Interests Flowchart

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

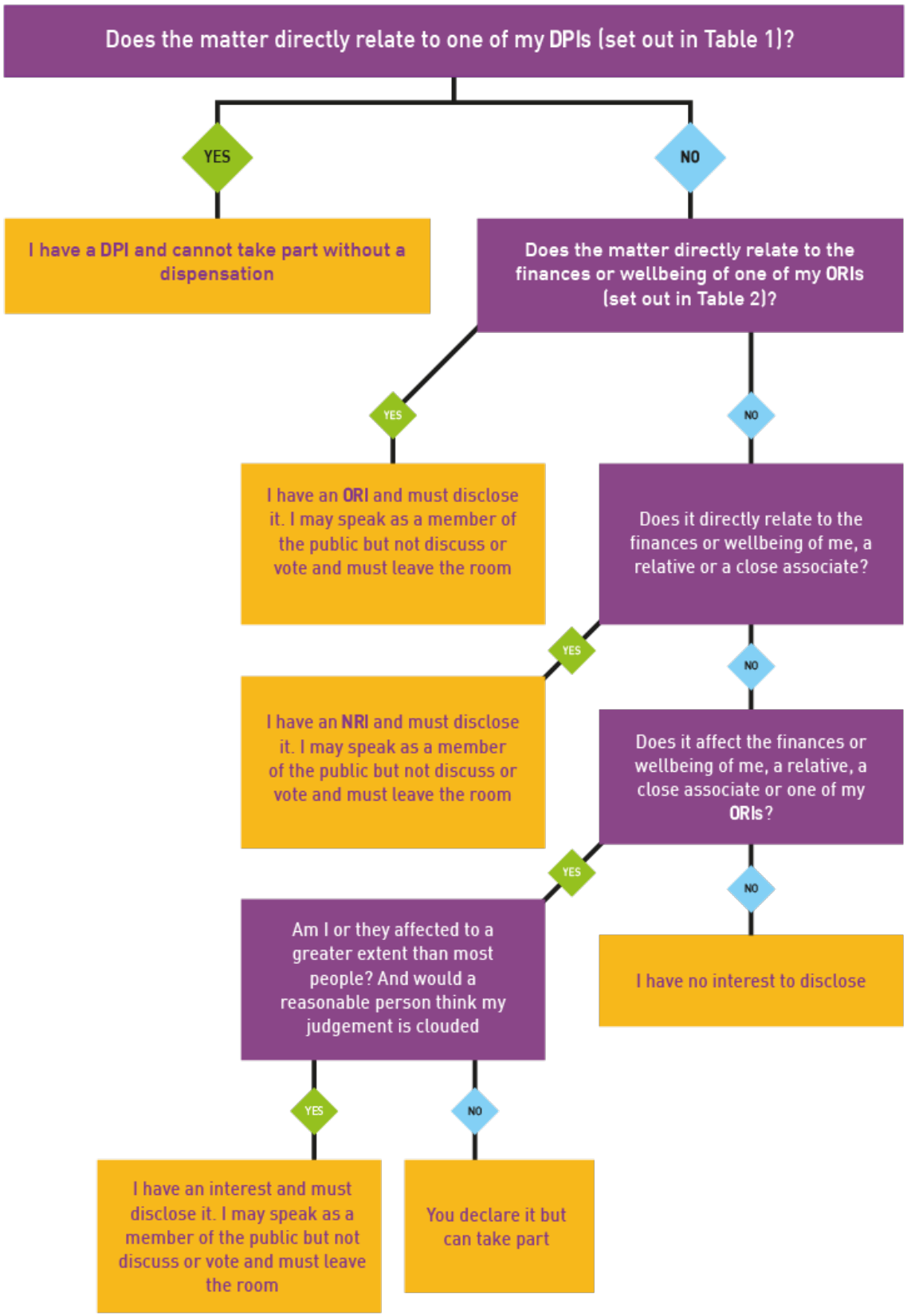

Table 1: Disclosable Pecuniary Interests

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 Meeting of Hellesdon Parish Council held on Tuesday 11th June 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr L Douglass
Cllr R Forder
Cllr M Hicks
Cllr D Maidstone
Cllr S Smith
Cllr G Britton
Cllr I Duckett
Cllr S Gurney
Cllr S Lowthorpe
Cllr R Sear

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

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

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr N Barker and Cllr D Fahy.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 14th May 2024

The Minutes of the Full Council meeting held on 14th May 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

It was raised that the comments made by Cllr Holland in item 10 of the minutes, had not been communicated to Broadland Councillors, despite there being a full council meeting of Broadland council on 23rd May 2024. It was thought that the software matter was not limited to Barclays bank holders and had not been resolved as was detailed in the report. Cllr Douglass will escalate this.

4. Public Participation

A member of the public thanked the Parish Council for the work that they do.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated.

Updates were provided on the grant application for the west WC refurbishment and a meeting with the Broadland Youth Advisory Group to discuss art projects.

Rather than pairing back the menu at the community café whilst the Cook Manager is on annual leave, there is a possibility that cover may be available via an agency. It was **AGREED** that the Clerk should try to obtain agency cover. The café now has three volunteers to assist during the week.

Approved……

Date……

It was **AGREED** that the deadline for applications for the Deputy Clerk and part time Facilities Team Member should be extended for a further two weeks, with the application form and website amended to reflect the new date. Cllr Gurney will relay this information to those who have enquired to her.
The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors
District Council reports were not available due to the pre election period.
Cllr Gurney, in her role as County Councillor, reported that:
Two meetings had been held with Norfolk County Council about the Cromer Road bus lane, as a result of new government guidance. An announcement will be made imminently.
Bus services to and from the airport are being reviewed to take into account passengers from additional Ryan Air flights.
There was traffic disruption as a result of roadworks overrunning due to supply issues.
Cadent has been allowed an increased permit for their works so as to allow them to stay onsite and complete the works started.
Complaints have been received about the standard of grass cutting on the land which Orbit is responsible for and the verges which the Parish Council has delegated responsibility for.
The Clerk reported that extra cuts had been budgeted for, but Norfolk County Council had not provided the Parish Council with an uplift to the payment received this year, and only had the courtesy to write to Parish Councils to advise them after the payment was made and as a result of a Freedom of Information request made. This was disappointing as it had made the matter impossible to budget for.
c) Verbal Update from Chairman
There was no Chairman's report due to the pre election period.

6. Financial Matters
a) To Note Internal Auditor Statement on Annual Return
The Internal Audit conclusion, as completed by Larking Gowen, on the Annual Return was **NOTED**.
The Clerk advised that a full report should be available from Larking Gowen for the next meeting.
b) To Agree the Annual Governance Statement 2023/2024
It was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Douglass that all items 1-8 be agreed as 'yes', with section 9 being not applicable as the council does not act as a Trustee.
c) To Agree the Accounting Statements for 2023/2024
The Annual Accounting Statements were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Gurney.
d) Bank Reconciliation – April 2024
This item was deferred from the May meeting. The bank reconciliation for April 2024 was **ACCEPTED** after a proposal from Cllr Sear and a second from Cllr Britton.
e) Earmarked reserves summary – April 2024
This item was deferred from the May meeting. The earmarked reserves summary for April 2024 was **AGREED** after a proposal from Cllr Douglass and a second from Cllr Sear.
f) Approval of Payments – April 2024
This item was deferred from the May meeting. The payments for April 2024 were **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Douglass.
g) Receipts – April 2024
This item was deferred from the May meeting. Cllr Gurney queried the CIL receipt and where this had been allocated to. The Clerk advised that this ought to have been allocated to Earmarked Reserves, but would check and revert back to the council. The receipts for April 2024 were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Maidstone.
h) Detailed Income and Expenditure 1st April 2024 – 30th April 2024

This item was deferred from the May meeting.
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 where a full audit will be done of Parish Council owned street furniture to see if it is in the most appropriate location or if any more are required.
The detailed income and expenditure was **ACCEPTED** after a proposal from Cllr Douglass and a second from Maidstone.

i) Bank Reconciliation – May 2024

The bank reconciliation for May 2024 was **ACCEPTED** after a proposal from Cllr Britton and a second from Cllr Maidstone.

j) Earmarked reserves summary – May 2024

Cllr Gurney queried the movement of £140.24 out of the Good Causes for Hellesdon Earmarked reserve. The Clerk will clarify with the finance officer and revert to council.
The earmarked reserves summary for April 2024 was **AGREED** after a proposal from Cllr Sear and a second from Cllr Douglass, subject to the movement of CIL into earmarked reserves.

k) Approval of Payments – May 2024

Cllr Maidstone noted that the charge levied to the Parish Council for the by election was disappointing. Cllr Johnson explained that the refund payments for Friday Friends, were due to a coach trip that did not meet the expectations of the group. The payments for May 2024 were **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Douglass.

l) Approval of Receipts – May 2024

The receipts for May 2024 were **AGREED** after a proposal from Cllr Britton and a second from Cllr Sear.

m) Detailed Income and Expenditure 1st April 2024 – 31st May 2024

Cllr Duckett queried a balance on account 1230 which was detailed as an incorrect account. The Clerk will speak with the finance officer and revert back to members.
Discussions took place as to whether the budget for the defibrillators was adequate as in excess of 50% had already been utilised. The Clerk advised that part of the expenditure had been used to install the defibrillator at the parish hall and a small amount had been used for replacement pads. Cllr Smith advised that none of the defibrillators required new pads imminently, but would do if the defibrillators were used. It was **AGREED** to monitor this budget.
The detailed income and expenditure to 31st May 2024 was **ACCEPTED** after a proposal from Cllr Forder and a second from Cllr Douglass.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th May 2024

The minutes and decisions arising from the Planning Committee meeting held on 14th May 2024 had been circulated. Cllr Britton reported that the committee had withdrawn its representation with regards an application for a premises license at 18 Links Avenue. The Clerk had been instructed to find out why planning permission wasn't required for such a significant change of use. Cllr Britton also reported that the application for a C2 supported living establishment was going to be determined by Broadland Council's planning committee on 19th June It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Duckett and a second from Cllr Sear**.**

8. Events Committee

a) To Note the Decisions made by the Events Committee on 5th June 2024 (verbal report)

Cllr Smith reported that the Summer Fayre still required volunteers, especially at the end of the day when the site needed tidying up. A volunteer was also required for the Welly Wanging.
A party night with disco and bar is being arranged for 21st September. Tickets will go on sale in early July.

Approved……

Date……

Good progress is being made on the Hellesdon Community Hearts project. The categories have been agreed and sponsorship obtained for all categories, totalling approximately £500. The celebration event is planned for 1st February 2025 and will be hosted by David Whitely. All councillors were encouraged to attend this event.
It was **AGREED** to note the decisions made by the Events committee after a proposal from Cllr Britton and a second from Cllr Maidstone.

9. Neighbourhood Plan

a) To Receive Update on the Neighbourhood Plan

The minutes and a report from the Neighbourhood Plan meeting held on 22nd May 2024 had been previously circulated.
Cllr Gurney appealed for ideas to get more members of the public engaged in the Neighbourhood Plan, especially on the committee. It was **AGREED** to add a stall to the Summer Fayre with the 'Meet your councillors' signage, and add the Neighbourhood Plan to the 'What's On' board which had been previously agreed by the Events Committee. Volunteers would be required to man this.
Cllr Lowthorpe offered to assist with an article to help engage people.
The decisions made by the Neighbourhood Plan Working Group, as noted in the minutes, were **AGREED** after a proposal from Cllr Douglass and a second from Cllr Duckett.

10. Community Speed Watch

a) To Consider Formal Parish Council Support for a Community Speed Watch Scheme

After a request at the Annual Parish Meeting, the police had forwarded details to the Parish Council of the Community Speed Watch Scheme. To commence, this scheme had to be supported by the Parish Council. It was **AGREED** after a proposal from Cllr Duckett and a second from Cllr Smith that the Parish Council should support this scheme. The Clerk will communicate this to the police and continue to try to locate the speed monitor from the previous scheme.

11. Governance

a) To Review Financial Regulations, taking into account new NALC model

The new Model Financial Regulations with suggested amendments to bring into line with Hellesdon Parish Council's preferred working, had been previously circulated to councillors. These were **AGREED** after a proposal from Cllr Britton and a second from Cllr Douglass.

12. Family Hub

a) To Agree Family Signage and Location Requests.

The Family Hub had sent a request along to install signage, along with a technical specification and mock ups, to promote the Hub and make locating of the office easier. It was **AGREED** that the signage could be installed as per the specification provided after a proposal from Cllr Britton and a second from Cllr Douglass.

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

Due to the success of the Family Hub, the space they have is not always conducive to holding confidential meetings. To do this the Family Hub books the Westwood Room, but this is not always available which makes it difficult to cater for families in need who drop into the hub. Informal discussions have been held about the Family Hub utilising the old police office to the rear of the hub. The Family Hub would also look to utilise the area directly behind the old police office to be used as an entrance and a place to leave buggies. They would replace the double gates which lead out on to the driveway and also install v-mesh fencing and a single gate to protect the grounds store from public access. It was **AGREED**, after a proposal from Cllr Douglass and a second from Cllr Britton, that the project would be acceptable in principle, subject to seeing the plans and agreeing upon a rent which reflects this increase in space.

Approved……

Date……

13. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of item 14 in view of the confidential nature of the business to be transacted

This was **AGREED**.

The Meeting was Closed to the Press and Public

14. Land Matter.

a) To Receive Feedback on Meeting Held on 21st May 2024

Cllr Gurney fed back to the Parish Council the attendees and the discussions held at a meeting on 21st May 2024. Tasks were **AGREED** for the Clerk to complete, ready for this to be an agenda item in July.

The Meeting was Reopened to the Press and Public

15. Matters for the Next Agenda

Land Matter

16. Time and Venue of Next Council meeting.

Tuesday 9th July 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 9.14pm

DRAFT

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
9th July 2024

ITEM	COMMENTS
Community Centre	The Parish Council has settled with the liquidator for the roofing and window contract with Melton Builders. Further works have been required to add additional durgo valves to the new ladies WC area. This should resolve outstanding issues with the flow. Building Control have not yet signed off the project as they have raised queries with the door handle on the DDA toilet. Our project manager is liaising with them to resolve the matter. The snag list has yet to be completed and then the final account for this contract can be agreed. Agenda item for West WC Project 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. Prices are being obtained on the Altro flooring repair / replacement. The sanding and resealing of the ML floor has been booked in for August. It has been confirmed that the wood has now reached an equilibrium with the moisture. The fire risk assessment has been completed and the reports received. The rolling programme for the replacement tables has commenced. Three tables are currently missing from the delivery, which is being addressed. Broadland District Council has contacted us to advise that their weekly collections of our commercial waste was erroneous and they can now only offer us fortnightly collections. This is not appropriate for a business of our size and is causing problems already. We have had prices from other companies and it is recommended that these are updated and the Parish Council seeks an alternative contractor as BDC cannot offer us the service we require. Prices obtained previously were based on 1no. general waste bin. We are currently operating on two. We may be able to mitigate this by installing dual general waste / recycling bins in the parks and community centre.
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. Utilising voluntary Norfolk will be tried. The café has been supporting young people with additional needs from City College. The young people also assisted with putting up bunting for the Summer Fayre, and as a result have requested a stall for next year

Parish Council Offices Diamond Jubilee Lodge	The Meeting Owl quote of £1,574.06 + VAT has been held. The Clerk and the Senior admin officer will be attending an online demo on 2nd June. 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 received. 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 met with Age UK in due course to discuss a possible installation in August and formal opening in September. Councillors will be encouraged to attend the formal opening as this is hoped to be a pilot for the Age Friendly Norwich scheme.
Recreation Ground including Children's Play areas	The Clerk will be met with the Broadland Youth Advisory Board and the Family Hub to discuss art projects within the Recreation Ground. It was hoped that funding would become available for this so the matter can be progressed further, but a proposed community art project fund from Broadland Council did not go ahead due to election campaigning and the availability of member decision makers. Due to this delay, there has been a delivery issue to meet Shared Prosperity Fund close-down deadlines. Alternative sources of funding have been suggested by Broadland Council as well as prospective artists. The prospective artists suggested look very promising and to have significant appeal to young people. The Youth Advisory Board will be engaging with young people at Hellesdon High School to establish their views on the Recreation Ground. Once received, this will be fed back to the Playing Fields Committee. The annual RoSPA inspections have been completed and we have verbally been advised on no matters of concern, only minor repairs and monitoring. Once received, these can be presented to the next playing fields meeting.
Skate Park & MUGA	The annual RoSPA inspections have been completed and we have verbally been advised on no matters of concern, only minor repairs and monitoring. Once received, these can be presented to the next playing fields meeting.
Meadow Way	The annual RoSPA inspections have been completed and we have verbally been advised on no matters of concern, only minor repairs and monitoring. Once received, these can be presented to the next playing fields meeting.
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 late summer).
Cottinghams Park	No matters to report
Allotments	The Facilities Manager has met with the probation service to discuss volunteer assistance with projects on the allotment site. The probation service has agreed to that the sub division of plot 19 and the extension car parking area would be appropriate projects. They will now produce the risk assessments, method statements and select the appropriate volunteers.
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 and should be installed in mid July: 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. Multiple incidents of the footpath breaking up on Eversley Road have been reported.

Staffing	A staffing committee meeting has been called for 11th July to discuss the Deputy Clerk role, the facilities team member role, staffing of the community café and job evaluations.
Street Lighting	No matters to report
Events	The Summer Fayre was hugely successful. The committee will be doing a debrief on 24th July
Meeting Dates	11th July 7pm - Staffing 17th July 7pm – Neighbourhood Plan Working Group 24th July 3pm - events Full Council Parish Council – To be agreed whether an August meeting is required. Committee meetings required for: Community Centre – once prices for signage, flooring and Fire doors to the ML have been received Playing Fields – to discuss allotment liaison group, rose garden, RoSPA reports 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. Initial information has been sent to the Chair and Vice chair regarding a biodiversity plan.
Health and Safety	No matters to report
Other Matters	We are working with The Limes to help with their emergency plan, to use the community centre as an evacuation centre if required. Archiving continues. Some great press cuttings have been found from the 1950's. it is hoped when archiving has been completed these can be framed and displayed.

Meeting of Hellesdon Parish Council

9th July 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.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2024	Active Saver 4401	521,561.30	
30/06/2024	Business Current Account 2077	500.00	
30/06/2024	Petty Cash	192.20	
30/06/2024	Active Saver 7702	343,726.33	
30/06/2024	82818.67	82,818.67	
30/06/2024	Number 2 account 0958	0.00	
30/06/2024	Cafe float	100.00	
			948,898.50

Receipts not on Bank Statement

	0.00
Closing Balance	**948,898.50**

All Cash & Bank Accounts

1	Current Bank Account	522,061.30
2	Petty Cash	192.20
3	Active Saver 7702	343,726.33
4	Active Saver Emergency 4503	82,818.67
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**948,898.50**

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
369	EMR CIL 24/25	0.00	8,784.04	8,784.04
		603,659.99	**8,643.80**	**612,303.79**

List of Payments made between 01/06/2024 and 30/06/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/06/2024	Barclaycard Commercial	£595.04	card purchases May statement
03/06/2024	Thomann	£18.50	clip for lapel microphone
03/06/2024	Toombs Butchers	£199.52	cafe purchases
03/06/2024	Broadland District Council	£170.00	bus rates stores
03/06/2024	Broadland District Council	£1,259.00	bus rates HCC
03/06/2024	Broadland District Council	£363.00	bus rates grds shed
03/06/2024	Trade UK	£72.05	yale lock/sennen lock
04/06/2024	Barclays Bank Plc	£57.58	charges 15 Apr - 12 May
05/06/2024	UK Fuels Ltd	£266.81	diesel May
05/06/2024	Total Gas & Power	£1,191.45	elec 31 Mar
06/06/2024	Anglia Culinary Suppliers Ltd	£172.99	cafe purchases
06/06/2024	Ben Burgess Groundscare Equipm	£46.68	cable ties & adaptor
06/06/2024	Calypso Coffee	£109.25	coffeee capsules café
06/06/2024	DD Health & Safety Supplies Lt	£441.09	workwear & cleaning materials
06/06/2024	Easters Norwich Ltd	£102.01	cafe purchases
06/06/2024	GOPAK	£1,775.90	folding tables x 16
06/06/2024	Norse Commercial Services Ltd	£230.40	park lock/unlock May
06/06/2024	Norse Eastern Ltd	£1,162.13	highway grass verges
06/06/2024	The Fresh Air Company	£566.40	filters heat recovery units
10/06/2024	Melton Builders of Beetley Ltd	£12,767.90	work completed at HCC
13/06/2024	Total Gas & Power	£41.65	elec allotments 3-31 Mar
19/06/2024	Total Gas & Power	£193.70	gas May
20/06/2024	Friday Friends	£10.00	Fr Friends coach trip refund
20/06/2024	Casual Hire	£290.78	hire fee refund
20/06/2024	EEE 23	£13.40	mileage claims
20/06/2024	P J Plumbing Heating & Mainten	£199.99	call out 26 Apr flooding HCC
20/06/2024	Osiris Technologies	£715.81	mthly IT support, phones, broadband
20/06/2024	Norfolk County Council	£139.20	NP Law fee time May 24
20/06/2024	Just Regional Publishing	£420.00	Just Hellesdon 12 June
20/06/2024	Hugh Crane Equipment	£162.95	buff pads, soap & t/rolls
20/06/2024	GOPAK	£67.02	stage repairs
20/06/2024	Eastern Security Systems Ltd	£540.00	fire risk assessments
20/06/2024	Empower Services Ltd	£84.00	replace broken sockets bar
20/06/2024	Easters Norwich Ltd	£98.67	cafe purchases
20/06/2024	D J Designs Ltd	£2,060.50	roofing project fees
20/06/2024	Calypso Coffee	£75.95	coffee capsules
20/06/2024	Canon UK Ltd	£273.98	printer usage Mar - May
20/06/2024	Ben Burgess Groundscare Equipm	£635.38	repair Super Bowl mower
20/06/2024	Broadland District Council	£1,235.41	commercial waste HCC
20/06/2024	Amazon	£215.61	c/ties,tape,gloves,dustpan,clipboard,glasses,measure
20/06/2024	Anglia Culinary Suppliers Ltd	£7.21	cafe purchases
25/06/2024	Broadland District Council	£644.00	bus rates office

25/06/2024	Total Gas & Power	£516.53	elec May HHCC
25/06/2024	Total Gas & Power	£24.66	elec allotments May 24
25/06/2024	Total Gas & Power	£533.06	elec May 24
27/06/2024	Anglia Culinary Suppliers Ltd	£489.70	café purchases
27/06/2024	Calypso Coffee	£139.50	choc dist, drink choc, coffee café
27/06/2024	DD Health & Safety Supplies Lt	£297.65	workwear
27/06/2024	Easters Norwich Ltd	£227.45	cafe purchases
27/06/2024	Eastern Security Systems Ltd	£150.00	circuit fault fire panel HCC
		£32,071.46	

Cash Received between 01/06/2024 and 30/06/2024

Date	Cash Received from	Receipt Description	Receipt total
03/06/2024	Barclaycard Commercial	cashback statement 8 May	£8.00
03/06/2024	Barclays Bank Plc	interest 4 Mar - 2 Jun	£1,579.95
03/06/2024	Casual Hire	HCC hire	£72.13
03/06/2024	Memorial rose purchase	memorial rose	£45.00
03/06/2024	Regular hirer	HCC hire	£53.94
03/06/2024	Sports booking	Netball court hire	£47.00
04/06/2024	Barclays Bank Plc	loyalty reward 15 Apr - 12 May	£12.27
04/06/2024	Regular hirer	HCC hire	£212.92
04/06/2024	Regular hirer	HCC hire	£137.40
04/06/2024	Regular hirer	HCC hire	£192.36
04/06/2024	Regular hirer	HCC hire	£137.40
04/06/2024	Regular hirer	HCC hire	£164.80
04/06/2024	Regular hirer	HCC hire	£169.03
04/06/2024	Regular hirer	HCC hire	£137.40
04/06/2024	Regular hirer	HCC hire	£123.63
04/06/2024	Regular hirer	HCC hire	£169.04
04/06/2024	Stall holder	Summer fayre rent	£15.00
04/06/2024	Stall holder	Summer fayre	£100.00
04/06/2024	Takings - Cafe	28-31 May	£458.35
04/06/2024	Takings - Cafe	card receipts	£189.45
04/06/2024	Regular hirer	HCC hire	£29.00
05/06/2024	Casual Hire	HCC hire	£200.32
05/06/2024	Sports booking	football training	£34.34
05/06/2024	Regular hirer	HCC hire	£74.54
05/06/2024	Regular hirer	HCC hire	£90.06
05/06/2024	Regular hirer	HCC hire	£407.64
05/06/2024	Regular hirer	HCC hire	£71.11
05/06/2024	Regular hirer	HCC hire	£82.44
05/06/2024	Stall holder	rent Summer fayre	£25.00
05/06/2024	Takings - Cafe	card receipts	£147.25
06/06/2024	Regular hirer	HCC hire	£41.21
06/06/2024	Regular hirer	HCC hire	£38.16
06/06/2024	Takings - Cafe	card receipts 6 Jun	£203.35
07/06/2024	Regular hirer	HCC hire	£30.90
07/06/2024	Casual Hire	HCC hire	£290.78
07/06/2024	Sports booking	football training	£11.45
07/06/2024	Regular hirer	HCC hire	£171.24
07/06/2024	Regular hirer	HCC hire	£492.22
07/06/2024	Takings - Cafe	cash 4 - 7 Jun	£594.75

07/06/2024	Takings - Cafe	card receipts 7 Jun	£83.50
07/06/2024	Regular hirer	HCC hire	£14.31
10/06/2024	Regular hirer	HCC hire	£208.38
10/06/2024	Regular hirer	HCC hire	£103.10
11/06/2024	Regular hirer	HCC hire	£165.70
11/06/2024	Stall holder	rent Summer Fayre	£15.00
11/06/2024	Stall holder	rent summer fayre	£25.00
11/06/2024	Takings - Cafe	card receipts	£116.40
12/06/2024	Stall holder	Summer fayre	£25.00
12/06/2024	Stall holder	rent Summer fayre	£25.00
12/06/2024	Takings - Cafe	card receipts	£167.55
12/06/2024	Regular hirer	HCC hire	£30.90
13/06/2024	Regular hirer	HCC hire	£19.08
13/06/2024	Casual Hire	HCC hire	£34.34
13/06/2024	Regular hirer	HCC hire	£33.14
13/06/2024	Regular hirer	HCC hire	£41.21
13/06/2024	Sports booking	football training	£22.90
13/06/2024	Regular hirer	HCC hire	£393.48
13/06/2024	Stall holder	rent Summer fayre	£15.00
13/06/2024	Stall holder	rent Summer fayre	£25.00
13/06/2024	Takings - Cafe	card receipts	£131.65
14/06/2024	Casual Hire	HCC hire	£39.49
14/06/2024	Regular hirer	HCC hire	£19.08
14/06/2024	Casual Hire	HCC hire	£130.48
14/06/2024	Sports booking	football training	£11.45
14/06/2024	Sports booking	football training	£85.85
14/06/2024	Regular hirer	HCC hire	£708.96
14/06/2024	Regular hirer	HCC hire	£414.72
14/06/2024	Stall holder	rent Summer fayre	£25.00
14/06/2024	Stall holder	rent Summer Fayre	£25.00
14/06/2024	Takings - Cafe	cash 11 - 14 Jun	£570.05
14/06/2024	Takings - Cafe	card receipts	£157.65
17/06/2024	Stall holder	rent summer fayre	£30.00
17/06/2024	Stall holder	rent summer fayre	£50.00
17/06/2024	Stall holder	rent Summer fayre	£25.00
18/06/2024	Casual Hire	HCC hire	£27.48
18/06/2024	Casual Hire	HCC hire	£68.67
18/06/2024	Highway Grass contract	grass verge cutting 2024	£20,624.87
18/06/2024	Sports booking	bowling green	£950.00
18/06/2024	Regular hirer	HCC hire	£340.62
18/06/2024	Stall holder	rent Summer fayre	£15.00
18/06/2024	Takings - Cafe	card receipts	£160.40

19/06/2024	Casual Hire	HCC hire	£13.74
19/06/2024	Takings - Cafe	card receipts	£202.75
20/06/2024	Regular hirer	HCC hire	£19.08
20/06/2024	Regular hirer	HCC hire	£21.41
20/06/2024	Regular hirer	HCC hire	£79.75
20/06/2024	Stall holder	rent summer fayre	£15.00
20/06/2024	Takings - Cafe	card receipts	£128.60
20/06/2024	Regular hirer	HCC hire	£57.24
21/06/2024	Grant Funding	HCC toilets	£20,000.00
21/06/2024	Sports booking	football training	£11.45
21/06/2024	Regular hirer	HCC hire	£28.62
21/06/2024	Stall holder	rent Summer fayre	£25.00
21/06/2024	Regular hirer	HCC hire	£30.90
22/06/2024	Stall holder	rent Summer fayre	£15.00
22/06/2024	Takings - Cafe	cash 18-22 Jun	£908.42
22/06/2024	Takings - Cafe	card 21 Jun & 22 Jun	£237.85
24/06/2024	Regular hirer	HCC hire	£216.36
25/06/2024	Takings - Cafe	card receipts	£163.25
26/06/2024	Regular hirer	HCC hire	£97.00
26/06/2024	Takings - Cafe	card receipts	£173.15
27/06/2024	Regular hirer	HCC hire	£41.21
27/06/2024	Casual Hire	HCC hire	£255.19
27/06/2024	Regular hirer	HCC hire	£192.40
27/06/2024	Takings - Cafe	card receipts	£126.30
28/06/2024	Regular hirer	HCC hire	£19.08
28/06/2024	Regular hirer	HCC hire	£325.68
28/06/2024	Regular hirer	HCC hire	£30.90
			£56,671.57

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3 **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	(10,256)	53,500	63,756			(19.2%)	
1410	Community Centre Inc ML Room	1,799	6,912	0	(6,912)			0.0%	
1415	Community Centre Inc SW Room	1,647	5,439	0	(5,439)			0.0%	
1420	Community Centre Inc OH Room	756	3,324	0	(3,324)			0.0%	
1440	Community Centre Inc Ww Room	29	462	0	(462)			0.0%	
1445	Community centre kitchenette	126	390	0	(390)			0.0%	
1455	Community centre stage hire	53	176	0	(176)			0.0%	
1460	Hire of flasks	8	107	0	(107)			0.0%	
1475	Storage charge	74	212	0	(212)			0.0%	
1476	Rent old parish office	0	1,049	0	(1,049)			0.0%	
	Community Centre :- Income	**4,491**	**7,815**	**53,500**	**45,685**			**14.6%**	**0**
4070	Profess Fees/Agency Personnel	2,061	2,061	0	(2,061)		(2,061)	0.0%	
4150	Utilities & business rates	1,751	5,703	26,581	20,878		20,878	21.5%	
4250	PHS services	0	1,764	4,000	2,236		2,236	44.1%	
4295	Equipment - New/Replacement	97	1,610	8,860	7,250		7,250	18.2%	
4300	Equipment-Repair/Maintenance	15	355	700	345		345	50.8%	
4305	Parts- Repair/Replace/Spare	12	12	0	(12)		(12)	0.0%	
4435	Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450	Inspections	150	210	700	490		490	30.0%	
4480	Memberships & Subscriptions	0	0	2,500	2,500		2,500	0.0%	
4560	Property Maintain/Replacement	557	1,059	9,619	8,560	8,198	362	96.2%	
4630	Consumables	92	171	750	579	9	570	24.0%	
4635	cleaning agents/materials	206	917	2,000	1,083		1,083	45.8%	
4695	community centre redevelopment	0	(116)	0	116		116	0.0%	
	Community Centre :- Indirect Expenditure	**4,940**	**13,746**	**58,210**	**44,464**	**8,207**	**36,257**	**37.7%**	**0**
	Net Income over Expenditure	**(449)**	**(5,931)**	**(4,710)**	**1,221**				
110	Administration								
1076	Precept	0	299,414	0	(299,414)			0.0%	
1085	Grants received	20,000	20,000	0	(20,000)			0.0%	
1099	Community Infrastructure	0	8,784	0	(8,784)			0.0%	8,784
	Administration :- Income	**20,000**	**328,198**	**0**	**(328,198)**				**8,784**
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	116	377	667	290		290	56.5%	
4480	Memberships & Subscriptions	0	1,820	2,874	1,054		1,054	63.3%	

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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
4550	Insurance	0	11,277	11,310	33		33	99.7%	
	Administration :- Indirect Expenditure	**116**	**13,514**	**26,419**	**12,905**	**0**	**12,905**	**51.2%**	**0**
	Net Income over Expenditure	**19,884**	**314,684**	**(26,419)**	**(341,103)**				
6001	less Transfer to EMR	0	8,784						
	Movement to/(from) Gen Reserve	**19,884**	**305,900**						
120	Staff								
4000	Admin Staff	7,309	22,253	128,356	106,103		106,103	17.3%	
4010	Groundstaff	6,335	19,013	87,139	68,126		68,126	21.8%	
4020	Care Takers	4,940	14,834	89,764	74,930		74,930	16.5%	
4025	Cafe Staff	2,633	7,099	31,721	24,622		24,622	22.4%	
4040	PAYE	3,444	10,917	0	(10,917)		(10,917)	0.0%	
4045	Pension Scheme	4,621	14,568	44,443	29,875		29,875	32.8%	
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	2,014	6,206	28,376	22,170		22,170	21.9%	
4090	Protective clothing/workwear	578	798	2,500	1,702	166	1,536	38.6%	
	Staff :- Indirect Expenditure	**31,874**	**95,993**	**421,444**	**325,451**	**166**	**325,285**	**22.8%**	**0**
	Net Expenditure	**(31,874)**	**(95,993)**	**(421,444)**	**(325,451)**				
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	2,204	3,796	17,750	13,954		13,954	21.4%	
4250	PHS services	0	25	130	105		105	19.5%	
4295	Equipment - New/Replacement	30	153	1,968	1,815		1,815	7.8%	
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	13	18	100	82		82	18.3%	
4415	Refreshments	21	63	524	461	14	446	14.8%	
4420	Telephone and Broadband	203	1,023	3,379	2,356		2,356	30.3%	
4425	IT Support and Maintenance	393	1,179	6,689	5,510		5,510	17.6%	
4430	Photocopier	228	253	1,338	1,085		1,085	18.9%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	2	86	966	880		880	8.9%	
4445	Postage	11	16	237	221		221	6.7%	
4450	Inspections	150	210	1,237	1,027		1,027	17.0%	

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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
4485	Other Licences/Fees	59	2,904	2,881	(23)		(23)	100.8%	
4500	PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560	Property Maintain/Replacement	0	1,146	5,509	4,363		4,363	20.8%	
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%	
4630	Consumables	0	0	210	210		210	0.0%	
4635	cleaning agents/materials	0	0	106	106		106	0.0%	
	Council Office :- Indirect Expenditure	**3,314**	**40,377**	**89,578**	**49,201**	**14**	**49,187**	**45.1%**	**0**
	Net Income over Expenditure	**(3,314)**	**(40,377)**	**(88,974)**	**(48,597)**				
140	Neighbourhood Plan								
4600	Neighbourhood Plan	0	24	18	(6)		(6)	133.1%	
	Neighbourhood Plan :- Indirect Expenditure	**0**	**24**	**18**	**(6)**	**0**	**(6)**	**133.1%**	**0**
	Net Expenditure	**0**	**(24)**	**(18)**	**6**				
150	Investment								
1080	Bank Interest Received	3,169	3,169	4,051	882			78.2%	
1090	Monthly Loyalty Rewards	12	39	92	53			42.4%	
1091	Cash back rebates	7	19	48	29			39.9%	
	Investment :- Income	**3,188**	**3,227**	**4,191**	**964**			**77.0%**	**0**
4060	Bank Charges & card fees	105	344	899	555		555	38.3%	
	Investment :- Indirect Expenditure	**105**	**344**	**899**	**555**	**0**	**555**	**38.3%**	**0**
	Net Income over Expenditure	**3,083**	**2,883**	**3,292**	**409**				
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	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	**0**	**204**	**1,634**	**1,430**	**0**	**1,430**	**12.5%**	**140**
	Net Expenditure	**0**	**(204)**	**(1,634)**	**(1,430)**				
6000	plus Transfer from EMR	0	140						

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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
	Movement to/(from) Gen Reserve	**0**	**(64)**						
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	1,050	5,124	4,074		4,074	20.5%	
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**	**1,627**	**8,064**	**6,437**	**0**	**6,437**	**20.2%**	**0**
	Net Expenditure	**(350)**	**(1,627)**	**(8,064)**	**(6,437)**				
190	Stores								
4150	Utilities & business rates	170	510	1,623	1,113		1,113	31.4%	
	Stores :- Indirect Expenditure	**170**	**510**	**1,623**	**1,113**	**0**	**1,113**	**31.4%**	**0**
	Net Expenditure	**(170)**	**(510)**	**(1,623)**	**(1,113)**				
195	Tractor Shed								
4150	Utilities & business rates	363	1,090	3,466	2,376		2,376	31.4%	
4450	Inspections	150	190	473	283		283	40.2%	
4560	Property Maintain/Replacement	0	50	720	670		670	6.9%	
	Tractor Shed :- Indirect Expenditure	**513**	**1,330**	**4,659**	**3,329**	**0**	**3,329**	**28.5%**	**0**
	Net Expenditure	**(513)**	**(1,330)**	**(4,659)**	**(3,329)**				
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	412	1,652	1,550	(102)			106.6%	
	Events :- Income	**412**	**1,652**	**1,550**	**(102)**			**106.6%**	**0**
4122	Events	595	2,104	4,153	2,049	454	1,596	61.6%	
	Events :- Indirect Expenditure	**595**	**2,104**	**4,153**	**2,049**	**454**	**1,596**	**61.6%**	**0**
	Net Income over Expenditure	**(183)**	**(451)**	**(2,603)**	**(2,152)**				

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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	29	272	986	714			27.6%	
1215	Grass cutting agreement	0	17,187	16,735	(452)			102.7%	
1270	Floodlights Income	0	27	26	(1)			104.2%	
	Grounds :- Income	**29**	**17,667**	**19,853**	**2,186**			**89.0%**	**0**
4195	Keys/Locks	0	60	204	144	81	63	69.3%	
4200	Locking parks	120	408	2,772	2,364		2,364	14.7%	
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	15	15	500	485		485	2.9%	
4225	Floodlights Maintenance/Repair	0	0	1,460	1,460	1,460	0	100.0%	
4245	Highway grass verge cutting	0	1,937	10,653	8,716		8,716	18.2%	
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	24	955	9.3%	
4325	fence repairs	0	0	5,000	5,000		5,000	0.0%	
4390	Materials	39	91	4,123	4,032		4,032	2.2%	
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	**174**	**4,811**	**44,040**	**39,229**	**1,565**	**37,664**	**14.5%**	**0**
	Net Income over Expenditure	**(145)**	**12,856**	**(24,187)**	**(37,043)**				
220	Machinery and Vehicles								
4145	Landowner Rent	0	705	0	(705)		(705)	0.0%	
4160	Repairs/Maintenance	529	1,011	1,433	422		422	70.5%	
4265	Fuel	0	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	1,485	6,690	5,205		5,205	22.2%	
	Machinery and Vehicles :- Indirect Expenditure	**1,024**	**3,689**	**15,545**	**11,856**	**0**	**11,856**	**23.7%**	**0**
	Net Expenditure	**(1,024)**	**(3,689)**	**(15,545)**	**(11,856)**				

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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	0	72	3,220	3,148			2.2%	
	Allotments :- Income	**0**	**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	23	133	192	59		59	69.3%	
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	**23**	**404**	**4,193**	**3,789**	**0**	**3,789**	**9.6%**	**0**
	Net Income over Expenditure	**(23)**	**(332)**	**(973)**	**(641)**				
250	Play Areas								
4295	Equipment - New/Replacement	0	38	2,000	1,962		1,962	1.9%	
4300	Equipment-Repair/Maintenance	0	87	2,500	2,413		2,413	3.5%	
4450	Inspections	294	294	250	(44)		(44)	117.6%	
	Play Areas :- Indirect Expenditure	**294**	**420**	**4,750**	**4,330**	**0**	**4,330**	**8.8%**	**0**
	Net Expenditure	**(294)**	**(420)**	**(4,750)**	**(4,330)**				
255	Hard Courts and Car Park								
1225	Outside courts	375	460	1,816	1,356			25.3%	
	Hard Courts and Car Park :- Income	**375**	**460**	**1,816**	**1,356**			**25.3%**	**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	**375**	**460**	**(724)**	**(1,184)**				

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	1,900	1,900	0			100.0%	
	Bowling Green :- Income	**0**	**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	**0**	**1,900**	**(745)**	**(2,645)**				
265	Memorials								
1280	Memorial Garden Income	38	38	0	(38)			0.0%	
	Memorials :- Income	**38**	**38**	**0**	**(38)**				**0**
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**
	Net Income over Expenditure	**38**	**38**	**(750)**	**(788)**				
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**
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	4,164	12,415	36,000	23,585			34.5%	
	Cafe :- Income	**4,164**	**12,415**	**36,000**	**23,585**			**34.5%**	**0**
4070	Profess Fees/Agency Personnel	0	213	0	(213)		(213)	0.0%	
4160	Repairs/Maintenance	0	65	0	(65)		(65)	0.0%	
4300	Equipment-Repair/Maintenance	0	63	76	13		13	83.1%	
4630	Consumables	77	219	1,750	1,531		1,531	12.5%	
4635	cleaning agents/materials	0	0	150	150		150	0.0%	
4710	Café Purchases	1,552	5,565	21,417	15,852	396	15,456	27.8%	
4711	Community fridge/ fruit & veg	0	108	282	174		174	38.3%	
	Cafe :- Indirect Expenditure	**1,630**	**6,233**	**23,675**	**17,442**	**396**	**17,046**	**28.0%**	**0**
	Net Income over Expenditure	**2,534**	**6,182**	**12,325**	**6,143**				

Continued over page

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2024

Month No: 3

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	**32,696**	**373,443**	**128,777**	**(244,666)**			**290.0%**	
Expenditure	**45,123**	**185,330**	**738,659**	**553,329**	**23,088**	**530,241**	**28.2%**	
Net Income over Expenditure	**(12,426)**	**188,113**	**(609,882)**	**(797,995)**				
plus Transfer from EMR	**0**	**140**						
less Transfer to EMR	**0**	**8,784**						
Movement to/(from) Gen Reserve	**(12,426)**	**179,469**						

Larking Gowen

Committed to you.

Hellesdon Parish Council
Internal Audit Report

Year ended 31st March 2024

Final report to the Council – issued 03/07/2024

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Contents

Section:

	Key
1.	Introduction and scope
2.	Overall Assurance Opinion & Summary of Recommendations
3.	Detailed findings
Appendix 1	Statement of responsibility

Key

Key to Overall Assurance Opinion in section 2

In section 2 of this report we give our overall opinion as to the level of assurance provided by the system reviewed in this report.
The five potential levels of assurance are.

Substantial	A sound system of control is in place which should provide management and Trustees with assurance that risks are being appropriately managed
Significant	A generally sound system of control is in place but with some weaknesses identified in specific areas which could, if not rectified, put the achievement of objectives in those specific areas at risk
Adequate	A generally sound system of control is in place but with several weaknesses identified which could, if not rectified, put the achievement of overall objectives at risk
Limited	Significant weaknesses have been identified which would, if not rectified promptly, place the achievement of objectives at serious risk
None	A system of control and risk management is not present in the area reviewed.

Key to Recommendations in sections 2 and 3 of this report

In section 2 we also summarise all recommendations made in section 3 of this report (being the detailed findings section).
Our recommendations / points to consider are colour-coded as follows -.

Priority 1	We have identified a significant weakness or error and make a recommendation which requires your immediate attention
Priority 2	We have identified a weaknesses or error and make a recommendation which requires your prompt attention
Priority 3	We found no errors or control weaknesses but make a good practice suggestion, a point to consider, or suggest continuation of a new process
(None)	We found no errors or control weaknesses, therefore no recommendations made in this area (seen in section 3 only)

1 / Introduction and Scope

1.1. The Accounts and Audit Regulations 2015 imposes a duty on local councils to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance''.

1.2. The purpose of internal audit is to review and assess whether the Council's systems of financial and other controls are well designed and are operating effectively. It is essential that the internal audit function is sufficiently independent of the other financial controls and procedures of the Council which are the subject of review. The Council complied with the requirements in terms of independence from the Council's decision-making process by appointing Larking Gowen, Chartered Accountants to provide an internal audit function to the Council.

1.3. The internal audit function is not the detailed inspection of all records and transactions of a council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control.

1.4. This report sets out observations on the areas examined during our interim audit in December 2023 and our financial year-end audit in May 2024. The report sets out the testing we conducted in each specified area, our findings from those tests and any recommendations which have arisen from our testing.

1.5. This report is provided on the basis that it is for your information only and that it will not be referred to, in whole or in part, without our prior written consent, and that we accept no responsibility to any third party in relation to it.

Acknowledgements:

1.6. We would like to take this opportunity to thank the staff of the Council, in particular Faye LeBon and Gavin Ellis, for their assistance during our audits.

Abbreviations used in this report:

HPC	Hellesdon Parish Council

2 / Overall Assurance Opinion and Summary of Recommendations

2.1 Overall Assurance Opinion on the systems reviewed in this report:

Substantial	**A sound system of control is in place which should provide Councillors with assurance that risks are being appropriately managed.**

See the key at the front of this report for an explanation of the range of potential assurance opinions.

2.2 2023/24 Annual Governance and Accountability Return, Form 3: The Annual Internal Audit Report:

On the basis of the work we have undertaken during the course of the year, we signed off the 2023/24 Annual Governance and Accountability Return, Form 3 (the Annual Internal Audit Report), with a 'clean' response, assigning no negative assurances for any area.

2.3 Summary of recommendations in this report, for the year ended 31 March 2024:

The table below lists all recommendations made in the detailed findings section of this report (Section 3). See key at the front of this report for priority colour coding explanations.

Report section	Recommendation and priority level		Management response	Officer/Councillor responsible	Due date
3.2 / Council meetings or minutes missing from the "Your Council" pages of the re-configured HPC website	Our checks on 9 May 2024 found that the Full Council's 12/12/2023 meeting was omitted entirely from the HPC website, and, whilst the 9/1/2024 and 9/4/2024 meetings were listed, links to the minutes did not work. We raised this with Officers, who corrected it on the day. However, as we only checked for post November 2023 meeting minutes of the Full Council, and the PPR and Community Centre committees, it is possible other minutes and meetings may also have been omitted from the new website. We recommend Officers review the new HPC website's "Your Council" pages, to confirm that all **meetings** of the Full Council and Council committees in recent years are on the website, and for each meeting date, the **agenda, minutes, and relevant papers** have been uploaded / linked to.				

2.4 Outstanding recommendations from our prior year report, for the year ended 31 March 2023:

We raised no recommendations in last year's report. There is therefore nothing to follow up on.

2.5 Follow up on any recommendations from our interim visit

We raised no recommendations at our December 2023 interim visit. There is therefore nothing to follow up on.

3 / Detailed findings sections

Section 3 contents:

3.1 Assessment and management of risk

3.2 Maintenance of accounting records

3.3 Budgetary control and reserves

3.4 Incoming resources

3.5 Outgoing payments

3.6 Bank and petty cash

3.7 Wages

3.1 / Assessment and management of risk

Objective: To ensure adequate arrangements are in place to identify and manage risks

Testing conducted	Findings	Recommendations	
We reviewed arrangements for updating and reviewing the Risk Register, to ensure that risks are being appropriately identified and managed.	We confirmed that the Parish Clerk updated the Council's Risk Registers ahead of the 5 May 2023 meeting of the Policy, Property and Resource Committee, which reviewed and accepted the updated risk assessment. The Parish Clerk again updated the Council's Risk Registers ahead of the 29 April 2024 meeting of the Policy, Property and Resource Committee, which reviewed and accepted the updated risk assessment. The segregation of preparation (by the Clerk) and review (by Councillors) is consistent with good practice.	No recommendations	
We reviewed insurance coverage.	Insurance was renewed with Zurich from 1 April 2023, the date the previous Zurich policy expired. Coverage is much the same as before, which we have reviewed and found to be sufficient. This is a 3-year contract, with no break clauses or annual renewals and therefore runs to 31 March 2026. By agreeing to a 3-year contract, HPC secured a discount on the price. We confirmed with the Finance Officer that whether to renew with Zurich or not was duly considered. The price reduction on the 3-year contract (compared to a one-year extension) and Zurich's familiarity with the issues around the unsatisfactory Community Centre building work, meant it was beneficial to renew with Zurich on both a price and knowledge / familiarity basis.	No recommendations	
We reviewed internal financial regulations and policy documentation to ensure they are up to date.	The Council's policies are available on HPC's website. We reviewed them on 10 May 2024 and found the policies were comprehensive and covered all key areas we would expect, including Terms of Reference for Committees, Standing orders, and the Code of Conduct. A clearly set-out schedule of all HPC's policies is also published on the website. This is collated by the Clerk and sets out when each policy was last approved, and whether by Full Council or Committee. This showed all policies have been reviewed and re-approved during the last 12 months (other than the Tree Policy which was last reviewed in August 2022 but need only be re-approved every three years, and thus the 2022 approval is acceptable). Therefore, all internal regulations and policies are appropriately up to date. We sample checked nine policies from the list – in all cases, the correct, up-to-date version of the policy is held on the website, and the date of approval by the Council / Committee is confirmed by the minutes of that meeting.	No recommendations.	
We discussed GDPR compliance.	The council has a GDPR policy which was most recently approved by Councillors in July 2023, and an Information Security Policy which was most recently approved in April 2024. Both are therefore sufficiently up to date. All staff have been trained in GDPR and signed relevant consent forms. No GDPR breaches have been reported in the year.	No recommendations	

3.1 / Assessment and management of risk

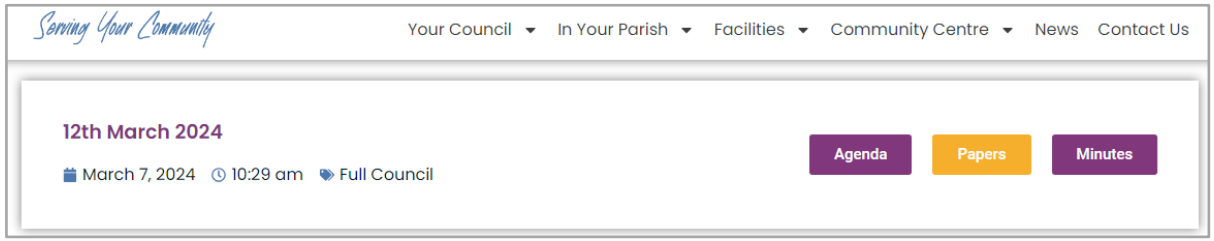
Testing conducted	Findings	Recommendations	
We reviewed the Whistleblowing policy.	Although having a Whistleblowing policy in place is not a statutory requirement for parish councils, it is nevertheless considered good practice to have one. HPC has a Whistleblowing policy in place and this was most recently re-approved by the Property, Policy and Resources Committee in April 2024 and is therefore sufficiently up to date. We have confirmed that HPC's Whistleblowing policy is published on the HPC website.	No recommendations.	
We considered the adequacy of staffing levels	We have no concerns over the adequacy of staffing levels during the period reviewed, with Clerk Faye LeBon (who is also the designated Responsible Financial Officer) and Finance Officer Gavin Ellis both in place throughout the period, and with additional continuity being provided by the other members of the office staff.	No recommendations	

3.2 / Maintenance of accounting records

Objective: To ensure that books of account have been properly kept throughout the financial year.

Testing conducted	Findings	Recommendations	
We discussed the use of the RBS financial system.	RBS (Rialtas Business Solutions) is designed for local authorities and was brought into use at HPC from 1 February 2017. RBS has been used now at HPC for more than six full financial years. The Finance Officer reports that RBS continues to work effectively both in terms of entering data into RBS, and the system's ability to then produce appropriate, prompt and user-friendly output reports. HPC has continued to update the way it uses RBS and has recently purchased and added a purchase orders module to the system. This was brought into use in March 2024 and full usage commenced in April 2024 (at the start of the 2024/25 new financial year). Now the RBS purchase module is in place, the following new process is applied: • When a purchase needs to be ordered from a supplier, the Senior Administrator (mostly) or the Finance Officer (as an alternative) check the relevant budget code on RBS to see if there are sufficient spare funds in it – if there are, the purchase order (PO) is input to RBS • If there are not sufficient spare funds in the budget code, the matter is cascaded up to the Clerk to either approve or reject the purchase being made • As well as strengthening internal controls over purchases, another advantage of the new system is that as soon as a purchase order is on RBS, it can be seen in the budget monitoring reports, and so these now reflect expenditure commitments as well as actual expenditure where a purchase invoice has been received in. As the purchase order module only came into full use in April 2024, it did not form part of our testing of purchases in the 2023/24 financial year, discussed in section 3.5 of our report.	No recommendations	
We tested whether RBS was up to date for receipts and payments at our May 2024 onsite audit visit.	We confirmed that all data for the year ended 31 March 2024 was entered on RBS and reconciled at the time of our May 2023 onsite audit.	No recommendations	
We discussed RBS backup procedures.	We confirmed by discussion with officers that a backup of the data on RBS is taken each week. This is manually triggered by the Finance Officer clicking onscreen. A copy goes to RBS's head office and a copy also goes to a virtual cloud. Additionally, a copy is taken weekly on a memory stick and held in the fireproof safe at the Community Centre. Therefore, three remote backups are held offsite – a robust backup method.	No recommendations	

3.2 / Maintenance of accounting records

Testing conducted	Findings	Recommendations
We tested whether the Council verifies the accounting records each month.	We confirmed that each month the Finance Officer prints from RBS a list of the preceding month's cash payments, other payments (cheques, direct debits, transfers) and receipts for the full Council to formally review and approve at its monthly meeting. The Council also reviews and approves at the same time the bank reconciliation, reserves summary and income and expenditure statement for the preceding month. We confirmed by review of the minutes that the full Council reviewed and approved all of the above for every month of the 2023/24 financial year and each approval was duly recorded in the minutes for that meeting.	No recommendations
Issue noted during our May 2024 onsite visit regarding completeness of minutes on the re-configured HPC website.	We reviewed HPC's website on 9 May 2024 and noted that the website had been re-configured. Now, to see the minutes or other documents from Council and Committee meetings, the website user must first click on the date of the meeting they are interested in, and then, once on the webpage for that date has opened, click on the Agenda, Papers or Minutes buttons as shown in the screen print below to see the actual documents. *Screen print from 12 March 2024 Full Council meeting*:  Only upon clicking the three buttons shown above can it be seen if the relevant documents have been uploaded to the website. When we reviewed the meeting minutes of the Full Council, and PPR / Community Centre committees for the November 2023 to April 2024 period, we found that the following minutes were not uploaded to the HPC website: • The 12 December 2023 Full Council meeting was not on the website at all • The 9 January 2024 Full Council meeting was on the website but no minutes were uploaded • The 9 April 2024 Full Council meeting was on the website but no minutes were uploaded. We advised the HPC Senior Administrator of these missing minutes on the day of our May 2024 onsite visit and the Senior Administrator corrected them on the day – all the above minutes are now on the HPC website. However, as we did not re-review minutes from before November 2023 (which we had obtained from the previous version of the HPC website in December 2023), and we also did not review the minutes of any other HPC committees, we have raised a recommendation at right to suggest the Council's officers perform their own check of these.	Our checks on 9 May 2024 found that the Full Council's 12/12/2023 meeting was omitted entirely from the HPC website, and, whilst the 9/1/2024 and 9/4/2024 meetings were listed, links to the minutes did not work. We raised this with Officers, who corrected it on the day. However, as we only checked for post November 2023 meeting minutes of the Full Council, and the PPR and Community Centre committees, it is possible other minutes and meetings may also have been omitted from the new website. We recommend Officers review the new HPC website's "Your Council" pages, to confirm that all **meetings** of the Full Council and Council committees in recent years are on the website, and for each meeting date, the **agenda, minutes, and relevant papers** have been uploaded / linked to.

3.2 / Maintenance of accounting records

Testing conducted	Findings	Recommendations	
We confirmed that the Council had uploaded the required disclosures to its public website, in relation to the prior financial year.	We confirmed by reviewing the HPC public website that the required disclosures had all been made, specifically: • Details of all expenditure over £500 was published month by month in the year ended 31 March 2024 • Sections 1, 2 and 3 of the prior year's Annual Governance and Accountability Return (AGAR) had been published (this being mandatory) and the prior year Annual Internal Audit Report had also been published (this is not mandatory but the front sheet of the AGAR strongly recommends it as good practice) • The prior year notice of the public's right to inspect the unaudited financial statements, as well as the prior year notice of conclusion of their external audit, had both been published on the HPC website. • The Council's officers were aware of the requirement to publish by 1 July 2024 the notification of the public's right to inspect the current year's unaudited accounts, as well as sections 1 and 2 of the current year's AGAR. • (Note – by "prior year", we mean the year ended 31 March 2023 and by "current year" we mean the year ended 31 March 2024).	No recommendations	

3.3 / Budgetary control and reserves

Objective: To ensure that the annual precept request is the result of a proper budgetary process and that the budget process has been regularly monitored.

Testing conducted	Findings	Recommendations
We discussed the precept process for the financial year which ended on 31 March 2024, and for the new financial year ending 31 March 2025.	We confirmed that processes followed the usual expected timeline. Financial year — Full Council approval date — Form submitted to Broadland DC on time? 2023/24 — 10 January 2023 — Yes & BDC acknowledged as such 2024/25 — 9 January 2024 — Yes & BDC acknowledged as such	No recommendations
We verified whether actual expenditure against budget is reported regularly to the Council.	The Finance Officer prepares a monthly analysis of actuals vs budget and passes it to the full Council to review. These show income & expenditure for the whole of HPC for the month and the cumulative year-to-date. The reports are produced by the touch of a button straight from the RBS finance system. Our review of the minutes of Council meetings noted that the full Council regularly and promptly reviewed the monthly reports and actively monitored actuals v budget. These reviews are clearly recorded in the Council meeting minutes, which contained a specific reference to every month's income and expenditure report having been reviewed.	No recommendations
Were there significant variances of actuals against budget for the 31 March 2024 financial year just ended?	We reviewed the year end actuals vs budget report and saw that (as expected) the only cost centres where actual spend significantly exceeded the stated budget were those in relation to the Community Centre redevelopment (budget £0, spend £22,341) and the WC refurbishment project (budget £0, spend £82,890) There was a satisfactory explanation for this from the Council's Finance Officer, namely that, as these projects are funded either from HPC's Public Works Loan Board loan (taken out in previous years), from Community Infrastructure Levy income, or by drawing upon reserves if needed – the budget for these cost centres is set at £0 so that they do not form part of the precept calculation and therefore are not a burden on HPC taxpayers. Thus, there were no significant unexplained variances against the budget.	No recommendations
We discussed whether the financial ledger allows for effective budget monitoring.	The Finance Officer remains content that RBS is producing clear, easy to produce monitoring reports. From our own review of the reports monitoring income and expenditure against the budget, we concur with the Finance Officer that RBS produces clear reports, and from our discussions, the reports are easily obtainable – essentially at the touch of a button. The cost centre structure of the financial ledger (and therefore the monitoring reports) is clear and logical, with separate cost centres for the Community Centre, administration, staff, and the HPC office, through to smaller areas such as allotments, play areas and the bowling green. From our review of the cost centre structure, it is clear that HPC's officers have been able to tailor the cost centre structure on RBS to make it appropriate to the council's recording and reporting needs, for example, in a previous year, adding a new cost centre code specifically for the café at the Community Centre, to allow for easier monitoring of the café's costs.	No recommendations

3.3 / Budgetary control and reserves

Testing conducted	Findings	Recommendations
We reviewed arrangements to monitor HPC's reserves and the level of reserves at year end.	Effective monitoring arrangements for reserves are in place. Each of the full Council's monthly meetings receives an earmarked reserves summary from the Finance Officer to review and approve alongside their monthly approval of receipts, payments, bank reconciliations and income/expenditure to date against the budget. At 31 March 2024 total reserves were in a healthy position, being £68k higher than a year earlier: General reserves £160k (at 31 March 2023: £447k) Earmarked reserves £604k (at 31 March 2023: £249k) TOTAL RESERVES £764k (at 31 March 2023: £696k) The decrease in general reserves is not a concern – as can be seen above, this is simply a result of Councillors transferring a net £355k into Earmarked reserves during the year, in recognition that the general reserves position was strong. As per HPC's Financial Regulations, a key performance indicator is that general reserves should exceed three months' worth of precept – the 31 March 2024 general reserves complied with this requirement, as shown below: Precept for the year ended 31 March 2024 £561k Three months precept is £140k General reserves at 31 March 2024 are £160k	No recommendations

3.4 / Incoming resources

Objective: To ensure the correct price has been charged, income has been securely received, recorded and promptly banked, and VAT is correctly accounted for.

Testing conducted	Findings	Recommendations	
We tested precept income receipts.	We confirmed that all £561,227 of expected precept income in relation to the 2023/24 financial year was received from Broadland District Council (BDC). As usual, this income was received in two separate and equal payments, the first in April 2023 and the second in September 2023. The total precept income received matched the amount on the annual precept forms submitted to BDC in January 2023. HPC has also received (in April 2024) the first half of its precept income for the 2024/25 year. The amount received was £299,413.50 which is exactly 50% of the £598,827 requested in the 2024/25 precept/budget submission to BDC made in January 2024, and was therefore consistent with expectations.	No recommendations	
We tested a sample of 20 receipts of non-precept income selected from across the 2023/24 financial year.	12 of our samples were selected from sales invoices, and we then agreed them to bank statements, the bank reconciliation, and the nominal ledger including checking that any VAT was separated out. To ensure we tested for completeness, eight of our sample receipts were selected from bank statements, and then agreed to the bank reconciliation, sales invoice / hire agreement and nominal ledger (including checking that any VAT was separated out). For all 20 samples, the amount recorded on the bank reconciliation and the ledger matched the amount on the sales invoice or bank receipt, VAT was correctly recorded on the ledger, and the receipt was banked promptly. No issues or concerns arose from this testing.	No recommendations	
We confirmed that Community Infrastructure Levy (CIL) income is monitored.	We confirmed this via review of the monitoring spreadsheets maintained by the Finance Officer during the 2023/24 financial year. The receipt of CIL income was monitored, as was expenditure funded by it (in 2023/24 this was wholly expenditure on the Community Centre, funded by the historic PWLB loan as well as by CIL income).	No recommendations	
We considered whether security controls over cash received at the Community Centre café are adequate and effective.	Security controls over cash received at the café have been sufficiently strong during the 2023/24 year. The Community Centre café, now open four days per week, is where most cash receipts occur. Typically, around half of the café's weekly takings are physical cash. Appropriate controls are in place over counting this cash. A first count of the cash is done at the café by two of the three members of the café staff and the cash is compared to the 'Z reports' (the till receipt reports). The café staff make a note on the Z reports of any unusual transactions (e.g. refunds) for later reference. It is compliant with good practice that two members of café staff do the cash count together. The cash and 'Z reports' then go to the HPC office where they are re-counted by the HPC office staff using the same method as for cash received at the HPC office – as set out on the next page.	No recommendations	

3.4 / Incoming resources

<table>
<tr><th>Testing conducted</th><th>Findings</th><th>Recommendations</th></tr>
<tr><td>We considered whether security controls over cash received at the HPC office are adequate and effective.</td><td>Security controls over cash received at the HPC office have been sufficiently strong during the 2023/24 year.

This income relates to (for example) allotments, or room hire at the Community Centre. Cash / cheques are received at the main HPC office by the Finance Officer, or by Maureen or Louise (all of whom are based in same room). Groundscare / caretaking staff do not take receipt of any cash or cheques – this is good practice as the control environment is stronger the fewer people are able to take receipt. Additionally, groundscare / caretaking staff would be more likely to be alone when receiving cash, which increases the risk of misappropriation.

Cash and cheque receipts (other than at the café) are now few in number. This aids internal control, as cash and cheques are more susceptible to fraud or theft than online/electronic receipts. Most receipts are now received online directly into the current business bank account and HPC also has a ‘square card’ facility enabling the public to pay by debit card or credit card. This has proved particularly useful for allotment receipts.

<u>Counting up and banking</u> (These processes apply to income received both at the café and at the HPC office).

Two of the four members of the office staff count the cash together in the HPC office. The pairs of counters are rotated as well. This is consistent with good practice. For café income they compare the cash to the ‘Z reports’ from the tills and follow up with the café staff on any discrepancies, if not evident from notes on the ‘Z reports’.

Once counted, cash and cheques are taken promptly to the safe within the Community Centre and they then stay there until just before the Finance Officer takes them to the bank. The Finance Officer pays them into the bank at least weekly (if there is any to pay in). This prompt paying into the bank is also consistent with good practice.</td><td>No recommendations</td></tr>
<tr><td>We reviewed a sample of the Café income cash counts.

(The café being the largest regular source of physical cash receipts)</td><td>We reviewed the counts of the cash received at the café for the last two weeks in March 2024. The café was open for seven days in this period, and there were small differences between the till receipts and the cash on five of the days (although on one day the difference was only 30 pence). Day by day the cash reconciliation found:

<table>
<tr><th>Date</th><th>Signed by <u>two</u> Officers?</th><th>Difference: Cash vs till receipts</th><th>Which is higher?</th></tr>
<tr><td>19/03/2024</td><td>✓</td><td>£0.30</td><td>Cash</td></tr>
<tr><td>20/03/2024</td><td>✓</td><td>£4.10</td><td>Cash</td></tr>
<tr><td>21/03/2024</td><td>✓</td><td>£3.10</td><td>Cash</td></tr>
<tr><td>22/03/2024</td><td>✓</td><td>(£6.00)</td><td>Till receipt</td></tr>
<tr><td>26/03/2024</td><td>✓</td><td>Nil</td><td>N/A</td></tr>
<tr><td>27/03/2024</td><td>✓</td><td>Nil</td><td>N/A</td></tr>
<tr><td>28/03/2024</td><td>✓</td><td>£2.90</td><td>Cash</td></tr>
<tr><td>29/03/2024</td><td colspan="3">N/A – Good Friday, café was closed</td></tr>
<tr><td>NET</td><td></td><td>£4.40</td><td>Cash</td></tr>
</table>
As the unresolved differences are all small, and the net across the fortnight was that MORE cash was received than was recorded at the tills – we do not consider the above is indicative of any misappropriation of cash. Our testing confirmed that cash counts / reconciliations in this period were carried out exactly as described to us, and therefore confirmed that a robust control environment is in place over cash received at the café. .</td><td>No recommendations</td></tr>
</table>

3.5 / Outgoing payments

Objective: To ensure that the purchase and payments system and controls have been working effectively.

Testing conducted	Findings	Recommendations	
We tested a sample of 20 payments selected from across the 2023/24 financial year.	We selected 20 payments at random from the RBS *purchase* ledger, and we found no matters arising, as all 20 of our samples • agreed to a purchase invoice which was initialled by two Councillors who are payment authorisers • were accurately reflected on the RBS *nominal* ledger, including being allocated to an appropriate code • were correctly allocated on the ledger as regards VAT, and VAT was therefore reclaimed where this was allowed • were accurately reflected in the bank reconciliation for the period • were seen coming out of the bank and in a reasonable time frame when compared to the date of invoice. The retrospective control, whereby at each full Council meeting the Council approves the previous month's payments, was also effective throughout the year – our minutes review confirmed that all payments from April 2023 through to March 2024 were subsequently approved by the full Council and each approval was recorded in the official minutes. Appropriate segregation of duty controls are in place over the actual outgoing payments via BACS (the method used for the vast majority of HPC's payments), namely; • the Finance Officer prepares the BACS list electronically • Councillor Douglass approves the BACS list electronically, and Barclays then make the electronic transfers to suppliers' bank accounts. • the Barclays banking software enforces this segregation of duties, as it does not allow the same person to do both the preparation and approval of the BACS list. Appropriate segregation of duty controls are in place over cheque payments, namely: • The Finance Officer writes out cheques after posting details of the payment to the RBS finance system • Two out of Councillor Johnson, Councillor Douglass, the Parish Clerk, and the Finance Officer sign the cheque, but at least one of the signatories must always be a councillor.	No recommendations	
We tested the timeliness of VAT returns submitted to HMRC.	Our review of HPC's VAT submissions for all four quarters in the April 2023 to March 2024 period confirmed that all four were submitted in time to meet the HMRC submission deadlines. Within our sample testing of receipts and payments (as set out elsewhere in this report), we vouched that VAT was correctly recorded on the RBS financial ledger for all our samples.	No recommendations	

3.5 / Outgoing payments

Testing conducted	Findings	Recommendations	
We reviewed the controls around the Council's Barclaycard	We found that an appropriate control environment is in place around the use of the Council's Barclaycard, which is mostly used to pay suppliers – the types of payments that in the past would have been made by cheque or even petty cash. The particular processes / controls we noted include: • The Finance Officer draws up and prints a list of proposed Barclaycard payments (sourced from data on the IBS financial system), and this print is then reviewed and signed off by Councillors Douglass and Johnson – the two councillors who are banking signatories. • We reviewed the most recent pre-approval list, that being for April 2024 – we saw that every individual proposed payment had been initialled by both Councillor Douglass and Councillor Johnson. Therefore segregation of duties was seen to be in place over the drawing up and approval of payments before they are made. • There is also segregation over the actual making of the payments. The Finance Officer creates the payments file and uploads it to Barclays online banking and Councillor Douglass then approves the payment online on the Barclays system. Only then is the payment made. This dual authorisation process is enforced by the Barclays online system, and payments will not be made unless the payments file is uploaded and then approved by two separate people, both of whom must be a bank signatory, and one of whom must be a Councillor. • The payments are then post-approved by the Full Council as part of their monthly review and approval of the preceding month's payments. • There is a £2,000 limit on any payment to one supplier, and the Barclaycard balance is cleared down to £nil every month. We therefore consider that appropriate controls are in place over the new Barclaycard.	No recommendations	
We tested a sample of fixed asset additions from the year back to invoices.	The total value of fixed assets at year-end 31 March 2024 was £4,722,556. This figure included additions in the year of £47,433. We sample tested the two largest additions with total value (net of VAT) of £36,935, back to purchase invoices, the IBS fixed assets register, and bank statements. This confirmed the new assets had all been correctly brought onto the assets register at cost (as per the invoice) excluding VAT, as HPC is able to recover the VAT via its VAT claims to HMRC. We identified no matters arising from this testing.	No recommendations	

3.6 / Bank and petty cash

Objective: To ensure that bank reconciliations are accurate and completed on a regular basis, and petty cash is appropriately used and monitored.

Testing conducted	Findings	Recommendations	
Bank - we tested the year end bank reconciliations.	Our testing confirmed that all HPC's 31 March 2024 bank balances as per the nominal ledger had been fully reconciled by the Finance Officer back to month-end bank statements. We confirmed that all HPC's bank accounts had been reconciled. There were no unexplained balancing items at the year end. The year-end reconciliation was completed promptly after year end.	No recommendations	
Bank - we tested if bank reconciliations were completed promptly during the whole year.	Bank reconciliations were completed promptly by the Finance Officer throughout the 2023/24 financial year. Each month's bank reconciliation had been subsequently reviewed and approved by the full Council, and this approval was recorded in the official minutes.	No recommendations	
Petty cash - we tested twelve payments made from petty cash between April 2023 and March 2024 (one petty cash payment was tested from each month).	The twelve samples were picked from the petty cash book. We found that all twelve entries were supported by a valid receipt whose value matched the petty cash book entry. The petty cash book is reconciled monthly so we also checked that the amount at month end for our samples agreed to the amount shown in that month's bank reconciliation. In all twelve cases, it did match.	No recommendations	

3.7 / Wages

Objective: To ensure salaries are paid in accordance with Council approvals and that the PAYE and NIC requirements have been correctly applied.

Testing conducted	Findings	Recommendations	
We discussed with the Finance Officer the ongoing payroll procedures.	We discussed payroll matters with the Finance Officer, and we found that: • The Finance Officer was not aware of any current problems relating to payroll, and there were no matters that would require us to investigate further. • HPC is up to date with payments to HMRC, Norfolk Pension Fund and NEST Pension. • HPC is also up to date and has met all recent deadlines for submission of data - both for RTI payroll information to HMRC, and pension data to the pension funds. • Wages for all staff were paid via electronic bank transfer (and have been since June 2018), with no problems arising from this.	No recommendations	
We tested whether new starters in the year had been promptly paid, at the correct amounts, with correct deductions.	There was one new starter in the year who joined just before the end of September 2023. Our testing found: • They were paid the correct amount in their first payroll payment, which occurred in October 2023 • Their October payment also included the correct pay for the days worked in September – they had joined HPC after the September payrun and so this was the first opportunity to have paid the September amounts. • They were paid at the correct amount for each subsequent month up to financial year end. • Their salary matched the relevant NALC pay scale point. • The IRIS payroll software dealt correctly with payroll deductions.	No recommendations	
We tested whether leavers in the year had been paid all amounts due and then promptly taken off payroll.	There were no leavers during the year ended 31 March 2024, but one member of staff left on 6 April 2024, just after financial year end. Our testing found they were paid all amounts due to them, in their final April 2024 payroll payment. They then promptly came off payroll and received no further payments.	No recommendations	

Appendix 1 – Statement of responsibility

It is the Council's responsibility to develop and maintain sound systems of risk management, internal control and governance and for the prevention and detection of irregularities and fraud. Internal audit work should not be seen as a substitute for internal responsibilities for the design and operation of these systems.

We endeavour to plan our work so that we have a reasonable expectation of detecting significant control weakness and, if detected, we shall carry out additional work directed towards identification of consequent fraud or other irregularities. However, internal audit procedures alone, even when carried out with due professional care, do not guarantee that fraud will be detected, and our examinations as internal auditors should not be relied upon to disclose all fraud or other irregularities which may exist.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or all of the improvements that may be required. Whilst every care has been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to the advice and information contained herein.

Our report is prepared solely for the use of the Council and senior management of Hellesdon Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise the report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended for any other purpose. Larking Gowen neither owes or accepts any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by their reliance on our report.

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HELLESDON PARISH COUNCIL
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Minutes of the meeting of the Planning Committee held on Tuesday 11th June 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr B. Johnson
Cllr D. Maidstone
Cllr R. Sear

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

The Chairman welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   No apologies received.

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

3. **To receive approval of minutes of the committee meeting held on 14th May 2024**
   Minutes of 14th May 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
2024/1307 5 Shrub Lane, NR6 5FR Erection of single storey rear extension	No objections
2024/1144 1 Sutherland Avenue, NR6 5LN Single Storey Rear and Side Extensions with Front Porch	No objections
2024/1536 151 Gowing Road, NR6 6PZ	No objections

Approved.....

Date.....

Single storey rear extension and demolition of conservatory with 2 No. rooflights and rear box dormer	
2023/2490 Reconsultation 331 Drayton High Road, NR6 5AA Erection of building to be used as a care facility (use class C2) with associated landscaping scheme and car parking for young adults following the demolition of existing bungalow.	Whilst amendments to the application were acknowledged, the previous objections of the Parish Council were retained, these being: Scale of development is excessive contrary to policy GC4 (ii) New entrance/egress now situated on Devon Avenue is unsuitable due to proximity to the T-junction to a main road, and Devon Avenue itself being a narrow road. Opposite there is also the entrance / egress to another commercial property, compounding traffic issues. Contrary to policy TS3. The new proposal is to remove mature trees to create a new entrance. There is also a significant loss of garden space as the annexe is being built in the existing garden. The landscaping proposal does not mitigate the net biodiversity loss. Contrary to Policy EN1. Whilst the amount of parking spaces has been increased, there is no detail about the level of staff being onsite at any one time. Norfolk County Council's representation (31st October) states that 'there is potential for 3 single occupancy flats [proposed]. This would support someone who would find it difficult to share communal space, and they might need a higher staffing ratio for some of the time'. The applicant also emphasises the use of a minibus to negate extra vehicle movement [Q&A Cascade Care: Ramsey House]. Could we please ask the planning officer to check whether a minibus could be stored, and could enter and egress the site safely in first gear with an adequate turning circle if other car parking spaces are being utilised.
18 Links Avenue, NR6 5PE Sale of alcohol off the premises.	Further to correspondence being received from the applicant, it was agreed to withdraw the representation to the license. However, the matter is to be raised with the planning department to enquire why planning permission is not required for this significant change of use.

7. Items for the Next Agenda

No matters raised for the next agenda.

The Clerk advised that application 2023/3126 (127-129 Reepham Road) would be going to the Planning Committee at Broadland Council on 19th June with an officer's recommendation of approval.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 25th June 2024 at 6.15pm.

The meeting closed at 6.36pm.

Approved.....

Date.....

Meeting of Hellesdon Parish Council

9th July 2024

Item 8 – To Receive Update on the Neighbourhood Plan

The Housing needs survey for Hellesdon has been checked by Locality and finalised and will be sent to all councillors.

Our consultant is currently applying for the 2024/2025 funding from Locality.

The Neighbourhood Plan Working Group met on 17th June. Guests from Broadland District Council and the Youth Advisory Board were welcomed to the meeting.

Useful information was provided on how a small housing allocation would protect the Neighbourhood Plan from speculative development for a period of 5 years. This will be further discussed at the next meeting.

The draft design code document has been received from AECOM and will be reviewed in detail at the next meeting.

The draft minutes of the meeting are appended to this report.

The next meeting of the working group will be on Wednesday 17th July.

HELLESDON PARISH COUNCIL
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Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group held on Monday 17th June 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr S. Gurney (Chairman)
Mrs A. Chesterton
Cllr B. Johnson
Cllr S. Lowthorpe
Cllr N. Barker
Cllr R. Forder
Mrs B. Knowles
3 young people from the Broadland Youth Advisory Board (YAB)

In attendance: Mrs F. LeBon (Clerk), Mrs J. Ringer (Broadland Council) 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 L. Douglass and Mr D. Thrower.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 22nd May 2024

The draft minutes had been previously circulated and were **AGREED** after a proposal from Cllr Johnson and a second from Mrs Knowles.

4. To Receive Update Report on Neighbourhood Plan Funding

The Clerk reported that to date the Parish Council has successfully applied for £7,425 from Locality to support the Neighbourhood Plan work to 31st March 2024. It was believed that a further £2,575 ought to be available from Locality and DLUHC has just opened applications for 2024/2025. £6,000 has been applied for from Broadland District Council, who have subsequently advised that £10,575 should be available from Locality. The Clerk has sent this information to Community Collective Planning for assistance in obtaining this funding.

5. To Discuss CIL Projects with Representative from Broadland Council

Mrs Ringer introduced herself as the Community Planning Projects Officer at Broadland Council who could provide assistance with grant funding for community projects. This could include CIL or s106 funds, or grants from alternative sources.

Cllr Gurney explained the recent community projects within the community centre. There was the recent completion of the refurbishment of the main WCs, and there is currently funding being sought for the refurbishment of the west WCs. Cllr Gurney also explained that there were plans in place for an extension to the community centre. The community centre is very well used and since reopening a café has opened, a community fridge, a warm room and the Parish Council is

now putting on more events. Mrs Ringer explained that projects within the Neighbourhood Plan hold more weight. It was **AGREED** that the community centre extension should be added as a community aspiration to the Neighbourhood Plan.

Mrs Ringer will look into whether the ACRE fund would allow the Parish Council to apply, in respect of the lack of charitable status of the community centre.

Assistance can also be given for play equipment projects.

Broadland Council's leisure team can assist with funding for projects with a sports aspect. This would include adult gyms.

The YAB advised that they have a "everyone has a right to play" campaign to promote the need for play equipment to be accessible. When new parks are put in they need to allow for children of all abilities to play together on all equipment. YAB should be involved in any new plans for play equipment.

Cllr Gurney explained the s106 agreement on the Persimmon site, for football pitches and a community building/changing rooms built to first fix. The associated commuted sum, which should be increasing with RPI, would then be used to complete the project.

Discussions occurred as to the lack of youth facilities at the community centre. There is a youth club currently based at Hellesdon High School, but the problem with this is not all children want to go back to school, after a day of being at school. The 'Get it Started' and 'Keep it Going' grants were discussed to support small groups, even those which are not constituted.

The young people were asked about facilities in Hellesdon and they advised that there is only really the Rec and the city to go to as a space to 'just be them'. There is also a lack of study space for young people. They have used the library, but the space was limited in this building. A discussion occurred about utilising the Warm Room. Mrs Ringer advised that both Costa Coffee and the Co Op have a furniture donation scheme, where they will donate their used furniture to local causes when they have a refurbishment.

6. To Consider Correspondence about Housing Allocations

It was established that the NPPF says that Neighbourhood Plans can be protected for 5 years from speculative residential development in those situations where the local planning authority cannot demonstrate a 5 year housing land supply, on the provision that the Neighbourhood Plan allocates a site(s) for development. This 5 year protection, which starts when the Neighbourhood Plan is adopted, only applies if the plan allocates a site for housing and this meets or exceeds the indicative housing requirement. The housing requirement for Hellesdon is zero, therefore a small allocation in Hellesdon could provide this protection. It was established that there are still areas of open space in the Hellesdon area in private ownership that could be vulnerable if the local plan is not deemed as up to date. Therefore it was **AGREED** to do a generic call for sites. Local landowners could also be approached and encouraged to apply. Even with a call for sites, it does not commit any site to be added to the Neighbourhood Plan, should nothing suitable come forward.

The call for sites could be linked in with the Housing Needs Assessment and help to address the need for Housing with Care.

Approved……

Date……

Local green space protection was discussed and the tree line alongside Cottinghams Park should be added on ecology grounds.

7. To Consider Draft Design Code from AECOM

Consideration was given to the relevance of the pictures within the document and amendments suggested. References to Hellesdon being a village should also be removed.
As the document was only received on the day of the meeting, it was **AGREED** to defer further consideration of this document until the next meeting.

8. To Further Consider Ideas for Neighbourhood Plan Policies

It was **NOTED** that Mr Thompson had done further work on potential policies. These will be deferred until the next meeting.

9. Items for the Next Agenda

AECOM Design Code
Further policy formulation
Call for sites

The Clerk advised that the next Neighbourhood Plan networking meeting, arranged by Broadland Council would be on Tuesday 9th July commencing at 6.30pm via zoom. As this clashed with the Parish Council meeting, it would be difficult for councillors to attend, but the offer should be made for other members of the Working Group to attend on behalf of the Hellesdon Neighbourhood Planning project.

10. Date and Time of Next meetings

Wednesday 17th July at 7pm

The meeting closed at 9.10pm

DRAFT

Approved……

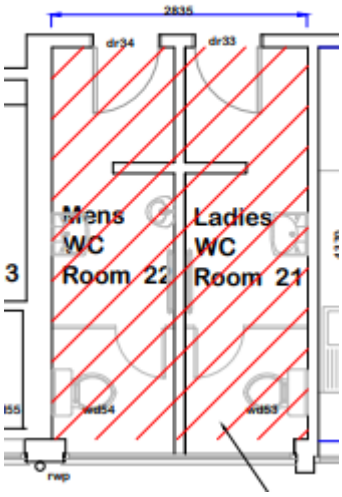
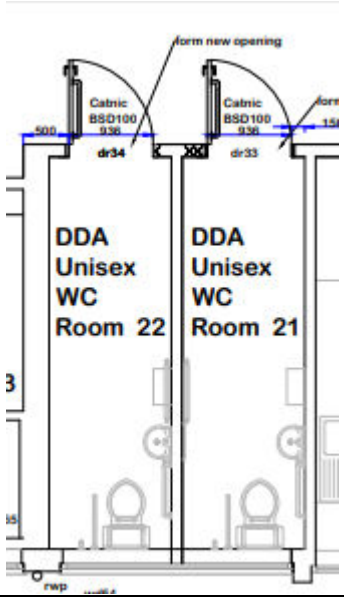
Date……

Meeting of Hellesdon Parish Council

9th July 2024

Item 9 – Community Centre

With the newly refurbished main WCs, the secondary WC area to the west of the community centre now looks shabby and is not fit for the diverse requirements of modern society. The project involves removing the 'ladies' and 'men's' WCs and replacing then with DDA accessible unisex units

Existing Layout	Proposed Layout
	

a) To Receive Report on Grant Funding for West WC Improvement Project

It is anticipated to receive positive news on the grant funding for the west WCs in time for the meeting. Should the application be fully successful, this would mean a contribution of £20,000 towards the project.

A grant application for £15,099.39 (50% of the anticipated capital cost) was rejected by Broadland Council's Pride in Place fund.

b) To Consider Tender Prices for West WC Refurbishment and Appoint Contractor

The scheme was published in an open and transparent manner on contracts finder, and also sent to local contractors who had worked with the council's project manner previously. The process received were as follows:

Contractor 1	Contractor 2	Contractor 3
£38,737.00	£28,212.00	£28,956.56
Location NR2	Location PE38	Location NR5

Due diligence has been performed on all contractors unknown to the council through pre-qualifying questionnaires. The grant application was submitted on the lowest tender received.

The Parish Council's project manager is in the process of ensuring the lowest two prices remain relevant and any updates provided at the full council meeting.

Hellesdon Parish Council - Clerk

From: Emma Dix <emma.dix@joedixfoundation.co.uk>
Sent: 12 June 2024 14:31
To: Hellesdon Parish Council - Clerk
Subject: Bleed bags for your parish

CARRY RESPECT NOT A BLADE

Dear Ms Lebon

Please may I introduce the Joe Dix Foundation and our work. Joe spent his entire childhood in Norwich, he was criminally exploited aged 14 to carry drugs. For several years Joe was unable to escape the world of child criminal exploitation CCE and county lines. Sadly, when Joe appeared to be turning a corner, at the age of 18, Joe was fatally stabbed in Mile Cross, Norwich, by 3 males who also lived in Norwich.

Joe's parents Emma and Phil have turned a tragedy into something positive with the aims and objectives of the charity to raise awareness around the early warning signs, dangers, and consequences of CCE, knife crime and youth violence. They are also working in conjunction with NR Medical Training to teach people 'How to stem a bleed'.

BLEED CONTROL BAGS

The Joe Dix Foundation is also launching the supply of bleed control bags. The primary objective the kit is to provide the necessary tools to quickly and effectively manage life-threatening bleeding until professional medical help arrives. Like community defibrillators, this kit is designed to empower bystanders to take immediate action and potentially save lives in critical moments. The location of the kit gets registered with the East of England Ambulance Service, so that call handlers can direct the public to them.

Bleed control kits can be used on violent crime injuries, but also other accidents and emergencies. These kits can often be found in schools, public centres, bleed control cabinets, workplaces, and just about anywhere people go. They are a great compliment and can be added to defibrillator cabinets that are located in the community and allow 24 hour access.

The Joe Dix Foundation is able to supply bleed bags at a cost of £120 to be housed with the defibrillator cabinets in your parish. If you would be interested or like to know more information please could you email emma.dix@joedixfoundation.co.uk or call 07956515550

Further details of The Joe Dix Foundation can be found at www.joedixfoundation.co.uk

Best wishes

Emma Dix

Founder & Trustee
EMMA DIX

07956515550
emma.dix@joedixfoundation.co.uk

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5 Whiffler Road, Norwich
NR3 2AG

Charity registered 1205999

Using the Joe Dix story to awaken peoples awareness of child criminal exploitation, gang violence and knife crime in the UK.