable and can be sold for a price appropriate for a second hand chair. The green chairs have never been used by the Parish Council and just take a significant amount of space in the caretakers store room.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 7a – To Receive Update on Martyn's Law

There has been a proposed update to the requirements under Martyn's Law (Terrorism (Protection of Premises) Bill).

Martyn's Law has been designed to improve protective security and organisational preparedness across the UK by mandating, for the first time, those responsible for certain premises and events to consider the terrorist risk and how they would respond to an attack. The Bill will require certain venues to fulfil necessary but proportionate steps according to their capacity to mitigate the impact of a terrorist attack and reduce harm. The duties that premises will have will depend on the size of the venue.

Hellesdon Community Centre would fall in to a 'Standard Tier' Premises, which is a building capacity of between 100 and 799. Premises in the Standard Tier would be required to take steps to ensure preparedness for, and protection from, terrorist attacks. These steps are anticipated to be to:

- Notify the Regulator that they are, or have become, responsible for premises within scope of the Bill (and so subject to the relevant requirements).
- Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack. These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or being suspected as about to occur. As the procedural measures are about procedures for responding to an attack or suspected attack, it is not expected or required that physical alterations be undertaken or additional equipment purchased for the premises. These procedures that may be expected, so far as reasonably practicable, to reduce harm to the public and staff at the premises in the event of a terrorist attack. This will include procedures for:
    - Evacuation – how to get people out of the building,
    - Invacuation - how to bring people into the premises to keep them safe, or move them to safe parts of the building,
    - Lockdown - how to secure the premises against attackers, e.g. locking doors, closing shutters and using barriers to prevent access, and
    - Communication - how to alert staff and customers and move people away from danger.
- There is no requirement to complete a specified form (the 'Standard Terrorism Evaluation') for Standard Tier premises or ensure that people working at the premises are given any specific training. However, as part of putting in place the procedural measures, workers will need to be sufficiently instructed or trained to carry them out effectively.

The Government will introduce the Bill to Parliament as soon as parliamentary time allows.

Hellesdon Community Centre Committee

4th March 2024 7pm

Item 7b – To Receive Report on Section 156 of the Building Safety Act 2022

This matter will be passed to PP&R as it applies to all the buildings run by Hellesdon Parish Council, but the largest building that the Parish Council is responsible for is the community centre.

This is for information

Section 156 of the Building Safety Act 2022 came into force on 1st October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces, and the non-domestic parts of multi-occupied residential buildings (e.g., communal corridors, stairways, plant rooms).

The legislation refers to a 'responsible person' and their duties under the act. Guidance states that 'you are a Responsible Person if you are an employer, have control of the premises, or the owner of a premises'. Clarification has been sought as to whether a Responsible Person can be a corporate body and it can be. The employer is Hellesdon Parish Council and so Hellesdon Parish Council is the 'responsible person'.

Relevant to the Responsible Person for Hellesdon Parish Council is the recording the fire risk assessment and other information. We must now record the fire risk assessment in full (including all the findings) and the fire safety arrangements for our premises in all circumstances.

We should make available as much information as possible about fire safety in our premises. This new requirement replaces the previous requirement to record only the significant findings of the risk assessment. It also removes the previous limitations on the circumstances within which we were required to record both the risk assessment and the fire safety arrangements at your premises, such as only being required to record this information if there were five or more employees or where subject to licensing or an alterations notice.

As we employ a fire risk assessor to assist us in completing a fire risk assessment, we must record their name, and where applicable their organisation name. This will ensure there is a clear record for enforcing authorities as to who completed the assessment and will enable us to share this information with both residents (where applicable) and any incoming Responsible Person.

We are responsible for ensuring that our fire risk assessment is suitable and sufficient and as we employ someone to do this for us we need to ensure they are competent to do so.

The first matter which will require addressing is to update the fire risk assessment and it is recommended that this is actioned at the earliest opportunity.