Interests Flowchart

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

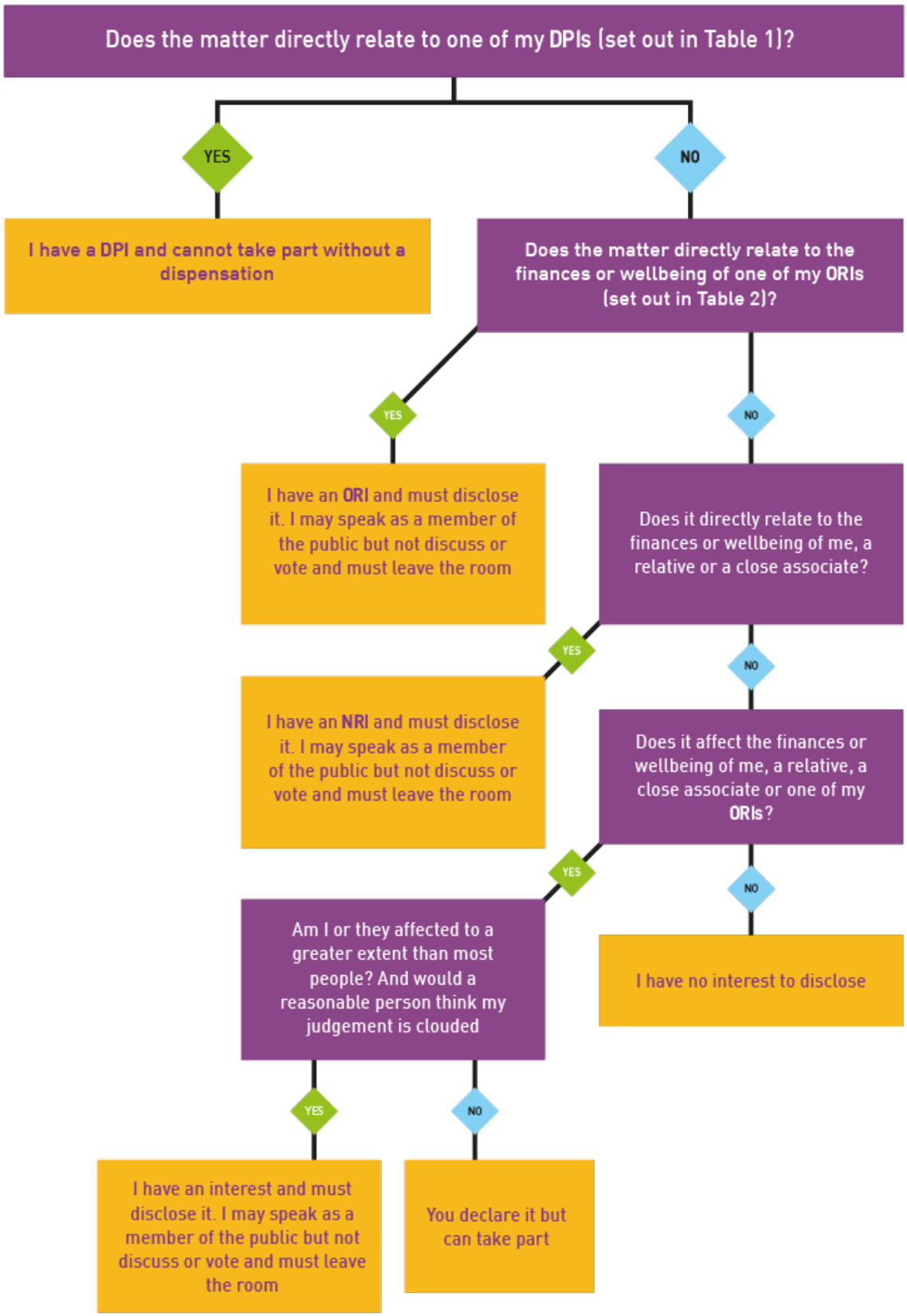

Table 1: Disclosable Pecuniary Interests

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
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Minutes of Hellesdon Community Cafe Committee meeting
Thursday 1st November 2023 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

Present
Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr S. Gurney
Cllr B. Johnson

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

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

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

2. **Declarations of Interest and Dispensations**
   None raised.

3. **To Agree the Minutes of the Meeting of 22nd June as a True and Accurate Record of the Meeting.**
   The minutes were **AGREED** following a proposal from Cllr Gurney and a second from Cllr Forder.

4. **Public Participation**
   There were no members of the public in attendance.

5. **To Consider Fund Raising Event Request in the Cafe**
   It was reported that requests are being received to hold fund raising events in the foyer on the days that the café is in session, so as to have a captive audience. The committee discussed the merits of supporting charitable organisations but also the balance of the café customers not feeling like they have to participate in a charitable event. There were also concerns about the perception of prioritising some charities over others. It was **AGREED** that charities should not be permitted to fund raise in the café.

6. **Community Fridge**
   a) To Receive Update on Community Fridge since launch.
   The Fridge receives very generous donations from the Premier Store on Reepham Road, and can still be supported by the free fruit and veg grant from the Broadland Healthy Eating Fund. Two large potential

suppliers, Fareshare and Neighbourly, continue to process the Parish Council's respective applications, although the former has been outstanding since July. The Clerk is to press these organisations to process the applications.
The Parish Council has been accepted to used 'In Kind Direct', a site where toiletries can be purchased at very low cost, and a grant application has been placed with the Veolia Sustainability Fund to make purchases from this site. It has also been recommended to open an account with Foodiverse, which is a similar system but with food products. The Clerk is to find out when a decision on the Veolia grant will be made.
An appeal can also be made on social media.

b) To Receive Report into Community Fridge Abuse and Consider Sanctions

A report was received by members about the abuse of the community fridge by a member of the public, causing food to be wasted and those most in need to miss out. Other considerations were raised about reported abuse at other sites. Sanctions in the form of reduced visits to the fridge and a restriction on items taken had already been put in place, but have had little impact, and it is impossible to monitor the fridge permanently. The following was **AGREED**:

1) That the Fridge should be moved to inside the foyer (site to be agreed).
2) That the Fridge should only be open during café hours.
3) The parishioner in question should be barred from the Fridge as there was not a need identified for use, and the impact it was having on other Fridge users.

7. To Agree Christmas Closure Days for Cafe

It was **AGREED** that the café should be closed during the week between Christmas and New Year. For the following week, opening hours should be:
Monday 1st January 2024 – closed for Bank Holiday
Tuesday 2nd January 2024 – Prep Day
Wednesday 3rd January 2024 – Café open as usual
Thursday 4th January 2024 – Café open as usual

8. Finance

a) To Receive Stock Taking Report for Half Year

The stock taking report had been circulated to members showing a GP of 41%
The wastage was analysed and it was **AGREED** to try and sell end of life stock at a 50% discount. It was further **AGREED** to conduct a customer survey, as the café had now been open for a year.

b) To Receive Half Yearly Finance Report for the Café

The half yearly finance report had been circulated to members. Discussions occurred as to the intentions of the café was to precept for staffing costs so that the café can remain a community service.
It was noted that the opening hours of the café means that it does not benefit from economies of scale. It was always the intention to open the café more days. The Clerk is to look at the staffing figures for four day opening.

c) To Agree Café Budget for 2024/2025

It was **AGREED** that the budget should reflect a 4 day opening:

Income:	£36,000
Cost of food:	£21,240
Consumables:	£1,750
Cleaning Materials:	£150
Profit (ex staffing):	£12,860

Approved……

Date……
Hellesdon Community Café Committee 1st November 2023

9. Items for the next agenda

Four day opening
Results of customer survey

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

To be agreed.

Meeting closed at 9pm

DRAFT

Approved……

Date……

Hellesdon Community Café Committee 1st November 2023

Item 5

To Receive Financial Report for Community Cafe

Year to 29th February 2024

Café Income	£26,635
Food Purchases	£13,005
Consumables	£1,293
Cleaning Materials	£311
Café Expenditure	(£14,609)
Gross Profit	**£12,026**
Staff Costs	**(£22,106)**
Month 11 Figure	**(£10,080)**

Income Detail

Month	Gross Income
1	£1,708.96
2	£1,637.62
3	£1,698.20
4	£1,991.28
5	£2,746.77
6	£2,012.10
7	£2,483.87
8	£3,033.36
9	£2,401.00
10	£2,789.54
11	£4,132.69
	£26,635.39

Item 6 – Volunteer Arrangements

a) To Receive Report into Volunteer Requirements for Community Café and Community Fridge

The community café is becoming increasingly busy over the period of 11am – 1pm. Due to the intensity of the Tuesday to Thursday period, we haven't yet marketed the Friday opening much, but with some additional assistance would be able to make Friday opening as supported as other days of the week.

As the community café is designed to be low cost in support of local people, it is not in a financial position to recruit further members of staff, but there is an opportunity for volunteering, Volunteering is designed to be of benefit to both the volunteer, allowing for social well-being, and for the Parish Council.

For the café, the work which would be envisaged of a volunteer would be to:

- Take orders politely from customers.
- Operate the till and card machine.
- Clear tables, clean tables and operate the dishwasher.
- Serve cakes from the counter
- Operate the barista machine

Full training will be given by the Parish Council, and the Parish Council would pay for their L2 food safety certificate.

From the perspective of the Community Fridge, a volunteer co-ordinator as well as volunteer collectors will be required, due to the timings we are likely to be able to collect from local establishments. We are currently on a back up collection from Neighbourly at Aldi in Costessey, although have had no collections as of yet.

The community fridge was inspected by Fareshare on 4th March and has been passed through to agreement for collection by local establishments. However the availability of slots is very limited.

We have accepted slots at:

Bookers (Sunday pm)

Tesco Cromer Road (Monday pm)

Makro (Saturday and Sunday pm)

Sunday collections have now been made possible by Sunday opening at the community centre.

Name	PostalCode	Retailer	Collect	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
NORWICH (4617)	NR6 5DT	ASDA	Evening	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED	N/A
317 NORWICH	NR6 6EU	Booker	Evening	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED	Available
6318 Norwich Cromer Rd Exp	NR6 6XA	Tesco	Evening	Available	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED
596 Makro Norwich	NR7 0WE	Booker	Evening	FILLED	FILLED	FILLED	FILLED	FILLED	Available	Available
2955 Norwich Extra	NR7 8AB	Tesco	Evening	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED
3352 Wroxhm Rd Norwich Exp	NR7 8AG	Tesco	Evening	Available	Available	Available	Available	Available	Available	Available
3305 Taverham Norwich Exp	NR8 6AD	Tesco	Evening	FILLED	Available	FILLED	FILLED	FILLED	FILLED	FILLED
6634 Norwich Drayton	NR8 6PT	Tesco	Evening	FILLED	Available	FILLED	FILLED	FILLED	FILLED	FILLED
3273 Norwich Acres Way Exp	NR8 6UT	Tesco	Evening	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED
5376 Hethersett Express	NR9 3AB	Tesco	Evening	FILLED	FILLED	FILLED	FILLED	FILLED	FILLED	Available
6105 Norwich Wales Rd Exp	NR1 1BL	Tesco	Evening	Available	Available	Available	Available	Available	Available	Available
5906 Norwich Westlegte Exp	NR1 3LJ	Tesco	Evening	Available	Available	Available	Available	Available	Available	Available
2665 Grove Rd Norwich Exp	NR1 3RL	Tesco	Evening	Available	Available	Available	Available	Available	Available	Available
5284 Plumstead Rd Nrwc Exp	NR1 4AB	Tesco	Evening	FILLED	Available	Available	Available	Available	FILLED	Available
5777 Unthank Rd Norwch Exp	NR2 2RW	Tesco	Morning	FILLED	FILLED	FILLED	FILLED	FILLED	Available	Available
6200 Norwich Derehm Exp	NR2 3TA	Tesco	Morning	FILLED	FILLED	FILLED	FILLED	Available	Available	Available
6041 Norwich Aylshm Rd Exp	NR3 2RE	Tesco	Evening	Available	FILLED	FILLED	FILLED	Available	Available	FILLED
3069 Magdaln Rd Nrwch Exp	NR3 4AF	Tesco	Evening	Available	Available	Available	Available	Available	Available	Available
4923 Norwich Cringleford Exp	NR4 7FF	Tesco	Evening	Available	Available	Available	Available	Available	Available	Available
5275 Earlham Rd Norwch Exp	NR4 7TF	Tesco	Evening	Available	Available	FILLED	FILLED	FILLED	Available	Available

Notifications for collection will be received via the 'Foodiverse' app at approx. 7pm in the evening (1pm on a Sunday) for collection between 8.30pm and 9.30pm in the evening (2.30pm and 3.30pm on a Sunday).

As this is out of hours for office staff, it is recommended that a volunteer co ordinator is recruited, who will be able to liaise with volunteer collectors. We could utilise the caretaking staff but only as a very last resort as this will leave the centre unattended. Cool bags have been purchased, so we are in a position to start collecting, we just need the manpower to complete the collections.

b) To Agree Volunteer Policy and Agreement

As Appended

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HELLESDON PARISH COUNCIL
VOLUNTEER POLICY

Introduction

Hellesdon Parish Council exists to provide local services to the residents of Hellesdon, under the Powers and Duties provided by law to first tier local authorities.

In line with this mission Hellesdon Parish Council seeks to involve volunteers to:

- Help ensure our services meet the needs of our residents
- Provide new skills and perspectives
- Increase our contact with the local community we serve

Principles

This Volunteering Policy is underpinned by the following principles:

- Hellesdon Parish Council will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Hellesdon Parish Council's work.
- Hellesdon Parish Council does not aim to introduce volunteers to replace paid staff
- Hellesdon Parish Council expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Hellesdon Parish Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Recruitment

All prospective volunteers will be interviewed to find out their skills, suitability and how best their potential might be realised.

Volunteer agreements and voluntary work outlines

Each volunteer will have a volunteer agreement establishing what Hellesdon Parish Council undertakes to provide them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; Hellesdon Parish Council has no intention of creating a contract with any volunteers.

Expenses

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All volunteers will have authorised expenses reimbursed.

Induction and training

All volunteers will receive an induction into Hellesdon Parish Council and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have the Parish Clerk as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Hellesdon Parish Council and its work.

Insurance

All volunteers are covered by Hellesdon Parish Council's insurance policy whilst they are on the premises or engaged in any work on Hellesdon Parish Council's behalf.

Health and safety

Volunteers are covered by Hellesdon Parish Council's Health and Safety Policy, a copy of which will be provided.
All volunteers will be provided with the equipment required to do the volunteering assigned to them.

Equal opportunities

Hellesdon Parish Council operates an equal opportunities policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem solving

We aim to identify and solve problems at the earliest possible stage. All complaints either by or about volunteers will be considered by the Parish Clerk.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

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HELLESDON PARISH COUNCIL
VOLUNTEER AGREEMENT

Volunteers are an important and valued part of Hellesdon Parish Council. We appreciate that you've chosen to volunteer with us. We will do our best to make your volunteer experience enjoyable and rewarding. We aim to be flexible and supportive. We believe that the volunteer relationship is built on trust and mutual understanding.

This agreement sets out:

- what support you can expect from us when you volunteer
- the expectations from you as a volunteer

As a volunteer we ask that you:

- Strive for the best that you can do and complete your volunteering activities with dedication and commitment.
- Go to any briefings and training that we think will help you in your role.
- Be positive about and support the work of Hellesdon Parish Council.
- Follow and operate within the policies and procedures of Hellesdon Parish Council including Health and Safety and Equal Opportunities.
- Act responsibly and within the law.
- Maintain confidentiality of Hellesdon Parish Council's activity, the people in our care, our team and our procedures.
- Value and respect the rights of residents that you may come into contact with as part of your volunteer role.
- Work in partnership with staff and volunteers to make society a better place for our beneficiaries.
- Let the Parish Clerk know if you are having any problems or if you have any complaints, concerns or feedback.
- Meet agreed time commitments and give reasonable notice when you're not available so that arrangements can be made.

In return, we will:

- Introduce you to how our organisation works and your role within it.
- Give information about Hellesdon Parish Council's work, policies and procedures.
- Offer training and support for your role.
- Reimburse agreed expenses.
- Strive to resolve any concerns fairly and reasonably, applying our complaints procedure when it's needed.
- Respect and listen to your feedback, and keep you informed of any changes.
- Ensure your health, safety and welfare.
- Apply our Equal Opportunities policy.
- Encourage a positive and supportive volunteering experience.

Signed

This agreement is in honour only. It is not intended to be a legally binding contract and either Hellesdon Parish Council or the volunteer can end the agreement at any time.

Signed …… Print name……

Date……..

Signed on behalf of Hellesdon Parish Council ……Print name……

Date……