Interests Flowchart

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

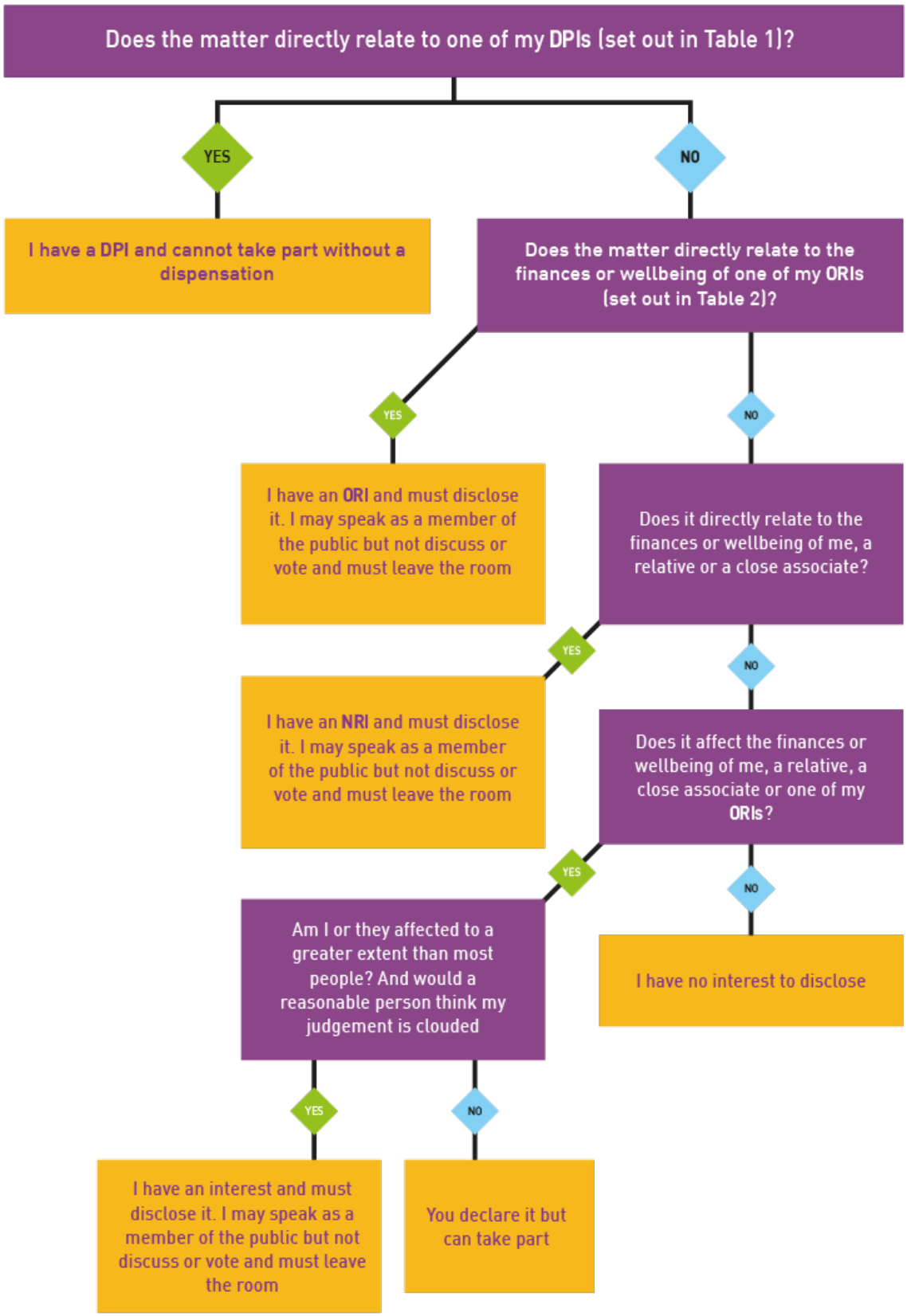

Table 1: Disclosable Pecuniary Interests

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 the Annual Meeting of Hellesdon Parish Council held on Tuesday 14th May 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr N Barker
Cllr G Britton
Cllr D Fahy
Cllr M Hicks
Cllr A Lock
Cllr D Maidstone
Cllr D Britcher
Cllr I Duckett
Cllr S Gurney
Cllr S Holland
Cllr S Lowthorpe
Cllr S Smith

In attendance: Mrs F LeBon (Clerk) and one member of the public.

In absence of the Chairman and the Vice Chairman, it was **AGREED** after a proposal from Cllr Britton and a second from Cllr Maidstone, that Cllr Gurney should chair the Annual Meeting.

Welcome by the Chairman – Cllr Gurney welcomed all in attendance.

1. **Election of Chairman of the Council and Declaration of Acceptance of Office**
Cllr Britton proposed that Cllr Johnson should be Chairman of Hellesdon Parish Council for the forthcoming year and was seconded by Cllr Maidstone. There were no further nominations and the motion was **CARRIED**. The Clerk will arrange for the declaration of acceptance of office to be signed by Cllr Johnson.

2. **Election of Vice Chairman of the Council**
Cllr Maidstone proposed that Cllr Douglass should be Vice Chairman of Hellesdon Parish Council for the forthcoming year and was seconded by Cllr Britton. There were no further nominations and the motion was **CARRIED**.

3. **Apologies and Acceptance for Absence**
Apologies for absence were received from Cllr L Douglass, Cllr R Forder, Cllr B Johnson and Cllr R Sear.

4. **Declarations of Interest and Dispensations**
No declarations made or dispensations applied for.

5. **Committees**
a) To Appoint Members to the Planning Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.
It was **AGREED** that the Planning Committee should consist of Cllrs Britton (Chairman), Johnson (Vice Chairman), Maidstone, Sear, Duckett and Holland. The Terms of Reference for the Committee were reviewed and **AGREED**.

Approved……

Date……

b) To Appoint Members to the Community Centre Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

Discussions occurred as to the overlap between the community centre, events and community café committee. It was **AGREED** to keep the committees separate as one large committee is likely to be too burdensome.

It was **AGREED** that the Community Centre Committee should consist of Cllrs Forder (Chairman), Smith (Vice Chairman), Gurney, Barker, Maidstone and one vacancy. The Terms of Reference for the Committee were reviewed and **AGREED**.

c) To Appoint Members to the Events Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Events Committee should consist of Cllrs Smith (Chairman), Douglass (Vice Chairman), Forder, Johnson, Britcher and Sear. The Terms of Reference for the Committee were reviewed and **AGREED,** subject to reducing the committee membership from seven to six.

d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Playing Fields, Allotments and Amenities Committee should consist of Cllrs Maidstone (Chairman), Fahy (Vice Chairman), Barker, Gurney, Lowthorpe and Hicks. The Terms of Reference for the Committee were reviewed and **AGREED**.

e) To Appoint Members to the Staffing Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Staffing Committee should consist of Cllrs Douglass (Chairman), Gurney (Vice Chairman), Johnson, Britcher, Britton, Lock and Maidstone. The Terms of Reference for the Committee were reviewed and **AGREED**.

f) To Appoint Members to the Community Cafe Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Community Cafe Committee should consist of Cllrs Smith (Chairman), Forder (Vice Chairman), Hicks, Douglass, Gurney and Johnson. The Terms of Reference for the Committee were reviewed and **AGREED**.

g) To Consider Creation of an Environment Committee, Appoint Chairman and Vice Chairman and Agreed Terms of Reference.

Discussions occurred on whether a new committee would require a budget and where it would come from as the precept had already been set. It was **AGREED** that an Environment Committee would be set up and should funding be required, a request would be made to full council for a virement from another budget.

It was **AGREED** that the Environment Committee should consist of Cllrs Lowthorpe (Chairman), Lock (Vice Chairman), Britcher, Gurney and two vacancies. The Terms of Reference for the Committee were **AGREED**.

h) To Appoint Members to the Policy, Property and Resources Committee, to be made up of Committee Chairman of all the Above and Appoint Other Member(s) so Membership Equates to seven. To Appoint Chairman and Vice Chairman and Review Terms of Reference.

It was **AGREED** that the Policy, Property and Resource Committee should consist of Cllrs Gurney (Chairman), Maidstone (Vice Chairman), Britcher, Forder, Britton, Douglass, Lowthorpe and Smith. The Terms of Reference for the Committee were reviewed and **AGREED** subject to increasing the committee membership from seven to eight.

i) To Appoint Member to be the Parish Council Internal Scrutineer (as required by Financial Regulations)

It was **AGREED** that the Parish Council Internal Scrutineer should be Cllr Maidstone.

6. Local Bodies and Groups

a) To Appoint Member(s) to the Norwich Airport Consultative Committee

Approved……

Date……

It was **AGREED** that the member appointed to the Norwich Airport Consultative Committee should be Cllr Lock, with Cllr Hicks as a substitute

b) To Appoint Member(s) to the Safer Neighbourhood Action Panel

It was **AGREED** that the member appointed to the Safer Neighbourhood Action Panel should be Cllr Forder, with Cllr Lowthorpe as a substitute

c) To Appoint Member(s) to the Western Link Project

It was **AGREED** that the member appointed to the Western Link Project should be Cllr Britcher, with Cllr Duckett as a substitute.

d) To Appoint Member(s) to Represent Hellesdon Parish Council at Norfolk ALC

It was **AGREED** that the member appointed to represent Hellesdon Parish Council at Norfolk ALC should be Cllr Gurney.

e) To Appoint Armed Forces Representative

It was **AGREED** that the armed forces representative for the Parish Council should be Cllr Barker.

7. To Review the Following Primary Policies

a) Standing Orders

Cllr Britcher queried in what instances the Clerk would not permit a motion to go on the agenda, for which the Clerk provided examples. Cllr Holland felt that Standing Order 9f was incorrect as it did not list the reasons for motions not being placed on the agenda. The Clerk advised that there was not a finite list of reasons and the Proper Officer has the final say on what is placed on the agenda. The Clerk is to clarify.

b) Financial Regulations

As these were new Financial Regulations from NALC, it was **AGREED** to defer this item until the next meeting to allow members more time to review them.

c) Members' Code of Conduct

The members' code of conduct was reviewed and **AGREED**.

d) Scheme of Delegation

The scheme of delegation was reviewed and **AGREED**.

e) Statement Internal Controls

The statement of internal controls was reviewed and **AGREED**, subject to amending para 3.2 from finance officer to deputy clerk.

f) Financial Reserves Management

The financial reserves management document was reviewed and **AGREED**.

g) Councillor / Officer Protocol

The councillor / officer protocol was reviewed and **AGREED**.

The Meeting was Adjourned for Five Minutes

8. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 9th April 2024

The Minutes of the Full Council meeting held on 9th April 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Gurney and a second from Cllr Britton.

9. Public Participation

A member of the public thanked the Parish Council for the work that they do and advised that they remain interested in the work of the council.

Approved……

Date……

10. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. Cllr Britcher requested that the Clerk escalate the project involving using Meeting Owls for council meetings.

Cllr Gurney advised that she would like to see a dog bin sited on the cut through between Bernham Road and Woodland Road. This will be passed to PP&R when a full audit will be done of Parish Council owed street furniture to see if it is in the most appropriate location or if any more are required.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District Council reports had been circulated.

Cllr Gurney advised that there had been a hit and run on a property on Hercules Road, which had been raised to the police at the Annual Parish Meeting. The Clerk advised that the police had sent details of the community speed watch scheme which must be supported by the Parish Council to progress. This will be an agenda item in June. The Clerk is to investigate if the Parish Council still has access to the speed device which was originally purchased by Hellesdon Parish Council.

Cllr Holland clarified that the recent problems with issuing council tax bills was due to a mistake with the software company and they have offered compensation. The recent issues with the brown bin direct debit, impacting only Barclays customers, could not have been tested in advance and was now resolved.

In capacity of County Councillor, Cllr Gurney advised that there is still a delay in the granting of planning permission for Firside School.

It was clarified that the decision of the Wensum Trust to remove all Teaching Assistant roles was a decision entirely of the Trust and Norfolk County Council has no control over this.

Inconvenience remains in areas of the parish where Cadent are currently operating.

A consultation on the yellow pedalway is soon to begin.

There should be imminent news on the Cromer Road bus lane.

Cllr Smith requested a raising of the mini roundabout on Reepham Road.

c) Verbal Update from Chairman

There was no Chairman's report due to absence.

11. Financial Matters

It was **AGREED** to defer items a-d until the next meeting in light of the reports being unable to be prepared after the internal audit

a) Bank Reconciliation – April 2024

b) Earmarked reserves summary

c) Approval of Payments – April 2024

d) Receipts – April 2024

e) To Appoint Signatories for Orders for Payment

It was **AGREED** that the signatories should remain as Cllr Johnson, Cllr Douglass, the Clerk and the finance officer. There must be two signatories for each order, and at least one should be a member of the council.

12. Planning Committee

a) To Note the Decisions made by the Planning Committee on 9th April 2024 and 23rd April 2024

The minutes and decisions arising from the Planning Committee meetings held on 9th and 23rd April 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

Approved……

Date……

13. Events Committee

a) To Note the Decisions made by the Events Committee on 8th May 2024 (verbal report)

Councillor Smith reported that volunteers had hosted the bar for the Drag Bingo event on 20th April and made a profit of almost £500. The committee had discussed the need for more display fridges and glasses.

An adults only disco was being arranged for 21st September.

Community at Heart awards were discussed, going live on 9th September and the awards ceremony being in February. Discussions are being had with local businesses with regards to sponsorship for the awards.

A display is being arranged for the D-day commemorations, along with some 1940s themed food in the café, and some bunting around the Bull Roundabout.

It was **AGREED** to note the decisions made**.**

14. Policy Property and Resources

a) To Note Decisions Made by the Policy, Property and Resources Committee on 29th April 2024

The minutes and decisions arising from the Policy, Property and Resources Committee meeting held on 29th April 2024 had been circulated. The meeting primarily focussed on policy and risk assessment reviews. It was **AGREED** to note the minutes and the decisions made**.**

b) To Review Risk Assessments for the Community Café and Associated Areas

Cllr Gurney reported that the risk assessments for the Community Café and associated areas were not available for the committee meeting, and so to expedite matters these would be presented to full council. Risk assessments for the café, foyer and pram porch were reviewed and **AGREED**.

15. Community Centre

a) To Receive Finalised Account for the Roofing Contract.

The final account was presented to the meeting. The liquidators of Melton Builders had permitted the Parish Council to net off outstanding works and invoices against retention and additional works owed to Melton Builders, resulting in a net payment to the liquidator of £10,639.92 + VAT. This was **AGREED**.

b) To Receive Update on WC Refurbishment Projects, Phases 1 and 2

The final account for Phase 1 has yet to be concluded as there still remains some drainage problems. As part of the contingency amount, Dyno Rod has been contracted to remove the scale from the existing pipes, which was completed on 8th May.

With regards to Phase 2, a grant application has been made to Awards for All (National Lottery) on 3rd April. A decision is expected within 12 weeks.

16. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 17 in view of the confidential nature of the business to be transacted

This was **AGREED** after a proposal from Cllr Britton and a second from Cllr Britcher.

The Meeting was Closed to the Press and Public

17. Staffing Committee.

a) To Note / Ratify Decisions made by the Staffing Committee on 22nd April and 8th May 2024

Cllr Gurney reported that two new Facilities Team members had been recruited and the Deputy Clerk role had been agreed.

A confidential matter was also reported to members

The Meeting was Reopened to the Press and Public

Approved……

Date……

DRAFT

18. Matters for the Next Agenda

Annual Accounts
Financial information for April
Financial Regulations
Community Speed Watch

17. Time and Venue of Next Council meeting.

Tuesday 11th June 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 9.10pm

DRAFT

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
11th June 2024

ITEM	COMMENTS
Community Centre	The liquidator has been advised of the Parish Council's settlement agreement for the roofing contract. Dyno Rod has descaled the pipework leading from the new toilets. Further works to the macerator in the new toilets have been programmed for 4th / 5th June. The final account for this contract has yet to be agreed. Broadland Council (part funder of the project) has completed a site visit to the new toilet project. A decision on funding for the west toilet project is expected in the next 4 weeks. Prices are being obtained for the fire compartmentalisation of the ML. Prices are being obtained for the new frontage signage. All contractors have suggested trough lighting as opposed to spotlights for a more even light distribution, so quotes will be obtained on this. The fire risk assessment has been completed and the reports are expected soon. The rolling programme for the replacement tables has commenced.
Car Park – Community Centre	No matters to report
Community Café and Fridge	The regular collections from Tesco for the community fridge on a Monday evening are going well. Other collections have occurred on other days when there is excess food, but this is dependent on someone available to collect. An advert for a volunteer co-ordinator has been placed in Just Hellesdon, however there has yet to be any response.
Parish Council Offices Diamond Jubilee Lodge	An updated quote has been requested for the Meeting Owls, along with a demonstration to ensure that admin staff involved in meetings are happy in the operation of the system. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested. The fire risk assessment has been completed and the reports are expected soon. The Peoples Kit has now raised enough money to provide the 'Chatty Bench' to be installed to the front of Diamond Jubilee Lodge. The Clerk and the Facilities Manager will meet with Age UK in due course to discuss the installation and promotion.
Recreation Ground including Children's Play areas	The Clerk will be meeting with the Broadland Youth Advisory Board and the Family Hub to discuss Graffiti in parks on 31st May.
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report.
Mountfield Park	Grant money has been received for the trees on Mountfield Park, we are just awaiting the trees we require to come into stock with RHS (expected mid summer).
Cottinghams Park	No matters to report

Allotments	The probation service has been in contact to supply volunteers for landscaping projects. We have discussed their assistance with the project to sub divide plot 19 and to help lay the car park in the extension area. Both projects have been delayed by grounds staff having to cover caretaking shifts. The Facilities Manager and Clerk will be meeting with the probation service on 13th June to discuss further.
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	A decision on the future of the community apiary will be made at the next Playing Fields, Allotments and Amenities Committee
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmon Homes	No further update from Persimmon. The reserved matters application for P3 remains in abeyance, with no further documentation added since October.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered.
Bus Shelters	Further to the successful Parish Partnership application, the following bus shelters have been ordered for the Drayton High Road: 1no. 3 bay cantilever, with bench seat, clear poly carbonate panels and flag bracket @ £4708 Forward facing - northbound o/s the hospital 2no. 2 bay cantilever, with bench seat, clear poly carbonate panels and flag bracket @ £3789 each Reverse facing - Southbound, between Margaret Close and Yelverton Close Reverse facing - Southbound, south of Hammond Road
Benches	No matters to report
War Memorial	No matters to report
Highways	Work has commenced on resurfacing the pathways on Neylond Crescent. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works.

	A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended. Highways has confirmed an extra £780 as part of our delegated agreement to strim the agreed alleyways. Unfortunately there has been no annual uplift as part of the Parish Council's delegated agreement so this has been queried. We have received retrospective confirmation that there will be no uplift as part of Norfolk County Council's budgetary considerations. This is disappointing that the Parish Council was not told ready for when it set its budget in January. After a FoI request sent on 9th May, we have been advised that Norfolk County Council made the decision during their budget meeting on 20th February (there was no detail of this in the minutes), confirmed there was no consultation on the matter with Parish Councils, and only sent the letter advising that there would be no uplift on 20th May.
Staffing	A new full time caretaker and full time groundsman have been recruited and have started their employment with Hellesdon Parish Council. Recruitment remains for the Deputy Clerk and part time caretaker. Original deadlines were 3rd June, but this has been extended to 9th June to allow for new lines of enquiry with the military.
Street Lighting	No matters to report
Events	Agenda Item. The Summer Fayre is taking priority at present.
Meeting Dates	17th June 7pm – Neighbourhood Plan Working Group 9th July 7pm – Full Council Parish Council Committee meetings required for: Community Centre – once prices for signage and Fire doors to the ML have been received Playing Fields – to discuss allotment liaison group, rose garden and apiary PP&R – to discuss location / amount of street furniture Community Café – to report on final years figures and survey results Environment – to kick start committee
Health and Safety	No matters to report
Other Matters	Volunteers are required for the Summer Fayre, to be held on 22nd June

Meeting of Hellesdon Parish Council

11th June 2024

Item 5b – District and County Councillor Reports

The District and County councillors have been restricted in their reporting by the pre-election period. Decisions are being delayed and announcements deferred until after 4th July.

The consultation for the yellow pedalway has also been deferred until after the election.

Annual Internal Audit Report 2023/24

Hellesdon Parish Council

www.hellesdon-pc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

11/12/2023 09/05/2024

Name of person who carried out the internal audit

[redacted] LARKING GOWEN LLP

Signature of person who carried out the internal audit

Date 20/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Hellesdon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.hellesdon-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	983,785	696,109	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	552,939	561,227	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	199,371	307,218	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	293,527	366,312	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	43,095	43,095	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	703,364	391,352	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	696,109	763,795	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	643,186	746,396	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	4,698,581	4,722,556	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	681,685	655,598	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[redacted]

Date 03/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Working details for ANNUAL RETURN - Year ended 31 March 2024

		Last Year £	This Year £	Code	Centre	Code Description
1		698,377	447,348	310		General Reserves
1		12,190	8,787	320		EMR Play Equipment
1		257	257	321		EMR Site Fencing
1		11,701	5,701	322		EMR Machinery
1		15,000	5,000	323		EMR Hard Surface Area
1		1,900	1,900	324		EMR Premises/Furnishing
1		2,026	3,396	325		EMR CCTV
1		2,904	7,404	326		EMR Elections
1		4,380	4,380	327		EMR War Memorial
1		10,000	0	328		EMR Burial Ground Land
1		15,740	15,740	329		EMR Com Centre Contingency
1		6,000	6,000	330		EMR Parish Poll Provision
1		43,027	15,463	331		EMR Mountfield Park
1		4,270	4,170	332		EMR Good Causes in Hellesdon
1		53,127	53,127	334		EMR HEL2**
1		500	500	337		EMR Driveway Sinkage
1		1,204	1,204	338		EMR Grit bins
1		2,500	2,008	340		EMR PF Ownership signs
1		13,190	13,190	341		EMR Precept Shortfall
1		10,000	10,000	342		EMR Staff contingency payments
1		500	500	343		EMR Privet Hedge Driveway
1		323	323	345		EMR Bus shelter
1		5,140	5,140	346		EMR Green Grid
1		59,752	30,752	347		EMR Land Acquisition account
1		2,350	2,350	348		EMR Community Engagement Reser
1		5,242	7,242	349		EMR IT Reserve
1		131	2	350		EMR Community Apiary & allotme
1		2,055	2,055	351		EMR Events
1		0	42,171	352		EMR HCC extension
1	Balances brought forward	**983,785**	**696,109**	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		552,939	561,227	1076	110	Precept
2	(+) Precept or Rates and Levies	**552,939**	**561,227**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3		1,058	10,914	1080	150	Bank Interest Received
3		10,050	34,536	1085	110	Grants received
3		32	109	1090	150	Monthly Loyalty Rewards
3		0	54	1091	150	Cash back rebates
3		91,597	142,377	1099	110	Community Infrastructure
3		3,267	3,501	1100	240	Allotment Income
3		150	0	1105	240	Allotment administration fee
3		935	427	1110	240	Water Recharge
3		504	460	1115	240	Pest control Recharge
3		0	84	1125	240	Apiary honey sales

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

		Last Year £	This Year £	Code	Centre	Code Description
3		1,397	2,495	1200	210	Football Hire Charges
3		1,514	1,352	1210	210	Football Training Area Hire
3		14,469	16,407	1215	210	Grass cutting agreement
3		1,582	1,905	1225	255	Outside courts
3		1,800	1,800	1240	260	Bowls Hire Charges
3		24	24	1270	210	Floodlights Income
3		895	0	1325	110	Recharged Legal Fees
3		900	0	1335	240	Refund street lighting
3		3,200	3,995	1350	270	Parish Partnership grant
3		150	190	1355	130	Provision of training
3		409	375	1360	130	Electricity FIT
3		8	8	1365	130	Misc office income
3		0	22,272	1370	110	Insurance recoveries
3		0	1,034	1375	130	Misc refund
3		39,114	-28,600	1400	100	Community Centre Income
3		9,179	21,607	1410	100	Community Centre Inc ML Room
3		5,571	19,464	1415	100	Community Centre Inc SW Room
3		270	9,439	1420	100	Community Centre Inc OH Room
3		1,645	832	1425	100	Community Centre Inc Spr Room
3		1,100	0	1435	100	Warm room grants
3		27	110	1440	100	Community Centre Inc Ww Room
3		353	988	1445	100	Community centre kitchenette
3		20	179	1455	100	Community centre stage hire
3		208	463	1460	100	Hire of flasks
3		0	4	1470	100	Hire of urn
3		200	725	1475	100	Storage charge
3		0	3,452	1476	100	Rent old parish office
3		540	3,401	1480	205	Events income
3		100	191	1490	130	Misc donations received
3		7,104	30,645	1500	300	Café Income
3	(+) Total other receipts	**199,371**	**307,218**	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4		80,180	85,954	4000	120	Admin Staff
4		57,610	68,276	4010	120	Groundstaff
4		40,398	58,382	4020	120	Care Takers
4		8,406	24,785	4025	120	Cafe Staff
4		38,018	46,626	4040	120	PAYE
4		49,896	58,359	4045	120	Pension Scheme
4		19,019	23,929	4080	120	Employer NI
4	(-) Staff costs	**293,527**	**366,312**	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5		43,095	43,095	4500	130	PWLB
5	(-) Loan interest/capital	**43,095**	**43,095**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		

Continued over page

		Last Year £	This Year £	Code	Centre	Code Description
	repayments					
6		6,651	297	1610	300	cafe capital costs
6		2,548	4,443	4055	120	Staff training
6		448	1,020	4060	150	Bank Charges & card fees
6		209	260	4065	110	councillor training
6		0	828	4070	100	Profess Fees/Agency Personnel
6		4,002	0	4070	110	Profess Fees/Agency Personnel
6		0	252	4070	120	Profess Fees/Agency Personnel
6		0	400	4070	300	Profess Fees/Agency Personnel
6		2,181	1,735	4090	120	Protective clothing/workwear
6		4,540	4,840	4105	180	Newsletter-Printing/Distributi
6		1,959	2,462	4110	180	Website and Emails
6		324	1,194	4112	130	Advertising
6		567	436	4115	200	Consumable- Food/Beverage
6		150	325	4120	200	Over 65 Entertainment
6		2,506	4,817	4122	205	Events
6		325	0	4130	160	Hire of Rooms
6		2,550	1,996	4135	170	Consultancy Fees
6		6	801	4140	170	Defibrillator
6		1,363	1,506	4145	240	Landowner Rent
6		8,823	28,343	4150	100	Utilities & business rates
6		15,738	17,399	4150	130	Utilities & business rates
6		1,472	1,546	4150	190	Utilities & business rates
6		3,144	3,301	4150	195	Utilities & business rates
6		1,506	1,014	4150	240	Utilities & business rates
6		1,080	944	4160	220	Repairs/Maintenance
6		0	100	4160	260	Repairs/Maintenance
6		350	570	4170	240	Pest Control
6		513	307	4195	210	Keys/Locks
6		10,315	3,024	4200	210	Locking parks
6		4,037	5,112	4210	210	Emptying Bins/Fresheners
6		0	1,447	4215	210	Seats - Repair/Replacement
6		532	690	4220	210	Signage - New/Replacement
6		12,996	8,911	4245	210	Highway grass verge cutting
6		1,111	3,246	4250	100	PHS services
6		21	56	4250	130	PHS services
6		2,440	1,040	4255	210	Skip hire
6		177	381	4260	210	Shrub/Tree/Hedge
6		1,661	1,754	4265	220	Fuel
6		1,208	1,279	4270	210	Fertilisers/Weed & Moss Killer
6		4,051	2,582	4290	220	Servicing
6		1,474	5,903	4295	100	Equipment - New/Replacement
6		81	899	4295	130	Equipment - New/Replacement
6		154	119	4295	170	Equipment - New/Replacement
6		358	222	4295	210	Equipment - New/Replacement
6		304	25,439	4295	220	Equipment - New/Replacement

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

	Last Year £	This Year £	Code	Centre	Code Description
6	0	19,730	4295	250	Equipment - New/Replacement
6	0	11	4295	300	Equipment - New/Replacement
6	617	739	4300	100	Equipment-Repair/Maintenance
6	592	1,661	4300	250	Equipment-Repair/Maintenance
6	40	0	4300	255	Equipment-Repair/Maintenance
6	5,965	5,940	4310	220	Hire of Machinery & vehicles
6	308	747	4320	210	Small tools
6	12,609	3,468	4325	210	fence repairs
6	0	341	4345	255	Surface Clean Chemicals
6	3,538	95	4390	210	Materials
6	758	1,486	4390	260	Materials
6	1,229	62	4400	130	Chairman's Budget
6	24	19	4405	130	Expense/Mileage Members
6	83	142	4410	130	Expense/Mileage Staff
6	320	439	4415	130	Refreshments
6	4,914	2,979	4420	130	Telephone and Broadband
6	4,477	4,842	4425	130	IT Support and Maintenance
6	2,358	945	4430	130	Photocopier
6	125	8,000	4435	100	Contingencies
6	25	30	4435	130	Contingencies
6	180	2,680	4435	210	Contingencies
6	583	782	4440	130	Stationery
6	75	120	4445	130	Postage
6	1,315	786	4450	100	Inspections
6	656	630	4450	130	Inspections
6	419	450	4450	195	Inspections
6	263	274	4450	250	Inspections
6	8,235	2,300	4455	230	work & inspections
6	0	4,823	4460	180	CCTV
6	2,000	2,100	4465	110	External Audit
6	2,220	2,740	4470	110	Internal Audit
6	500	0	4475	110	Legal Fees
6	1,748	1,752	4480	100	Memberships & Subscriptions
6	1,611	2,261	4480	110	Memberships & Subscriptions
6	3,019	2,803	4485	130	Other Licences/Fees
6	9,879	10,418	4550	110	Insurance
6	1,855	4,194	4560	100	Property Maintain/Replacement
6	1,081	3,284	4560	130	Property Maintain/Replacement
6	0	210	4560	190	Property Maintain/Replacement
6	212	418	4560	195	Property Maintain/Replacement
6	0	20	4560	200	Property Maintain/Replacement
6	551	147	4560	240	Property Maintain/Replacement
6	8,032	695	4560	255	Property Maintain/Replacement
6	0	6,689	4565	130	Elections/Parish Poll
6	0	1,500	4570	130	Church Grass Cutting Contribut
6	170	228	4580	255	Car Park/ Pathways

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

		Last Year £	This Year £	Code	Centre	Code Description
6		150	50	4595	130	Misc contributions
6		0	7,475	4600	140	Neighbourhood Plan
6		0	500	4605	130	Grants awarded
6		43	330	4625	100	Senior Citizens club
6		134	1,338	4630	100	Consumables
6		103	8	4630	130	Consumables
6		17	13	4630	170	Consumables
6		141	54	4630	200	Consumables
6		73	73	4630	210	Consumables
6		194	1,352	4630	300	Consumables
6		1,759	2,526	4635	100	cleaning agents/materials
6		47	10	4635	130	cleaning agents/materials
6		93	0	4635	210	cleaning agents/materials
6		0	355	4635	300	cleaning agents/materials
6		843	159	4645	100	Warm room expenditure
6		0	1,396	4646	130	Winter warmer expenditure
6		823	909	4650	270	SAM
6		6,400	7,990	4670	270	Parish Partnership Scheme
6		3,698	0	4685	180	Noticeboards
6		498,726	22,341	4695	100	community centre redevelopment
6		0	82,890	4696	100	community centre WC project
6		3,661	13,923	4710	300	Café Purchases
6		0	437	4711	300	Community fridge/ fruit & veg
6	(-) All other payments	**703,364**	**391,352**	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward	**696,109**	**763,795**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		162,486	321,217	200		Current Bank Account
8		230	123	210		Petty Cash
8		338,372	342,446	220		Active Saver 7702
8		81,529	82,510	225		Active Saver Emergency 4503
8		20	0	230		Old cafe float
8		100	100	231		Cafe float
8		60,449	0	235		Number 2 account
8	Total value of cash and short term investments	**643,186**	**746,396**	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.		
9		4,698,581	4,722,556			Total Fixed Assets
9	Total fixed assets plus long term investments and assets	**4,698,581**	**4,722,556**	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.		
10		681,685	655,598			Total Borrowings
10	Total borrowings	**681,685**	**655,598**	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2024

Last Year £	This Year £	Code	Centre	Code Description

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2024	Active Saver 4401	583,859.04	
30/04/2024	Business Current Account 2077	500.00	
30/04/2024	Petty Cash	72.27	
30/04/2024	Active Saver 7702	342,445.68	
30/04/2024	Active Saver 4503	82,510.11	
30/04/2024	Number 2 account 0958	0.00	
30/04/2024	Cafe float	100.00	
			1,009,487.10

Receipts not on Bank Statement

	0.00
Closing Balance	**1,009,487.10**

All Cash & Bank Accounts

1	Current Bank Account	584,359.04
2	Petty Cash	72.27
3	Active Saver 7702	342,445.68
4	Active Saver Emergency 4503	82,510.11
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**1,009,487.10**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	20,000.00		20,000.00
321	EMR Site Fencing	1,000.00		1,000.00
322	EMR Machinery	20,000.00		20,000.00
323	EMR Hard Surface Area	66,500.00		66,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	22,000.00		22,000.00
326	EMR Elections	6,500.00		6,500.00
327	EMR War Memorial	4,500.00		4,500.00
328	EMR Burial Ground Land	10,000.00		10,000.00
329	EMR Com Centre Contingency	7,739.68		7,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	35,462.99		35,462.99
332	EMR Good Causes in Hellesdon	4,750.00		4,750.00
334	EMR HEL2**	53,127.24		53,127.24
335	EMR Car Park/Paths at HCC	5,000.00		5,000.00
336	EMR Car Park Soakaway	10,000.00		10,000.00
337	EMR Driveway Sinkage	5,000.00		5,000.00
338	EMR Grit bins	1,000.00		1,000.00
340	EMR PF Ownership signs	1,508.45		1,508.45
342	EMR Staff contingency payments	10,000.00		10,000.00
345	EMR Bus shelter	3,000.00		3,000.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17		59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	10,000.00		10,000.00
351	EMR Events	2,500.00		2,500.00
352	EMR HCC extension	100,000.00		100,000.00
361	EMR CIL 23/24	62,242.78		62,242.78
362	EMR Comm fridge/cafe improves	1,686.68		1,686.68
363	EMR Neighbourhood Plan	10,000.00		10,000.00
364	EMR Rainwater Harvester	25,000.00		25,000.00
365	EMR Biodiversity duty	5,000.00		5,000.00
366	EMR Refurb Westward WC's	20,000.00		20,000.00
367	EMR DJL control panel	2,500.00		2,500.00
368	EMR AV in DJL	2,500.00		2,500.00
		603,659.99	**0.00**	**603,659.99**

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/04/2024	Public Works Loan Board	PWLB	£12,602.25	repay loan HCC
02/04/2024	Broadland District Council	BROADLAND	£170.22	buiness rates stores
02/04/2024	Broadland District Council	BROADLAND	£1,268.75	business rates HCC
02/04/2024	Broadland District Council	BROADLAND	£363.98	business rates tractor shed
02/04/2024	Barclaycard Commercial	BARCLAYCAR	£677.46	Mar statement
03/04/2024	Vodafone Ltd	Vodafine	£104.20	usage & plan 16 Feb - 15 Apr
08/04/2024	Barclays Bank Plc	BARCLAYS	£57.36	charges 13 Feb - 12 Mar
10/04/2024	UK Fuels Ltd	UK Fuels	£66.51	fuel Mar
15/04/2024	Hellesdon Allotment Holders	110833	£100.00	Veoila grant
15/04/2024	EEE 69	B&M	£6.00	kitchen utensil purchase
15/04/2024	Calypso Coffee	Calypso	£23.75	coffee capsules
15/04/2024	EEE 23	EEE 23	£29.50	Eye test EEE 23
15/04/2024	Amazon	Amazon	£39.93	steel tongs, choc bouquet
15/04/2024	Viking Direct	Viking	£77.84	stationery
15/04/2024	Hampshire Flag Company	Hampshire	£122.81	bunting 10m
15/04/2024	Casual hire	Mar hire	£150.00	deposit refund
15/04/2024	Booker Ltd	Booker	£185.69	cleaning mats/ sweets summer fayre
15/04/2024	Taverham Nursery Centre	Taverham	£187.80	shear/saw/loppers/pruners
15/04/2024	Nik Grey The Original Dyson Do	Nik Grey	£200.00	PA Equipment summer fayre
15/04/2024	A C Bacon Engineering	AC Bacon	£252.00	grds shed shutter
15/04/2024	Eastern Security Systems Ltd	ESS	£271.16	alarm service/call out c/takers office
15/04/2024	Dave Doughnut Childrens Entert	Leggett	£285.00	Summer Fayre
15/04/2024	Stubbs Farm Alpacas	Stubbs	£300.00	Alpaca hire Summer Fayre
15/04/2024	Easters Norwich Ltd	Easters	£342.12	cafe purchases
15/04/2024	The Society of Local Council C	Society	£348.00	Membership fee 24/25
15/04/2024	Jack Jenkins Entertainer	Jenkins	£350.00	Master of ceremonies summer fayre
15/04/2024	Norse Commercial Services Ltd	Norse	£374.40	locking parks March
15/04/2024	Just Regional Publishing	Just	£420.00	Just Hellesdon 17 Apr
15/04/2024	Huws Gray Ridgeons	Huw	£425.47	materials/small tools
15/04/2024	DD Health & Safety Supplies Lt	DD Health	£459.62	cleaning mats & workwear
15/04/2024	Ben Burgess Groundscare Equipm	Burgess	£594.00	lease John Deere
15/04/2024	Anglia Culinary Suppliers Ltd	Anglia Cul	£698.85	cafe purchases
15/04/2024	Osiris Technologies	Osiris	£991.81	Draytek 2865, IT support, phones, broadband
15/04/2024	Norfolk Association of Local C	Norfolk	£1,456.57	Annual subscription
15/04/2024	Collier Turf Care Ltd	Collier	£1,518.97	Marathon Algae sport
15/04/2024	Glasdon UK Ltd	Glasdon	£1,736.36	phoenix seat x 2 Cotts Park
15/04/2024	Rialtas Business Solutions Ltd	Rialtas	£2,727.60	RBS software annual licence
15/04/2024	East Fire Extinguisher & Alarm	E Fire	£5,953.20	cctv work / call out charges
19/04/2024	Hugh Crane Equipment	Hugh Crane	£81.91	hand towelsx6000/pad buff x 5
19/04/2024	Calypso Coffee	Calypso	£111.95	coffee capsules
19/04/2024	Casual hire	DOOR 2 DOO	£150.00	deposit refund
19/04/2024	Amazon	Amazon	£205.52	greeting card stand/cool bag/freezer block/store boxes
19/04/2024	Unity Occupational Health & We	Unity	£275.00	Occp health assessment EEE 54
22/04/2024	Total Gas & Power	Total Ener	£635.57	elec Mar 24
22/04/2024	Total Gas & Power	Total En	£41.51	elec Mar 24 allot
22/04/2024	Total Gas & Power	Total Powe	£961.37	elec Mar 24
22/04/2024	Total Gas & Power	Tota Energ	£1,401.29	gas Mar 24
23/04/2024	Booker Ltd	Booker	£67.19	flash cleaner/salt

23/04/2024	Casual Hire refund	AKS RAM	£109.92	cancelled hire 14 Apr
23/04/2024	Hugh Crane Equipment	Hugh Crane	£140.40	anti bac foam soap x 12
23/04/2024	Filmbank Media	FILMBANK	£170.00	PVS licence 24/25
23/04/2024	Easters Norwich Ltd	Easters	£252.21	cafe purchases
23/04/2024	Anglia Culinary Suppliers Ltd	Anglia	£378.27	cafe purchases
25/04/2024	Lacons Brewery Ltd	Lacons	£890.19	wet purch drag bingo 20 Apr
25/04/2024	Broadland District Council	BROADLAND	£650.50	office bus rates
			£42,461.98	

Receipts 01/04/2024 - 30/04/2024

Date	Received from	Receipt Description	Receipt total
02/04/2024	Barclaycard	cash back 8 Mar	£7.00
02/04/2024	Casual Hire	Hire SW 20 Apr	£89.28
02/04/2024	Regular hirer	HCC hire	£63.02
02/04/2024	Regular Hirer	HCC hire	£68.04
02/04/2024	Takings - Cafe	card receipts 2 Apr	£106.35
03/04/2024	Casual Hire	Hire OH room 4 Apr	£28.62
03/04/2024	Regular Hirer	HCC hire	£18.20
03/04/2024	Regular Hirer	HCC hire	£103.68
03/04/2024	Regular Hirer	HCC hire	£116.64
03/04/2024	Takings - Cafe	card receipts 3 Apr	£125.25
04/04/2024	Regular Hirer	Hire SW 7 Apr - 26 May	£588.96
04/04/2024	Regular Hirer	HCC hire	£77.76
04/04/2024	Takings - Cafe	card receipts	£162.50
05/04/2024	Allotment User	plot 103 rent	£22.50
05/04/2024	Casual Hire	Hire ML 4 May	£150.00
05/04/2024	Casual Hire	Hire ML 24 May	£51.52
05/04/2024	Casual Hire	Hire OH 30 May & 6 Jun	£75.00
05/04/2024	Casual Hire	Hire kitch 30 May/ 6 Jun	£8.18
05/04/2024	Regular Hirer	HCC hire	£128.64
05/04/2024	Takings - Cafe	cash receipts 26-28 Mar	£519.50
05/04/2024	Takings - Cafe	cash receipts 2- 5 Apr	£472.31
05/04/2024	Takings - Cafe	card receipts	£64.55
08/04/2024	Barclays Bank Plc	Loyalty 13 Feb - 12 Mar	£12.22
08/04/2024	Casual Hire	Hire SW 4 May	£114.19
08/04/2024	Casual Hire	Hire SW/kit 26 Apr	£16.20
08/04/2024	Regular Hirer	HCC hire	£563.76
08/04/2024	Regular Hirer	HCC hire	£155.52
08/04/2024	Regular Hirer	HCC hire	£63.84
08/04/2024	Regular Hirer/ Sports	HCC hire, hard courts, training	£1,343.07
09/04/2024	Casual Hire	Hiew SW 8 Apr	£29.16
09/04/2024	Takings - Cafe	card receipts 9 Apr	£212.50
11/04/2024	Sports hire	Football training 11-25 Apr	£34.35
11/04/2024	Takings - Cafe	card receipts 10 Apr	£159.75
11/04/2024	Takings - Cafe	card receipts 11 Apr	£176.55
12/04/2024	Casual Hire	Hire ML 14 Apr	£109.92
12/04/2024	Regular hirer	HCC hire	£320.52
12/04/2024	Takings - Cafe	card receipts 12 Apr	£109.10
12/04/2024	Takings - Cafe	cash receipts 9 - 12 Apr	£618.10
15/04/2024	Casual Hire	Hire SW 8 Apr	£30.90

15/04/2024	Casual Hire	Hire SW 15 Apr	£30.90
16/04/2024	Regular hirer	HCC hire	£77.76
16/04/2024	Regular hirer	HCC hire	£81.25
16/04/2024	Takings - Cafe	card receipts 16 Apr	£179.90
17/04/2024	Takings - Cafe	card receipts 17 Apr	£158.95
18/04/2024	Casual Hire	Hire OH room 19 Apr	£38.16
18/04/2024	Takings - Cafe	card receipts 18 Apr	£168.60
19/04/2024	Broadland District Council	CIL Oct 23 - Mar 24	£8,784.04
19/04/2024	Regular hirer	HCC hire	£228.00
19/04/2024	Takings - Cafe	card receipts 19 Apr	£119.40
19/04/2024	Takings - Cafe	cash 16 Apr - 19 Apr	£441.08
20/04/2024	Bar takings	Drag bingo 20 Apr	£394.80
20/04/2024	Takings bar	bar 20 Apr Drag Bingo	£917.80
22/04/2024	Casual Hire	Hire Sw 11-25 Apr cribbage	£72.75
23/04/2024	Sports hire	Pitch hire 28 Apr	£81.45
23/04/2024	Regular hirer	HCC hire	£446.16
23/04/2024	Takings - Cafe	card receipts 23 Apr	£184.08
23/04/2024	Takings - Cafe	bal takings 23 Apr	£3.17
24/04/2024	Broadland District Council	Precept 1st instalment	£299,413.50
24/04/2024	Casual Hire	Hire ML 25 Oct/15 Nov/6 Dec 25	£221.55
24/04/2024	Casual Hire	Hire SW 22 Apr	£30.90
24/04/2024	Casual Hire	Hire ML 3 Aug	£130.52
24/04/2024	HM Revenue & Customs	VAT refund	£14,585.15
24/04/2024	Casual Hire	Hire ML/Kitch 14 Jun	£44.65
24/04/2024	Regular hirer	HCC hire	£233.28
24/04/2024	Takings - Cafe	card receipts 24 Apr	£205.75
25/04/2024	Casual Hire	Hire OH 26 Apr	£38.16
25/04/2024	Casual Hire	Hire ML 8 Jun	£82.44
25/04/2024	Regular hirer	HCC hire	£36.00
25/04/2024	Takings - Cafe	card receipts 25 Apr	£163.25
26/04/2024	Regular Hirer	Hire OH room 11 May- 9 Nov	£100.17
26/04/2024	Total Energies	Feed in tarif payment	£46.24
26/04/2024	Takings - Cafe	card receipts 26 Apr	£139.55
26/04/2024	Takings - Cafe	cash 23-26 Apr	£656.22
29/04/2024	Regular hirer	HCC hire	£39.24
29/04/2024	Regular hirer	HCC hire	£220.32
30/04/2024	Casual Hire	Hire OH 3 May	£108.12
30/04/2024	Casual Hire	Hire SW 29 Apr	£30.90
			£336,051.31

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	0	0	53,500	53,500			0.0%	
1410	Community Centre Inc ML Room	2,002	2,002	0	(2,002)			0.0%	
1415	Community Centre Inc SW Room	2,030	2,030	0	(2,030)			0.0%	
1420	Community Centre Inc OH Room	1,409	1,409	0	(1,409)			0.0%	
1440	Community Centre Inc Ww Room	290	290	0	(290)			0.0%	
1445	Community centre kitchenette	119	119	0	(119)			0.0%	
1455	Community centre stage hire	64	64	0	(64)			0.0%	
1460	Hire of flasks	49	49	0	(49)			0.0%	
1475	Storage charge	74	74	0	(74)			0.0%	
	Community Centre :- Income	**6,037**	**6,037**	**53,500**	**47,463**			**11.3%**	**0**
4150	Utilities & business rates	1,269	1,269	26,581	25,312		25,312	4.8%	
4250	PHS services	1,764	1,764	4,000	2,236		2,236	44.1%	
4295	Equipment - New/Replacement	33	33	8,860	8,827	1,480	7,347	17.1%	
4300	Equipment-Repair/Maintenance	340	340	700	360	19	341	51.2%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450	Inspections	0	0	700	700		700	0.0%	
4480	Memberships & Subscriptions	0	0	2,500	2,500		2,500	0.0%	
4560	Property Maintain/Replacement	95	95	9,619	9,524	8,119	1,405	85.4%	
4630	Consumables	80	80	750	670	15	655	12.6%	
4635	cleaning agents/materials	426	426	2,000	1,574	145	1,429	28.6%	
	Community Centre :- Indirect Expenditure	**4,006**	**4,006**	**58,210**	**54,204**	**9,777**	**44,426**	**23.7%**	**0**
	Net Income over Expenditure	**2,031**	**2,031**	**(4,710)**	**(6,741)**				
110	Administration								
1076	Precept	299,414	299,414	0	(299,414)			0.0%	
1099	Community Infrastructure	8,784	8,784	0	(8,784)			0.0%	
	Administration :- Income	**308,198**	**308,198**	**0**	**(308,198)**				**0**
4065	councillor training	40	40	1,000	960		960	4.0%	
4070	Profess Fees/Agency Personnel	0	0	5,000	5,000		5,000	0.0%	
4465	External Audit	0	0	2,205	2,205		2,205	0.0%	
4470	Internal Audit	0	0	3,363	3,363		3,363	0.0%	
4475	Legal Fees	0	0	667	667		667	0.0%	
4480	Memberships & Subscriptions	1,820	1,820	2,874	1,054		1,054	63.3%	
4550	Insurance	11,277	11,277	11,310	33		33	99.7%	
	Administration :- Indirect Expenditure	**13,137**	**13,137**	**26,419**	**13,282**	**0**	**13,282**	**49.7%**	**0**
	Net Income over Expenditure	**295,061**	**295,061**	**(26,419)**	**(321,480)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Staff								
4000	Admin Staff	7,472	7,472	128,356	120,884		120,884	5.8%	
4010	Groundstaff	5,650	5,650	87,139	81,489		81,489	6.5%	
4020	Care Takers	4,159	4,159	89,764	85,605		85,605	4.6%	
4025	Cafe Staff	2,107	2,107	31,721	29,614		29,614	6.6%	
4040	PAYE	3,604	3,604	0	(3,604)		(3,604)	0.0%	
4045	Pension Scheme	4,801	4,801	44,443	39,642		39,642	10.8%	
4055	Staff training	0	0	4,500	4,500		4,500	0.0%	
4070	Profess Fees/Agency Personnel	305	305	4,645	4,341		4,341	6.6%	
4080	Employer NI	1,961	1,961	28,376	26,415		26,415	6.9%	
4090	Protective clothing/workwear	0	0	2,500	2,500	24	2,476	0.9%	
	Staff :- Indirect Expenditure	**30,059**	**30,059**	**421,444**	**391,385**	**24**	**391,362**	**7.1%**	**0**
	Net Expenditure	**(30,059)**	**(30,059)**	**(421,444)**	**(391,385)**				
130	Council Office								
1360	Electricity FIT	0	0	604	604			0.0%	
	Council Office :- Income	**0**	**0**	**604**	**604**			**0.0%**	**0**
4112	Advertising	0	0	360	360		360	0.0%	
4150	Utilities & business rates	651	651	17,750	17,100		17,100	3.7%	
4250	PHS services	25	25	130	105		105	19.5%	
4295	Equipment - New/Replacement	0	0	1,968	1,968		1,968	0.0%	
4400	Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	0	0	100	100		100	0.0%	
4415	Refreshments	22	22	524	502		502	4.2%	
4420	Telephone and Broadband	525	525	3,379	2,854		2,854	15.5%	
4425	IT Support and Maintenance	393	393	6,689	6,296		6,296	5.9%	
4430	Photocopier	25	25	1,338	1,313		1,313	1.8%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	0	0	966	966		966	0.0%	
4445	Postage	5	5	237	232		232	2.1%	
4450	Inspections	0	0	1,237	1,237		1,237	0.0%	
4485	Other Licences/Fees	2,676	2,676	2,881	205		205	92.9%	
4500	PWLB	12,602	12,602	43,094	30,492		30,492	29.2%	
4560	Property Maintain/Replacement	90	90	5,509	5,419		5,419	1.6%	
4565	Elections/Parish Poll	7,857	7,857	0	(7,857)		(7,857)	0.0%	
4570	Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595	Misc contributions	0	0	200	200		200	0.0%	
4605	Grants awarded	100	100	0	(100)		(100)	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**24,970**	**24,970**	**89,578**	**64,608**	**0**	**64,608**	**27.9%**	**0**
	Net Income over Expenditure	**(24,970)**	**(24,970)**	**(88,974)**	**(64,004)**				
140	Neighbourhood Plan								
4600	Neighbourhood Plan	6	6	18	12		12	33.3%	
	Neighbourhood Plan :- Indirect Expenditure	**6**	**6**	**18**	**12**	**0**	**12**	**33.3%**	**0**
	Net Expenditure	**(6)**	**(6)**	**(18)**	**(12)**				
150	Investment								
1080	Bank Interest Received	0	0	4,051	4,051			0.0%	
1090	Monthly Loyalty Rewards	12	12	92	80			13.3%	
1091	Cash back rebates	6	6	48	42			12.1%	
	Investment :- Income	**18**	**18**	**4,191**	**4,173**			**0.4%**	**0**
4060	Bank Charges & card fees	118	118	899	781		781	13.1%	
	Investment :- Indirect Expenditure	**118**	**118**	**899**	**781**	**0**	**781**	**13.1%**	**0**
	Net Income over Expenditure	**(100)**	**(100)**	**3,292**	**3,392**				
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				
170	Health and Safety								
4135	Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140	Defibrillator	0	0	357	357		357	0.0%	
4295	Equipment - New/Replacement	0	0	250	250		250	0.0%	
4630	Consumables	0	0	27	27		27	0.0%	
	Health and Safety :- Indirect Expenditure	**0**	**0**	**1,634**	**1,634**	**0**	**1,634**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(1,634)**	**(1,634)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	350	5,124	4,774		4,774	6.8%	
4110	Website and Emails	577	577	1,690	1,113		1,113	34.2%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4155	IT Infrastructure	0	0	600	600		600	0.0%	
4460	CCTV	0	0	500	500		500	0.0%	
4685	Noticeboards	0	0	150	150		150	0.0%	
Media and Communications :- Indirect Expenditure		**927**	**927**	**8,064**	**7,137**	**0**	**7,137**	**11.5%**	**0**
	Net Expenditure	**(927)**	**(927)**	**(8,064)**	**(7,137)**				
190	Stores								
4150	Utilities & business rates	170	170	1,623	1,453		1,453	10.5%	
	Stores :- Indirect Expenditure	**170**	**170**	**1,623**	**1,453**	**0**	**1,453**	**10.5%**	**0**
	Net Expenditure	**(170)**	**(170)**	**(1,623)**	**(1,453)**				
195	Tractor Shed								
4150	Utilities & business rates	364	364	3,466	3,102		3,102	10.5%	
4450	Inspections	0	0	473	473		473	0.0%	
4560	Property Maintain/Replacement	50	50	720	670		670	6.9%	
	Tractor Shed :- Indirect Expenditure	**414**	**414**	**4,659**	**4,245**	**0**	**4,245**	**8.9%**	**0**
	Net Expenditure	**(414)**	**(414)**	**(4,659)**	**(4,245)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	0	595	595		595	0.0%	
4120	Over 65 Entertainment	0	0	160	160		160	0.0%	
4630	Consumables	0	0	148	148		148	0.0%	
	Residents' Parties :- Indirect Expenditure	**0**	**0**	**903**	**903**	**0**	**903**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(903)**	**(903)**				
205	Events								
1480	Events income	1,094	1,094	1,550	456			70.6%	
	Events :- Income	**1,094**	**1,094**	**1,550**	**456**			**70.6%**	**0**
4122	Events	1,115	1,115	4,153	3,038	235	2,804	32.5%	
	Events :- Indirect Expenditure	**1,115**	**1,115**	**4,153**	**3,038**	**235**	**2,804**	**32.5%**	**0**
	Net Income over Expenditure	**(21)**	**(21)**	**(2,603)**	**(2,582)**				
210	Grounds								
1200	Football Hire Charges	180	180	2,106	1,926			8.6%	
1210	Football Training Area Hire	114	114	986	872			11.6%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1215	Grass cutting agreement	0	0	16,735	16,735			0.0%	
1270	Floodlights Income	27	27	26	(1)			104.2%	
	Grounds :- Income	**322**	**322**	**19,853**	**19,531**			**1.6%**	**0**
4195	Keys/Locks	60	60	204	144	12	132	35.5%	
4200	Locking parks	96	96	2,772	2,676		2,676	3.5%	
4205	Replacement Bins	0	0	2,200	2,200		2,200	0.0%	
4210	Emptying Bins/Fresheners	1,235	1,235	5,457	4,222		4,222	22.6%	
4215	Seats - Repair/Replacement	0	0	1,200	1,200		1,200	0.0%	
4220	Signage - New/Replacement	0	0	500	500		500	0.0%	
4225	Floodlights Maintenance/Repair	0	0	1,460	1,460	1,460	0	100.0%	
4245	Highway grass verge cutting	968	968	10,653	9,685		9,685	9.1%	
4255	Skip hire	0	0	2,730	2,730		2,730	0.0%	
4260	Shrub/Tree/Hedge	375	375	1,000	625		625	37.5%	
4270	Fertilisers/Weed & Moss Killer	480	480	0	(480)		(480)	0.0%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295	Equipment - New/Replacement	0	0	525	525		525	0.0%	
4300	Equipment-Repair/Maintenance	136	136	0	(136)		(136)	0.0%	
4320	Small tools	74	74	1,052	978		978	7.0%	
4325	fence repairs	0	0	5,000	5,000		5,000	0.0%	
4390	Materials	52	52	4,123	4,071		4,071	1.3%	
4395	Wetting Agents/Preservatives	0	0	233	233		233	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4630	Consumables	0	0	75	75		75	0.0%	
4635	cleaning agents/materials	0	0	450	450		450	0.0%	
	Grounds :- Indirect Expenditure	**3,476**	**3,476**	**44,040**	**40,564**	**1,472**	**39,091**	**11.2%**	**0**
	Net Income over Expenditure	**(3,154)**	**(3,154)**	**(24,187)**	**(21,033)**				
220	Machinery and Vehicles								
4145	Landowner Rent	705	705	0	(705)		(705)	0.0%	
4160	Repairs/Maintenance	29	29	1,433	1,404	400	1,004	29.9%	
4265	Fuel	209	209	2,640	2,431		2,431	7.9%	
4290	Servicing	0	0	4,725	4,725		4,725	0.0%	
4295	Equipment - New/Replacement	57	57	57	0		0	99.8%	
4310	Hire of Machinery & vehicles	495	495	6,690	6,195		6,195	7.4%	
	Machinery and Vehicles :- Indirect Expenditure	**1,495**	**1,495**	**15,545**	**14,050**	**400**	**13,650**	**12.2%**	**0**
	Net Expenditure	**(1,495)**	**(1,495)**	**(15,545)**	**(14,050)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230	Trees								
4240	Emergency Work	0	0	1,668	1,668		1,668	0.0%	
4455	work & inspections	0	0	8,067	8,067		8,067	0.0%	
	Trees :- Indirect Expenditure	**0**	**0**	**9,735**	**9,735**	**0**	**9,735**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(9,735)**	**(9,735)**				
240	Allotments								
1100	Allotment Income	22	22	3,220	3,198			0.7%	
	Allotments :- Income	**22**	**22**	**3,220**	**3,198**			**0.7%**	**0**
4145	Landowner Rent	271	271	1,550	1,279		1,279	17.5%	
4150	Utilities & business rates	0	0	192	192		192	0.0%	
4390	Materials	0	0	1,238	1,238		1,238	0.0%	
4435	Contingencies	0	0	613	613		613	0.0%	
4560	Property Maintain/Replacement	0	0	600	600		600	0.0%	
	Allotments :- Indirect Expenditure	**271**	**271**	**4,193**	**3,922**	**0**	**3,922**	**6.5%**	**0**
	Net Income over Expenditure	**(249)**	**(249)**	**(973)**	**(724)**				
250	Play Areas								
4295	Equipment - New/Replacement	0	0	2,000	2,000		2,000	0.0%	
4300	Equipment-Repair/Maintenance	0	0	2,500	2,500		2,500	0.0%	
4450	Inspections	0	0	250	250		250	0.0%	
	Play Areas :- Indirect Expenditure	**0**	**0**	**4,750**	**4,750**	**0**	**4,750**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(4,750)**	**(4,750)**				
255	Hard Courts and Car Park								
1225	Outside courts	0	0	1,816	1,816			0.0%	
1230	No longer in use	85	85	0	(85)			0.0%	
	Hard Courts and Car Park :- Income	**85**	**85**	**1,816**	**1,731**			**4.7%**	**0**
4300	Equipment-Repair/Maintenance	0	0	1,000	1,000		1,000	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	
4345	Surface Clean Chemicals	0	0	365	365		365	0.0%	
4560	Property Maintain/Replacement	0	0	675	675		675	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**0**	**2,540**	**2,540**	**0**	**2,540**	**0.0%**	**0**
	Net Income over Expenditure	**85**	**85**	**(724)**	**(809)**				

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260	Bowling Green								
1240	Bowls Hire Charges	0	0	1,900	1,900			0.0%	
	Bowling Green :- Income	**0**	**0**	**1,900**	**1,900**			**0.0%**	**0**
4160	Repairs/Maintenance	0	0	200	200		200	0.0%	
4390	Materials	0	0	2,445	2,445		2,445	0.0%	
	Bowling Green :- Indirect Expenditure	**0**	**0**	**2,645**	**2,645**	**0**	**2,645**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**(745)**	**(745)**				
265	Memorials								
4360	Rose Renewal	0	0	400	400		400	0.0%	
4575	War Memorial	0	0	350	350		350	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**750**	**750**	**0**	**750**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(750)**	**(750)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	0	6,143	6,143			0.0%	
	Traffic Highways/Environment :- Income	**0**	**0**	**6,143**	**6,143**			**0.0%**	**0**
4655	Bus Shelters	0	0	596	596		596	0.0%	
4670	Parish Partnership Scheme	0	0	12,286	12,286	12,286	0	100.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**0**	**12,882**	**12,882**	**12,286**	**596**	**95.4%**	**0**
	Net Income over Expenditure	**0**	**0**	**(6,739)**	**(6,739)**				
300	Cafe								
1500	Café Income	4,377	4,377	36,000	31,623			12.2%	
	Cafe :- Income	**4,377**	**4,377**	**36,000**	**31,623**			**12.2%**	**0**
4300	Equipment-Repair/Maintenance	0	0	76	76		76	0.0%	
4630	Consumables	81	81	1,750	1,669		1,669	4.6%	
4635	cleaning agents/materials	0	0	150	150		150	0.0%	
4710	Café Purchases	2,053	2,053	21,417	19,364	339	19,025	11.2%	
4711	Community fridge/ fruit & veg	108	108	282	174		174	38.3%	
	Cafe :- Indirect Expenditure	**2,242**	**2,242**	**23,675**	**21,434**	**339**	**21,094**	**10.9%**	**0**
	Net Income over Expenditure	**2,135**	**2,135**	**12,325**	**10,190**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1 **Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**320,152**	**320,152**	**128,777**	**(191,375)**			**248.6%**	
Expenditure	**82,406**	**82,406**	**738,659**	**656,253**	**24,533**	**631,720**	**14.5%**	
Net Income over Expenditure	**237,746**	**237,746**	**(609,882)**	**(847,628)**				
Movement to/(from) Gen Reserve	**237,746**	**237,746**						

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 May 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2024	Active Saver 4401	528,483.52	
31/05/2024	Business Current Account 2077	620.94	
31/05/2024	Petty Cash	244.01	
31/05/2024	Active Saver 7702	342,445.68	
31/05/2024	Active Saver 4503	82,510.11	
31/05/2024	Number 2 account 0958	0.00	
31/05/2024	Cafe float	100.00	
			954,404.26

Receipts not on Bank Statement

	0.00
Closing Balance	**954,404.26**

All Cash & Bank Accounts

1	Current Bank Account	529,104.46
2	Petty Cash	244.01
3	Active Saver 7702	342,445.68
4	Active Saver Emergency 4503	82,510.11
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**954,404.26**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	20,000.00		20,000.00
321	EMR Site Fencing	1,000.00		1,000.00
322	EMR Machinery	20,000.00		20,000.00
323	EMR Hard Surface Area	66,500.00		66,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	22,000.00		22,000.00
326	EMR Elections	6,500.00		6,500.00
327	EMR War Memorial	4,500.00		4,500.00
328	EMR Burial Ground Land	10,000.00		10,000.00
329	EMR Com Centre Contingency	7,739.68		7,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	35,462.99		35,462.99
332	EMR Good Causes in Hellesdon	4,750.00	-140.24	4,609.76
334	EMR HEL2**	53,127.24		53,127.24
335	EMR Car Park/Paths at HCC	5,000.00		5,000.00
336	EMR Car Park Soakaway	10,000.00		10,000.00
337	EMR Driveway Sinkage	5,000.00		5,000.00
338	EMR Grit bins	1,000.00		1,000.00
340	EMR PF Ownership signs	1,508.45		1,508.45
342	EMR Staff contingency payments	10,000.00		10,000.00
345	EMR Bus shelter	3,000.00		3,000.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17		59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	10,000.00		10,000.00
351	EMR Events	2,500.00		2,500.00
352	EMR HCC extension	100,000.00		100,000.00
361	EMR CIL 23/24	62,242.78		62,242.78
362	EMR Comm fridge/cafe improves	1,686.68		1,686.68
363	EMR Neighbourhood Plan	10,000.00		10,000.00
364	EMR Rainwater Harvester	25,000.00		25,000.00
365	EMR Biodiversity duty	5,000.00		5,000.00
366	EMR Refurb Westward WC's	20,000.00		20,000.00
367	EMR DJL control panel	2,500.00		2,500.00
368	EMR AV in DJL	2,500.00		2,500.00
		603,659.99	**-140.24**	**603,519.75**

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/05/2024	Public Works Loan Board	£8,945.20	Loan repayment DJL
01/05/2024	Broadland District Council	£170.00	bus rates stores
01/05/2024	Broadland District Council	£1,259.00	bus rates HCC
01/05/2024	Broadland District Council	£363.00	bus rates tractor shed
01/05/2024	TV licence	£169.50	tv licence
01/05/2024	Vodafone Ltd	£109.44	use & plan 16 Mar- 15 May
02/05/2024	Anglia Culinary Suppliers Ltd	£253.93	cafe purchases
02/05/2024	Broadland District Council	£7,856.82	Recharge by election
02/05/2024	Ben Burgess Groundscare Equipm	£628.92	lease John Deere Apr
02/05/2024	DD Health & Safety Supplies Lt	£193.26	bleach , gloves, bin sacks
02/05/2024	Eastern Security Systems Ltd	£282.00	alarms servicing grds shed, DJL, HCC
02/05/2024	I Sell Pianos	£292.00	safety castors for piano
02/05/2024	Origin Amenity Solutions	£163.26	nozzles x 3 / 12v dry battery
02/05/2024	Taverham Nursery Centre	£43.72	hyd plant food,rose clear, spr
02/05/2024	Easters Norwich Ltd	£93.30	cafe purchases
02/05/2024	Norfolk Association of Local C	£48.00	training Cllr Hicks
02/05/2024	EEE 23	£4.90	mileage 19 Apr
02/05/2024	Friday Friends	£5.00	refund coach trip
02/05/2024	Friday Friends	£5.00	refund coach trip
02/05/2024	Friday Friends	£5.00	refund coach trip
02/05/2024	Friday Friends	£5.00	refund coach trip
02/05/2024	Friday Friends	£5.00	refund coach trip
02/05/2024	Barclaycard Commercial	£835.84	statement 8 Apr
07/05/2024	Barclays Bank Plc	£66.71	charges 13 Mar - 14 Apr
08/05/2024	UK Fuels Ltd	£250.41	fuel Apr
20/05/2024	Anglian Water Business (Nation	£534.45	water Feb, Mar
22/05/2024	Total Gas & Power	£1,196.64	gas Apr 24
22/05/2024	Total Gas & Power	£586.52	Elec Apr HCC
23/05/2024	Anglia Culinary Suppliers Ltd	£957.90	cafe purchases
23/05/2024	Active Med Supplies Ltd	£76.74	Defibrillation electrodes
23/05/2024	Amazon	£266.40	speakrs,clean mats, laminator, fire signs,date stamp
23/05/2024	Ben Burgess Groundscare Equipm	£156.81	stimmer cord/guard & file set
23/05/2024	Calypso Coffee	£247.65	coffee/drinking choc
23/05/2024	Easters Norwich Ltd	£447.32	cafe purchases
23/05/2024	Hugh Crane Equipment	£95.86	toilet roll pack 36
23/05/2024	Huws Gray Ridgeons	£62.39	topsoil
23/05/2024	Just Regional Publishing	£420.00	Just Hellesdon 15 May
23/05/2024	Norfolk County Council	£313.20	NP Law fee time charges Apr
23/05/2024	Norse Commercial Services Ltd	£115.20	lock parks Apr
23/05/2024	Norse Eastern Ltd	£1,162.13	grass verge cutting
23/05/2024	Osiris Technologies	£715.81	IT supp, phones,broadband, cllr emails
23/05/2024	Stubbs Farm Alpacas	£50.00	Alpaca hire Summer Fayre

23/05/2024	The Fresh Air Company	£1,068.00	air con service
23/05/2024	Viking Direct	£94.02	stationery/ printer paper
23/05/2024	Harrod Sport	£38.38	net ball nets
23/05/2024	A1 Mobile Disco	£250.00	DJ services 21 Sep
23/05/2024	Casual Hire	£150.00	Dam deposit refund 4 May
23/05/2024	Cllr Smith	£70.50	refund Asda bar purch 20 Apr
23/05/2024	AW Electrical	£168.29	defib power supp Parish Hall
23/05/2024	Friday Friends	£5.00	Fri Friends coach trip refund
23/05/2024	Friday Friends	£5.00	Fri Friends coach trip refund
23/05/2024	Friday Friends	£5.00	Fri Friends coach trip refund
28/05/2024	Anglian Water Business (Nation	£37.28	water allotmts 12 Feb - 11 May
28/05/2024	Anglian Water Business (Nation	£70.43	water allotmts 12 Feb - 11 May
28/05/2024	Venners Ltd	£255.60	stock take cafe y/e
29/05/2024	Broadland District Council	£644.00	bus rates office
30/05/2024	Vodafone Ltd	£110.24	usage & plan 16 Apr- 15 Jun
31/05/2024	Petty Cash	£200.00	Cash ex bank for petty cash
31/05/2024	Anglia Culinary Suppliers Ltd	£291.18	various cafe purchases
31/05/2024	Amazon	£44.31	U/jack cup cake cases
31/05/2024	Ben Burgess Groundscare Equipm	£631.02	knob
31/05/2024	Booker Ltd	£72.00	flash all purpose lemon
31/05/2024	Calypso Coffee	£78.00	repair coffee machine
31/05/2024	Eastern Security Systems Ltd	£192.00	Extinguisher annual service
31/05/2024	Taverham Nursery Centre	£62.73	bedding plants/hanging basket
31/05/2024	Casual hire	£150.00	deposit refund 18 May
31/05/2024	Drayton Farms Ltd	£270.82	Land rent allotments 2024
		£34,423.03	

Cash Received between 01/05/2024 and 31/05/2024

Date	Cash Received from	Receipt Description	Receipt total
01/05/2024	Casual Hire	HCC hire	£27.00
01/05/2024	Regular Hirer	HCC hire	£90.72
01/05/2024	Regular Hirer	HCC hire	£424.52
01/05/2024	Regular Hirer	HCC hire	£43.74
01/05/2024	Regular Hirer	HCC hire	£151.06
02/05/2024	Barclaycard Commercial	Cashback	£8.00
02/05/2024	Casual Hire	HCC hire	£68.70
02/05/2024	Casual Hire	HCC hire	£38.16
02/05/2024	Regular Hirer	HCC hire	£137.40
02/05/2024	Regular Hirer	HCC hire	£66.10
02/05/2024	Takings - Cafe	card receipts 1 May	£169.15
02/05/2024	Takings - Cafe	card receipts 2 May	£127.80
03/05/2024	Allotment User	rent plot 109	£11.25
03/05/2024	Casual Hire	HCC hire	£100.00
03/05/2024	Regular Hirer	HCC hire	£54.96
03/05/2024	Regular Hirer	HCC hire	£90.06
03/05/2024	Regular Hirer	HCC hire	£109.92
03/05/2024	Regular Hirer	HCC hire	£350.32
03/05/2024	Takings - Cafe	card receipts 3 May	£91.45
07/05/2024	Barclays Bank Plc	loyalty reward 13 Mr - 14 Apr	£14.56
07/05/2024	Casual Hire	HCC hire	£96.18
07/05/2024	Casual Hire	HCC hire	£87.44
07/05/2024	Sports booking	football training	£34.35
07/05/2024	Sports booking	football pitch hire	£45.00
07/05/2024	Regular Hirer	HCC hire	£82.40
07/05/2024	Regular Hirer	HCC hire	£82.42
07/05/2024	Sports booking	football pitch hire	£90.00
07/05/2024	Sports booking	Netball court hire	£134.50
07/05/2024	Takings - Cafe	card receipts	£218.15
08/05/2024	Allotment User	rent plot 70	£18.75
08/05/2024	Casual Hire	HCC hire	£41.21
08/05/2024	Takings - Cafe	cash receipts 30 Apr - 7 May	£652.50
08/05/2024	Takings - Cafe	card receipts	£91.85
09/05/2024	Casual Hire	HCC hire	£38.16
09/05/2024	Casual Hire	HCC hire	£51.50
09/05/2024	Regular Hirer	HCC hire	£181.01
09/05/2024	Regular Hirer	HCC hire	£57.24
09/05/2024	Regular Hirer	HCC hire	£68.25
10/05/2024	Sports booking	football training	£11.45

10/05/2024	Regular Hirer	HCC hire	£164.88
10/05/2024	Regular Hirer	HCC hire	£45.00
10/05/2024	Takings - Cafe	card receipts 9 May	£147.90
10/05/2024	Takings - Cafe	card receipts	£71.00
10/05/2024	Takings - Cafe	cash receipts 8 - 10 May	£350.70
13/05/2024	Sports booking	football training	£68.68
14/05/2024	Takings - Cafe	card receipts 14 May	£152.55
15/05/2024	Regular Hirer	HCC hire	£336.46
15/05/2024	Takings - Cafe	card receipts	£125.55
16/05/2024	Takings - Cafe	card receipts	£140.00
17/05/2024	Casual Hire	HCC hire	£38.16
17/05/2024	Sports booking	football training	£11.45
17/05/2024	Regular Hirer	HCC hire	£121.25
17/05/2024	Casual Hire	HCC hire	£30.90
17/05/2024	Casual Hire	HCC hire	£78.49
17/05/2024	Sports booking	football pitch hire	£45.00
17/05/2024	Takings - Cafe	card receipts	£68.90
17/05/2024	Takings - Cafe	cash 14 - 17 May	£456.77
20/05/2024	Casual Hire	HCC hire	£267.92
20/05/2024	Regular Hirer	HCC hire	£94.48
20/05/2024	Regular Hirer	HCC hire	£83.99
20/05/2024	Regular Hirer	HCC hire	£13.72
21/05/2024	Casual Hire	HCC hire	£12.88
21/05/2024	Takings - Cafe	card receipts	£233.05
22/05/2024	Casual Hire	HCC hire	£27.48
22/05/2024	Casual Hire	HCC hire	£68.67
22/05/2024	Regular Hirer	HCC hire	£276.00
22/05/2024	Allotment User	rent plot 29	£38.56
22/05/2024	Takings - Cafe	card receipts	£184.75
23/05/2024	Stall holder	Summer fayre stall	£25.00
23/05/2024	Takings - Cafe	card receipts	£125.50
24/05/2024	Allotment User	rent plot 69	£15.00
24/05/2024	Allotment User	rent plot 71	£15.00
24/05/2024	Casual Hire	HCC hire	£41.21
24/05/2024	Casual Hire	HCC hire	£82.44
24/05/2024	Sports booking	football training	£11.45
24/05/2024	Takings - Cafe	card receipts	£101.20
24/05/2024	Takings - Cafe	cash 21-24 May	£545.80
24/05/2024	Regular Hirer	HCC hire	£30.90
24/05/2024	Regular Hirer	HCC hire	£29.00
28/05/2024	Casual Hire	HCC hire	£290.70
28/05/2024	Casual Hire	HCC hire	£427.70

28/05/2024	Regular Hirer	HCC hire	£309.05
28/05/2024	Stall holder	Summer Fayre stall rent	£25.00
28/05/2024	Stall holder	Summer fayre rent	£30.00
28/05/2024	Stall holder	Summer fayre stall rent	£25.00
28/05/2024	Stall holder	Summer fayre rent	£15.00
28/05/2024	Takings - Cafe	card receipts 28 May	£159.65
29/05/2024	Regular Hirer	HCC hire	£110.00
29/05/2024	Regular Hirer	HCC hire	£659.52
29/05/2024	Stall holder	Summer fayre rent	£25.00
29/05/2024	Stall holder	Summer fayre rent	£15.00
29/05/2024	Stall holder	Summer fayre rent	£15.00
29/05/2024	Takings - Cafe	card receipts	£169.05
30/05/2024	Casual Hire	HCC hire	£156.25
30/05/2024	Regular Hirer	HCC hire	£234.72
30/05/2024	Regular Hirer	HCC hire	£288.48
30/05/2024	Regular Hirer	HCC hire	£82.50
30/05/2024	Takings - Cafe	card receipts 30 May	£89.30
31/05/2024	Casual Hire	HCC hire	£41.21
31/05/2024	Sports booking	football training	£11.45
31/05/2024	Regular Hirer	HCC hire	£41.20
31/05/2024	Regular Hirer	HCC hire	£508.80
31/05/2024	Regular Hirer	HCC hire	£120.94
			£12,885.39

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 2 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	0	0	53,500	53,500			0.0%	
1410	Community Centre Inc ML Room	1,958	3,961	0	(3,961)			0.0%	
1415	Community Centre Inc SW Room	1,316	3,346	0	(3,346)			0.0%	
1420	Community Centre Inc OH Room	373	1,782	0	(1,782)			0.0%	
1440	Community Centre Inc Ww Room	11	301	0	(301)			0.0%	
1445	Community centre kitchenette	76	195	0	(195)			0.0%	
1455	Community centre stage hire	59	123	0	(123)			0.0%	
1460	Hire of flasks	11	60	0	(60)			0.0%	
1475	Storage charge	64	138	0	(138)			0.0%	
	Community Centre :- Income	**3,868**	**9,905**	**53,500**	**43,595**			**18.5%**	**0**
4150	Utilities & business rates	2,684	3,952	26,581	22,629		22,629	14.9%	
4250	PHS services	0	1,764	4,000	2,236		2,236	44.1%	
4295	Equipment - New/Replacement	0	33	8,860	8,827	1,480	7,347	17.1%	
4300	Equipment-Repair/Maintenance	0	340	700	360	19	341	51.2%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450	Inspections	60	60	700	640		640	8.6%	
4480	Memberships & Subscriptions	0	0	2,500	2,500		2,500	0.0%	
4560	Property Maintain/Replacement	171	266	9,619	9,353	8,119	1,234	87.2%	
4630	Consumables	0	80	750	670	15	655	12.6%	
4635	cleaning agents/materials	138	564	2,000	1,436	145	1,291	35.5%	
	Community Centre :- Indirect Expenditure	**3,053**	**7,059**	**58,210**	**51,151**	**9,777**	**41,373**	**28.9%**	**0**
	Net Income over Expenditure	**814**	**2,845**	**(4,710)**	**(7,555)**				
110	Administration								
1076	Precept	0	299,414	0	(299,414)			0.0%	
1099	Community Infrastructure	0	8,784	0	(8,784)			0.0%	
	Administration :- Income	**0**	**308,198**	**0**	**(308,198)**				**0**
4065	councillor training	0	40	1,000	960		960	4.0%	
4070	Profess Fees/Agency Personnel	0	0	5,000	5,000		5,000	0.0%	
4465	External Audit	0	0	2,205	2,205		2,205	0.0%	
4470	Internal Audit	0	0	3,363	3,363		3,363	0.0%	
4475	Legal Fees	261	261	667	406		406	39.1%	
4480	Memberships & Subscriptions	0	1,820	2,874	1,054		1,054	63.3%	
4550	Insurance	0	11,277	11,310	33		33	99.7%	
	Administration :- Indirect Expenditure	**261**	**13,398**	**26,419**	**13,021**	**0**	**13,021**	**50.7%**	**0**
	Net Income over Expenditure	**(261)**	**294,800**	**(26,419)**	**(321,219)**				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**27,085**	**347,237**	**128,777**	**(218,460)**			**269.6%**	
Expenditure	**54,091**	**136,497**	**738,659**	**602,162**	**24,533**	**577,629**	**21.8%**	
Net Income over Expenditure	**(27,007)**	**210,740**	**(609,882)**	**(820,622)**				
plus Transfer from EMR	**140**	**140**						
Movement to/(from) Gen Reserve	**(26,866)**	**210,880**						

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Staff								
4000	Admin Staff	7,472	14,944	128,356	113,412		113,412	11.6%	
4010	Groundstaff	7,028	12,678	87,139	74,461		74,461	14.5%	
4020	Care Takers	5,734	9,893	89,764	79,871		79,871	11.0%	
4025	Cafe Staff	2,359	4,466	31,721	27,255		27,255	14.1%	
4040	PAYE	3,869	7,473	0	(7,473)		(7,473)	0.0%	
4045	Pension Scheme	5,146	9,947	44,443	34,496		34,496	22.4%	
4055	Staff training	0	0	4,500	4,500		4,500	0.0%	
4070	Profess Fees/Agency Personnel	0	305	4,645	4,341		4,341	6.6%	
4080	Employer NI	2,232	4,193	28,376	24,183		24,183	14.8%	
4090	Protective clothing/workwear	0	0	2,500	2,500	24	2,476	0.9%	
	Staff :- Indirect Expenditure	**33,840**	**63,898**	**421,444**	**357,546**	**24**	**357,522**	**15.2%**	**0**
	Net Expenditure	**(33,840)**	**(63,898)**	**(421,444)**	**(357,546)**				
130	Council Office								
1360	Electricity FIT	0	0	604	604			0.0%	
	Council Office :- Income	**0**	**0**	**604**	**604**			**0.0%**	**0**
4112	Advertising	0	0	360	360		360	0.0%	
4150	Utilities & business rates	941	1,592	17,750	16,158		16,158	9.0%	
4250	PHS services	0	25	130	105		105	19.5%	
4295	Equipment - New/Replacement	123	123	1,968	1,845		1,845	6.3%	
4400	Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	5	5	100	95		95	4.9%	
4415	Refreshments	21	43	524	481		481	8.2%	
4420	Telephone and Broadband	295	820	3,379	2,559		2,559	24.3%	
4425	IT Support and Maintenance	393	786	6,689	5,903		5,903	11.8%	
4430	Photocopier	0	25	1,338	1,313		1,313	1.8%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	84	84	966	882		882	8.7%	
4445	Postage	0	5	237	232		232	2.1%	
4450	Inspections	60	60	1,237	1,177		1,177	4.9%	
4485	Other Licences/Fees	170	2,846	2,881	36		36	98.8%	
4500	PWLB	8,945	21,547	43,094	21,547		21,547	50.0%	
4560	Property Maintain/Replacement	820	910	5,509	4,599		4,599	16.5%	
4565	Elections/Parish Poll	0	7,857	0	(7,857)		(7,857)	0.0%	
4570	Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595	Misc contributions	0	0	200	200		200	0.0%	
4605	Grants awarded	0	100	0	(100)		(100)	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**11,857**	**36,827**	**89,578**	**52,751**	**0**	**52,751**	**41.1%**	**0**
	Net Income over Expenditure	**(11,857)**	**(36,827)**	**(88,974)**	**(52,147)**				
140	Neighbourhood Plan								
4600	Neighbourhood Plan	18	24	18	(6)		(6)	133.1%	
	Neighbourhood Plan :- Indirect Expenditure	**18**	**24**	**18**	**(6)**	**0**	**(6)**	**133.1%**	**0**
	Net Expenditure	**(18)**	**(24)**	**(18)**	**6**				
150	Investment								
1080	Bank Interest Received	0	0	4,051	4,051			0.0%	
1090	Monthly Loyalty Rewards	15	27	92	65			29.1%	
1091	Cash back rebates	7	13	48	36			26.0%	
	Investment :- Income	**21**	**39**	**4,191**	**4,152**			**0.9%**	**0**
4060	Bank Charges & card fees	121	239	899	660		660	26.6%	
	Investment :- Indirect Expenditure	**121**	**239**	**899**	**660**	**0**	**660**	**26.6%**	**0**
	Net Income over Expenditure	**(100)**	**(200)**	**3,292**	**3,492**				
160	Planning								
4130	Hire of Rooms	0	0	300	300		300	0.0%	
	Planning :- Indirect Expenditure	**0**	**0**	**300**	**300**	**0**	**300**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(300)**	**(300)**				
170	Health and Safety								
4135	Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140	Defibrillator	204	204	357	153		153	57.2%	140
4295	Equipment - New/Replacement	0	0	250	250		250	0.0%	
4630	Consumables	0	0	27	27		27	0.0%	
	Health and Safety :- Indirect Expenditure	**204**	**204**	**1,634**	**1,430**	**0**	**1,430**	**12.5%**	**140**
	Net Expenditure	**(204)**	**(204)**	**(1,634)**	**(1,430)**				
6000	plus Transfer from EMR	140	140						
	Movement to/(from) Gen Reserve	**(64)**	**(64)**						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	700	5,124	4,424		4,424	13.7%	
4110	Website and Emails	0	577	1,690	1,113		1,113	34.2%	
4155	IT Infrastructure	0	0	600	600		600	0.0%	
4460	CCTV	0	0	500	500		500	0.0%	
4685	Noticeboards	0	0	150	150		150	0.0%	
Media and Communications :- Indirect Expenditure		**350**	**1,277**	**8,064**	**6,787**	**0**	**6,787**	**15.8%**	**0**
	Net Expenditure	**(350)**	**(1,277)**	**(8,064)**	**(6,787)**				
190	Stores								
4150	Utilities & business rates	170	340	1,623	1,283		1,283	21.0%	
	Stores :- Indirect Expenditure	**170**	**340**	**1,623**	**1,283**	**0**	**1,283**	**21.0%**	**0**
	Net Expenditure	**(170)**	**(340)**	**(1,623)**	**(1,283)**				
195	Tractor Shed								
4150	Utilities & business rates	363	727	3,466	2,739		2,739	21.0%	
4450	Inspections	40	40	473	433		433	8.5%	
4560	Property Maintain/Replacement	0	50	720	670		670	6.9%	
	Tractor Shed :- Indirect Expenditure	**403**	**817**	**4,659**	**3,842**	**0**	**3,842**	**17.5%**	**0**
	Net Expenditure	**(403)**	**(817)**	**(4,659)**	**(3,842)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	0	595	595		595	0.0%	
4120	Over 65 Entertainment	0	0	160	160		160	0.0%	
4630	Consumables	0	0	148	148		148	0.0%	
	Residents' Parties :- Indirect Expenditure	**0**	**0**	**903**	**903**	**0**	**903**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(903)**	**(903)**				
205	Events								
1480	Events income	146	1,240	1,550	310			80.0%	
	Events :- Income	**146**	**1,240**	**1,550**	**310**			**80.0%**	**0**
4122	Events	394	1,509	4,153	2,644	235	2,410	42.0%	
	Events :- Indirect Expenditure	**394**	**1,509**	**4,153**	**2,644**	**235**	**2,410**	**42.0%**	**0**
	Net Income over Expenditure	**(248)**	**(269)**	**(2,603)**	**(2,334)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210	Grounds								
1200	Football Hire Charges	0	180	2,106	1,926			8.6%	
1210	Football Training Area Hire	38	153	986	833			15.5%	
1215	Grass cutting agreement	17,187	17,187	16,735	(452)			102.7%	
1270	Floodlights Income	0	27	26	(1)			104.2%	
	Grounds :- Income	**17,226**	**17,548**	**19,853**	**2,305**			**88.4%**	**0**
4195	Keys/Locks	0	60	204	144	12	132	35.5%	
4200	Locking parks	0	96	2,772	2,676		2,676	3.5%	
4205	Replacement Bins	0	0	2,200	2,200		2,200	0.0%	
4210	Emptying Bins/Fresheners	0	1,235	5,457	4,222		4,222	22.6%	
4215	Seats - Repair/Replacement	0	0	1,200	1,200		1,200	0.0%	
4220	Signage - New/Replacement	0	0	500	500		500	0.0%	
4225	Floodlights Maintenance/Repair	0	0	1,460	1,460	1,460	0	100.0%	
4245	Highway grass verge cutting	0	968	10,653	9,685		9,685	9.1%	
4255	Skip hire	0	0	2,730	2,730		2,730	0.0%	
4260	Shrub/Tree/Hedge	0	375	1,000	625		625	37.5%	
4270	Fertilisers/Weed & Moss Killer	0	480	0	(480)		(480)	0.0%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295	Equipment - New/Replacement	0	0	525	525		525	0.0%	
4300	Equipment-Repair/Maintenance	0	136	0	(136)		(136)	0.0%	
4320	Small tools	0	74	1,052	978		978	7.0%	
4325	fence repairs	0	0	5,000	5,000		5,000	0.0%	
4390	Materials	0	52	4,123	4,071		4,071	1.3%	
4395	Wetting Agents/Preservatives	0	0	233	233		233	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4630	Consumables	0	0	75	75		75	0.0%	
4635	cleaning agents/materials	0	0	450	450		450	0.0%	
	Grounds :- Indirect Expenditure	**0**	**3,476**	**44,040**	**40,564**	**1,472**	**39,091**	**11.2%**	**0**
	Net Income over Expenditure	**17,226**	**14,071**	**(24,187)**	**(38,258)**				
220	Machinery and Vehicles								
4145	Landowner Rent	0	705	0	(705)		(705)	0.0%	
4160	Repairs/Maintenance	452	481	1,433	952	400	552	61.5%	
4265	Fuel	222	431	2,640	2,209		2,209	16.3%	
4290	Servicing	0	0	4,725	4,725		4,725	0.0%	
4295	Equipment - New/Replacement	0	57	57	0		0	99.8%	
4310	Hire of Machinery & vehicles	495	990	6,690	5,700		5,700	14.8%	
	Machinery and Vehicles :- Indirect Expenditure	**1,170**	**2,664**	**15,545**	**12,881**	**400**	**12,481**	**19.7%**	**0**
	Net Expenditure	**(1,170)**	**(2,664)**	**(15,545)**	**(12,881)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230	Trees								
4240	Emergency Work	0	0	1,668	1,668		1,668	0.0%	
4455	work & inspections	0	0	8,067	8,067		8,067	0.0%	
	Trees :- Indirect Expenditure	**0**	**0**	**9,735**	**9,735**	**0**	**9,735**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(9,735)**	**(9,735)**				
240	Allotments								
1100	Allotment Income	50	72	3,220	3,148			2.2%	
	Allotments :- Income	**50**	**72**	**3,220**	**3,148**			**2.2%**	**0**
4145	Landowner Rent	0	271	1,550	1,279		1,279	17.5%	
4150	Utilities & business rates	110	110	192	83		83	57.0%	
4390	Materials	0	0	1,238	1,238		1,238	0.0%	
4435	Contingencies	0	0	613	613		613	0.0%	
4560	Property Maintain/Replacement	0	0	600	600		600	0.0%	
	Allotments :- Indirect Expenditure	**110**	**380**	**4,193**	**3,813**	**0**	**3,813**	**9.1%**	**0**
	Net Income over Expenditure	**(60)**	**(308)**	**(973)**	**(665)**				
250	Play Areas								
4295	Equipment - New/Replacement	38	38	2,000	1,962		1,962	1.9%	
4300	Equipment-Repair/Maintenance	87	87	2,500	2,413		2,413	3.5%	
4450	Inspections	0	0	250	250		250	0.0%	
	Play Areas :- Indirect Expenditure	**126**	**126**	**4,750**	**4,624**	**0**	**4,624**	**2.6%**	**0**
	Net Expenditure	**(126)**	**(126)**	**(4,750)**	**(4,624)**				
255	Hard Courts and Car Park								
1225	Outside courts	0	0	1,816	1,816			0.0%	
1230	No longer in use	0	85	0	(85)			0.0%	
	Hard Courts and Car Park :- Income	**0**	**85**	**1,816**	**1,731**			**4.7%**	**0**
4300	Equipment-Repair/Maintenance	0	0	1,000	1,000		1,000	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	
4345	Surface Clean Chemicals	0	0	365	365		365	0.0%	
4560	Property Maintain/Replacement	0	0	675	675		675	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**0**	**2,540**	**2,540**	**0**	**2,540**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**85**	**(724)**	**(809)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260	Bowling Green								
1240	Bowls Hire Charges	1,900	1,900	1,900	0			100.0%	
	Bowling Green :- Income	**1,900**	**1,900**	**1,900**	**0**			**100.0%**	**0**
4160	Repairs/Maintenance	0	0	200	200		200	0.0%	
4390	Materials	0	0	2,445	2,445		2,445	0.0%	
	Bowling Green :- Indirect Expenditure	**0**	**0**	**2,645**	**2,645**	**0**	**2,645**	**0.0%**	**0**
	Net Income over Expenditure	**1,900**	**1,900**	**(745)**	**(2,645)**				
265	Memorials								
4360	Rose Renewal	0	0	400	400		400	0.0%	
4575	War Memorial	0	0	350	350		350	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**750**	**750**	**0**	**750**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(750)**	**(750)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	0	6,143	6,143			0.0%	
	Traffic Highways/Environment :- Income	**0**	**0**	**6,143**	**6,143**			**0.0%**	**0**
4655	Bus Shelters	0	0	596	596		596	0.0%	
4670	Parish Partnership Scheme	0	0	12,286	12,286	12,286	0	100.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**0**	**12,882**	**12,882**	**12,286**	**596**	**95.4%**	**0**
	Net Income over Expenditure	**0**	**0**	**(6,739)**	**(6,739)**				
300	Cafe								
1500	Café Income	3,875	8,251	36,000	27,749			22.9%	
	Cafe :- Income	**3,875**	**8,251**	**36,000**	**27,749**			**22.9%**	**0**
4070	Profess Fees/Agency Personnel	213	213	0	(213)		(213)	0.0%	
4160	Repairs/Maintenance	65	65	0	(65)		(65)	0.0%	
4300	Equipment-Repair/Maintenance	63	63	76	13		13	83.1%	
4630	Consumables	61	142	1,750	1,608		1,608	8.1%	
4635	cleaning agents/materials	0	0	150	150		150	0.0%	
4710	Café Purchases	1,614	3,666	21,417	17,751	339	17,411	18.7%	
4711	Community fridge/ fruit & veg	0	108	282	174		174	38.3%	
	Cafe :- Indirect Expenditure	**2,016**	**4,257**	**23,675**	**19,418**	**339**	**19,079**	**19.4%**	**0**
	Net Income over Expenditure	**1,859**	**3,994**	**12,325**	**8,331**				

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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: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 14th May 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr S. Gurney (substitute for Cllr B. Johnson)
Cllr S. Holland
Cllr D. Maidstone

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chairman welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr B. Johnson and Cllr R Sear.

2. **Declarations of Interest and Dispensations**
   No declarations or dispensation requests made.

3. **To receive approval of minutes of the committee meeting held on 23rd April 2024**
   Minutes of 23rd April 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/1078 308 Low Road, NR6 5AW Erection of fence.	No objections
18 Links Avenue, NR6 5PE Sale of alcohol off the premises. (Licensing Application)	Objection to the license application on the grounds of public safety and the prevention of a public nuisance. It is appreciated that the premises is not open to the public but the Parish Council feels that the trading and storage of high risk goods (flammability of alcohol and an increased appeal

Approved.....

Date.....

	for theft), along with the frequency of delivery vehicles is unsuitable for a high density residential estate.
2023/3126 – **RECONSULTATION – Comments submitted by email** 127 - 129 Reepham Road Hellesdon Norfolk NR6 5LY Change of use and extensions to 2 x C3 dwellings to 8 self contained C2 supported housing units, with 24hour onsite care.	Objections retained.
2024/1324 21 Overbury Road, NR6 5LB Single storey rear extension.	No objections
2024/1306 7 Bramble Avenue, NR6 6LJ Demolition of conservatory and erection of single storey rear extension.	No objections

7. Items for the Next Agenda
No matters raised.

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 28th May 2024 at 6.15pm.

The meeting closed at 6.45pm.

DRAFT

Approved.....

Date.....

Meeting of Hellesdon Parish Council

11th June 2024

Item 9 – To Receive Update on the Neighbourhood Plan

The Working Group has reviewed the draft Housing Needs Assessment for Hellesdon, as created by AECOM. Comments from the working group have been sent to AECOM, but the draft report suggests that Hellesdon has a requirement for:

- Smaller homes
- Affordable homes, as affordability in Hellesdon is problematic
- Houses for older people
- Specialist accommodation for older people

The draft document will now be sent to Locality for final checks and sign off.

The group is awaiting the Design Code advice from AECOM, which is expected in time for the next meeting on 17th June.

Draft policy ideas were considered and the Parish Council's consultant will create draft policies from these ideas.

A representative from Broadland Council will be attending the next meeting on 17th June to discuss CIL projects.

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 Hellesdon Neighbourhood Plan Working Group held on Monday 22nd May 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chairman)
Cllr B. Johnson
Cllr L. Douglass
Mrs B. Knowles

In attendance: Mrs F LeBon (Clerk) and Mr M Thompson (Collective Community Planning).

Cllr Gurney opened the meeting at 7pm and welcomed all in attendance. Introductions were made.

1. Apologies for Absence

Apologies had been received from Cllr Barker, Cllr Lowthorpe and Cllr Smith.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 15th April 2024

The draft minutes had been previously circulated and were **AGREED**.

4. To Consider Draft Housing Needs Survey

Mr Thompson summarised the document. It was established that Hellesdon had a need for more:

- Smaller homes
- Affordable homes, as affordability in Hellesdon is problematic
- Houses for older people
- Specialist accommodation for older people

Discussions occurred as to how smaller homes could be accommodated through design in a low density area. Buildings such as maisonettes would help to do this.

The accuracy of para 1.3 was discussed and it was agreed to query with figures with AECOM (128 new homes since 2011, of these 113 were affordable). It was felt that the figure of 128 was incorrect and would be closer to 330.

Discussions occurred as to future proposed development and the need for this to be in keeping with the local area and to address housing needs.

The working group discussed the aging population of Hellesdon and how to support this. It was noted in the HNS para 6.35 that it was cited that most Local Plans required that 'all or a majority of new housing meets category M4(2)' (buildings that can be easily adapted for wheelchair use etc) but the GNLP ony required 20%. It was discussed that the evidence in the HNS for an aging population could support a policy for greater than 20%.

Approved……

Date……

The Clerk will feedback to AECOM the query and typographical errors with the draft document.

5. To Consider Ideas for Neighbourhood Plan Policies

Mr Thompson provided a summary of the draft policies that had been generated from discussions amongst the working group and the survey results.

Possible allocation sites for Housing for Care were discussed. Collective Community Planning has a standard 'call for sites' form that could be utilised for this purpose. The GNLP rejections are also to be reviewed and known landowners to be approached.

The importance of local businesses and services were discussed and what should be afforded protection under the Neighbourhood Plan. Concerns were raised about the adverse impact on local residents should the post office close. The necessity for a Banking Hub was also discussed.

Improved cycling routes were discussed. Cllr Gurney reported that the consultation for the yellow pedalway would commence within the next fortnight. The Clerk is to arrange for the yellow pedalway plans to be sent to Mr Thompson, and for the consultation details to be placed in Just Hellesdon.

The Clerk is to chase AECOM on the design codes for Hellesdon.

A policy for biodiversity was discussed, with the suggestion that swift bricks could be built into every new property. Hedgerows were also discussed with the possibility of protecting all hedgerows, not just those over 30 years old. Designs which would allow for the movement of animals, such as hedgehog highways and bee lines were also discussed.

6. To Consider Correspondence from Broadland Council regarding Neighbourhood Plan CIL Projects

Correspondence from Broadland Council was reviewed, with an invitation to discuss community planning projects. It was **AGREED** to invite the representative from Broadland Council to the next meeting to be held on Monday 17th June at 7pm to discuss the matter further.

7. Items for the Next Agenda

AECOM Design Code
Discussion with Broadland Council about community projects
Further policy formulation

8. Date and Time of Next meetings

Monday 17th June at 7pm
Monday 15th July at 7pm (to be confirmed)

The meeting closed at 9.25pm

Approved……

Date……

- Is a major factor in preventing people from enjoying the environment they have chosen to live in.
- Has an impact on the lives of people within local communities.
- Contributes to the severity of any road traffic collision.
- Norfolk Constabulary are committed to working with Road Safety partners to achieve casualty reduction targets, and "reduce the number of people killed and seriously injured on our roads"
- The Constabulary aim to provide the right level of reassurance and enforcement, but officers cannot carry out speed enforcement checks in every community that wants them on a regular basis. This is where working together can help.
- We need to enhance our existing methods and want to include the community by recruiting volunteers to be part of our Community Speed Watch initiative.

Community Speed Watch

Community Speed Watch

How it works:

Trained volunteers verify and record the registration numbers of offending vehicles.

These details are forwarded to the Constabulary who will send offenders a letter.

A maximum of two letters will be sent to offenders.

Persistent offenders may be targeted for police enforcement.

Follow-up work on education and enforcement by Norfolk Constabulary and our partners will also take place as appropriate.

JOIN COMMUNITY SPEED WATCH

If you are interested in setting up a scheme in your town or village or joining an existing scheme:

Email Norfolk: communityspeedwatch@norfolk.police.uk

Working Together to Make our Communities Safer

THINK! Road safety in Norfolk

SAFER NEIGHBOURHOODS

NORFOLK CONSTABULARY
Our Priority is You

What is Community Speed Watch?

The Community Speed Watch (CSW) initiative allows members of the community to address the issue of speeding by becoming actively involved in road safety, monitoring speeds at safe locations with speed detection equipment.

The aim of the CSW initiative is to address the problem of speeding through a partnership of the police, the local community, parish councils and other partners.

The aim of the initiative is NOT to catch as many speeding drivers as possible.

It is to reduce speed in areas of concern, make drivers aware that excessive speed is socially unacceptable, educate drivers about the dangers of speeding and address concerns from local residents about cars speeding through their neighbourhoods.

Police forces across the country implementing Community Speed Watch can show a reduction in overall average speeds and a significant reduction in drivers travelling well above the speed limit.

Together we can make a difference

What are the Benefits?

- **Fewer fatalities and serious injury collisions**
- **Increase in road safety awareness by and for all road users**
- **Enhancing the role of community members as volunteers**
- **Raise awareness of anti-social road use**

Summary Of Scheme

There must be a minimum of six volunteers in each CSW scheme.

Volunteers must be over 18 years of age and will be subject to a vetting procedure

Speed checks must be conducted by a minimum of three volunteers.

Volunteers will be required to sign a CSW agreement.

Each CSW scheme must have a co-ordinator to be responsible for the equipment and administration.

The Parish or local Council must support the scheme.

The locations for monitoring are chosen by the scheme, however before approval the site will be risk assessed by a trained member of the Constabulary.

Training for volunteers will include use of the equipment and health and safety issues.

The cost of training volunteers, risk assessing potential sites and ongoing administration is borne by the Constabulary.

Volunteers will be covered by the Constabulary's insurance, although parishes are advised to notify their insurer of their CSW scheme.

The Constabulary will, where possible, provide a full set of equipment to conduct CSW activities.

The aim is to encourage drivers to choose to drive at or below the speed limit.

A maximum of two letters will be sent to the same registered keeper. After this, the vehicle details will be circulated for targeted police intervention

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

DRAFT

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

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1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. 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 control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

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- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- ~~authorise any grant or single commitment in excess of [£5,000]; and~~

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~[with the RFO]~~ shall prepare, for approval by the council or relevant committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council or relevant committee.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}.~~

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/~~budget (Wales)~~] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the ~~council~~ Staffing Committee] at least annually ~~in [October]~~ for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the ~~Council or relevant~~ Staffing committee]. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than [~~month~~ November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a ~~forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.~~ forecast report on predicted lifespan of assets for the next three financial years

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee ~~(if any)~~ shall review its draft budget and submit any proposed amendments to the ~~council {finance~~ PP&R committee} not later than the end of [November] each year.

4.6. The draft budget with any committee proposals and ~~[three-year]}~~ forecast reports, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~finance~~ PP&R committee and a recommendation made to the council.

4.7. Having considered the proposed budget and ~~[three-year]~~ forecast reports, the council shall determine its council tax ~~(England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than the end of ~~January~~ February for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}.~~

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, ~~should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes~~. [The General Power of Competence is always the power of first resort]

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed [~~£60,000~~ £25,000] ~~including~~ excluding VAT, the Clerk shall seek formal tenders from at least [three] suppliers ~~agreed by [the council]}~~ ~~OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}.~~ If three suppliers are unable to tender, then and advertisement for an open tender should be placed. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than [£3,000] excluding VAT the Clerk [~~or RFO~~] shall seek at least [3] fixed-price quotes;

5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, [~~the clerk~~ all officers] shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Cler, under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee} for any items below [above £500 and below £2,000] excluding VAT.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [above £2,000 and below £5,000] excluding VAT}
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official purchase order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of purchase orders shall be retained in accordance with the councils retention policy, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~[name bank~~ Barclays Bank]. The arrangements shall be reviewed [annually] for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. With dual authorisation, at least one signatory should be a member of council Even where a purchase has been authorised, the

payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. ~~All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.~~ [We also use credit card, DD, SO and petty cash]

~~6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~

~~6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}~~

~~6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the 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 ~~{or finance committee}.~~

~~iv. 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 [or finance committee].~~

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {~~or~~

~~finance committee}.~~ The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [2] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Deputy Clerk will also be authorised signatories. At least one member who is an authorised signatory should be involved in the approval process and no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~[by email]~~ to [two] authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two ~~[councillors who are]~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system, at least one of these authorised signatories should be a member of the council.

7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~

7.8. A full list of all payments made in a month shall be provided to the next [council] meeting ~~{and appended to the minutes}~~.

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories, one of which being a member of the council], evidence is retained and any payments are

reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two authorised signatories, at least one being a member of the council], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk and Deputy Clerk ~~[the RFO] [a member~~]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. ~~Data held should be checked with suppliers every [two years].~~

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two authorised signatories, at least one being a member of the council].

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.~~

9. Payment cards

9.1. 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 [£500] unless authorised by council or finance committee in writing before any order is placed.

9.2. 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].

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9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£25] including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. All cash received must be banked intact. The exception to banking money intact would be income for the Friday Friends Group. Income from Friday Friends, whilst the group is run as a Parish Council activity, may be used to facilitate future group activities. At the end of each month, a statement of income and expenditure should be passed to the RFO for accounting purposes. Any amount held in excess of the Parish Council's insurance liabilities must be passed to the RFO for banking.

10.2. The RFO shall maintain a petty cash of up to [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

10.3. The café shall have a cash float of £100

10.4. The bar shall have a cash float of up to £300, which will be banked after every event

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash 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 any schedule of payments presented for approval.}

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing Committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the Clerk] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

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

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/~~Welsh Assembly Government~~] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted form the software by the due date. ~~OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

~~13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

15.2. 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.

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

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

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.

16.3. 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.

16.4. No interest in land 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. In each case a written report 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 where required by law).

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, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification ~~to [the RFO]~~ of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers ~~{in consultation with the Clerk}.~~

~~17.4.~~ 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 ~~[annually]~~ by the council, or duly delegated ~~committee.~~

~~**18. [Charities]**~~

~~18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]~~

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1) Any 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.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, 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. 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.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [~~insert reference of the council's relevant standing order~~ 18] and shall refer to the terms of the Bribery Act 2010.
6) Where 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, 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.

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Meeting of Hellesdon Parish Council

11th June 2024

Item 12 – Family Hub

A) To Agree Family Signage and Location Requests.

The Family Hub would like permission to install the following signage to help promote their location within the vicinity:

Advice has been sough with regards to attaching this sign without any mechanical fixings which risk damaging the shutter, and the recommendation is to use an industrial strength double-sided foam tape in conjunction with an adhesion promoting primer.

Due to the size of the sign (1000mm x 200mm) this will be more than adequate to hold . All surfaces will be prepared before installation too.

Fence sign – 1000mm x 600mm high

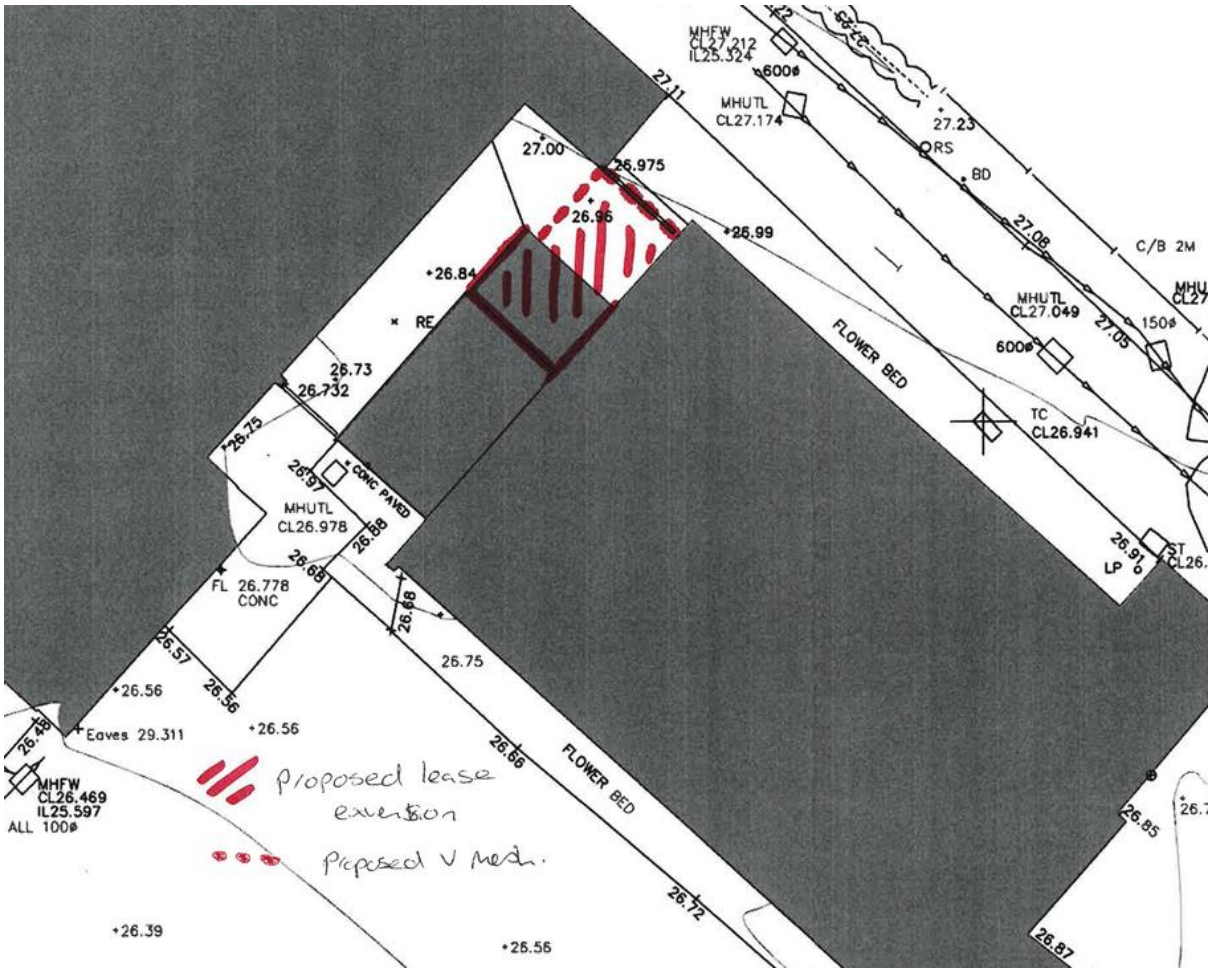
b) To Agree in Principle to Extension of Lease into Back Store and Internal Alterations

The success of the Family Hub has meant that space within the hub is limited, especially for confidential works. To hold sensitive conversations, the Hub books the Westwood room which is inconvenient for short notice meetings as a result of a family drop in, and the room is sometimes not available.

To the rear of the Family Hub is the old police office, which is now used as a store room by the Parish Council. Discussions have been held about knocking the two rooms through so that the Family Hub can have a small space for confidential discussions in close proximity to their office.

NPS has been working on a proposal that would involve installing a door (fire rated) between the old parish office and the store room behind the office. The Family Hub would also look to utilise the area directly behind the store room to be used as an entrance and a place to leave buggies. They would replace our double gates which lead out on to the driveway, with v-mesh fencing

and double gates, and also install v-mesh fencing and a single gate to protect the grounds store from public access.



The lease between the two authorities would need to be amended to account for the extra space, and the Parish Council would have to move the items in storage to a different area.

Could the Parish Council please consider whether the proposal is acceptable in principal to allow for NPS to draw the plans up.