

Interests Flowchart

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

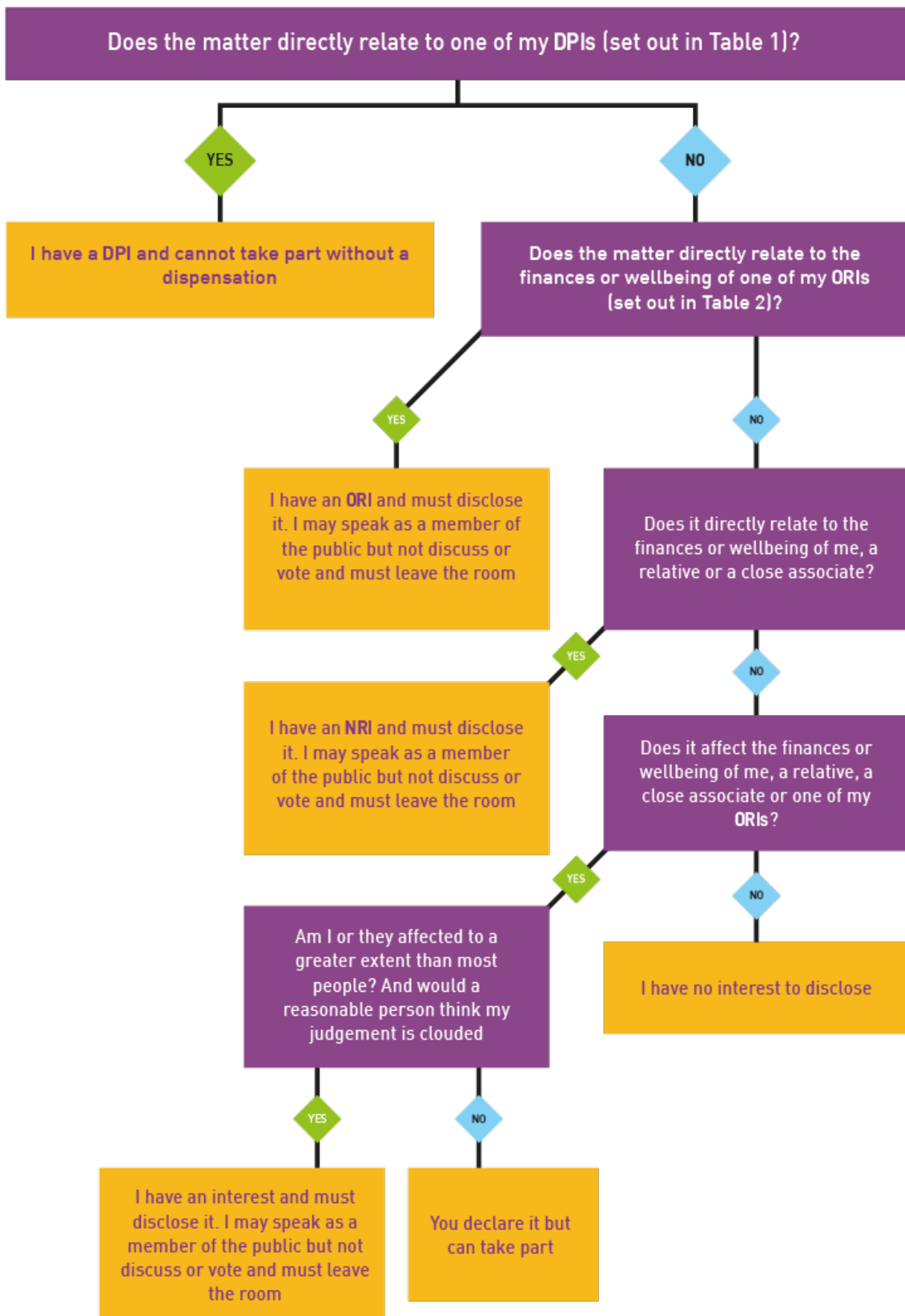


Table 1: Disclosable Pecuniary Interests

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 Registrable 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

Minutes of the Meeting of Hellesdon Events Committee

Wednesday 9th October 2024, 3pm in the Council Chamber

Present at the Meeting

Cllr S. Smith (Chairman)
Cllr R. Forder
Cllr B. Johnson
Cllr R. Sear
Cllr D. Britcher

Also in attendance

F. LeBon - Clerk
L. Pointin – Senior Admin Officer
K. Sage – Facilities Manager

The Chairman welcomed all attendees, and opened the meeting at 3pm

1. Apologies and acceptance for absence

Apologies were received from Cllr Douglass.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

The minutes of the meeting of the 24th July 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

No members of the public in attendance.

5. Summer Fayre 21st June 2025

- It was Agreed that Bert's Amazing Creatures will be the special attraction for 2025, Senior Admin Officer to confirm this with Bert.
- Senior Admin Officer to provide updated list of vendors for the next meeting, if there is a requirement to find further vendors, a reach out will be made.
- A suggestion was made to include a Fish and Chips vendor. Senior Admin Officer will see if there is availability, however we do have a dedicated chips provider and although they are loaded chips, this could be over duplication as there will be at least two or possibly three vendors selling chips.
- There was a discussion at the previous meeting regarding a new race which would involve the contenders working together as a group whilst walking on planks. The Facilities Manager will price this for construction, each set would enable 4 people to work as a team, 3 sets will be required we would then do a cost comparison for purchasing similar items readymade which are called race bands. On further discussion, it was agreed that for this particular race, we would only utilise 3 of the lanes to ensure there are no accidents should a team fall over.
- A purchase order will be raised for 100 coconuts, Senior Admin Officer to provide this to Cllr Forder once it is ready.

Approved.....

Date.....

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- Senior Admin Officer has made contact with several groups who attend events in costume while fundraising, no responses have been received. Cllr Smith to see if she is able to establish contact through one of her contacts.

6. Scarecrow Festival

- We have 10 confirmed entrants, further posts have been made on both Facebook and Instagram this will be pushed again next week.

7. Update for Further Consideration for Upcoming Events Party Night

- Unfortunately, the event was cancelled due to the lack of ticket sales both online and over the counter.
- **Ideas on How to Further Promote Events**
 - It has been agreed that we need to create a mailing list, this could be done through Mailchimp or a similar client, it will incur a monthly charge to subscribe, Senior Admin Officer will look at the costs and notify the committee. The Clerk advised she had used this previously and although it takes time to build up, it does become an asset.
 - A suggestion was put forward into how we could expand our mailing list with one being to offer incentives such as a discount on a ticket entry price for signing up.
 - It is suggested that we do a survey in order to capture what residents would like to see more of, this would hopefully then allow us to target our audience.
 - The survey would be a series of questions which would be yes or no answers and a free form text box for suggestions.
 - Cllr Sear advised that he has a contact who does regular mail drops in Hellesdon. Cllr Sear will speak to his contact to obtain a price for the delivery along with the proposed date for the next drop. We will also require the costings for printing which the Senior Admin Officer will obtain.
 - The advert would be for Hellesdon Community Heart Awards with the survey on the other side, a double sided A5 drop.
 - As the 21st September cancelled, the DJ has offered to carry this over, proposed dates for the future are the 8th or 15th March 2025 for a Family Party.

8. Senior Citizens Christmas Party

- Christmas crackers will be required, Senior Admin Officer found some online, they are £19.99 for 50 however, they do only have a hat and a joke. Wilko's have an online store still so will check their prices.
- Senior Admin Officer to purchase the following for the Senior Citizens Christmas Party on the 7th December 2024:
 - 100 x Christmas Crackers
 - 5 x Harvey's Bristol Cream
 - 5 x Croft Original
 - 6 x Red Wine
 - 6 x White Wine
 - 12 x Orange Juice
 - 6 x Lemonade
 - Sausage Rolls – Greggs – 27 boxes of 4 @ £3.60
 - Mine Pies - Asda
 - Shortbread - Asda
 - Crisps Multipack - Asda
 - 2 x Vegetarian Sandwiches - £12.85 each platter
 - 7 x Classic Sandwiches – £12.85 each - Greggs
 - 7 x Variety Sandwiches – £12.85 each – Greggs
 - Tea & Coffee, Senior Admin to check the stock and purchase more if required.

Approved.....

Date.....

HPC Events Committee Minutes 9th October 2024

9. Hellesdon Community Heart Awards

- Applications forms to be made available in the Community Centre.
- Senior Admin to follow up with advertising with Winkworth, they would up their signs which would also have advertising for the Community Hearts Awards.
- It was asked that Councillors give some thought about nominations and put forward anyone they know of.
- Senior Admin Officer will obtain quotes for hiring table cloths to see if this will be more cost effective.
- Cllr Johnson made enquiries for grants but was turned down, however he was advised that he could use his members allowance which is £1000.
- Senior Admin Officer to advise the DJ that the dry sparklers will not be required.

10. Items for the Next Agenda

- V.E 80 - 8th May – Café Menu.
- Pipe Band.
- Confirm Christmas Food.
- Update on Summer Fayre.
- Community Heart Awards.
- Leaflet Drop.
- Update on DJ for March 2025.

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

Wednesday 13th November 2024 at 7pm.

The meeting closed at 16.32 pm.


Approved.....

Date.....

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Report for Events Meeting 13th November 2024

<u>Item</u>	<u>Comments</u>
V.E Day	The Community Café will present a 1940's menu which will include spam fritters as these were very popular this year. There is a £500 grant available, consideration could be given should we wish to provide some entertainment.
Summer Fayre Food Vendors	<p>For the 2024 Summer Fayre we had 12 food vendors, although initially we had 16 booked. For 2025 we have 13 confirmed inclusive of Panther Brewery and Norfolk Raider. Wildcraft Brewery provided spirits when they attended previously, so consideration could be give as to whether or not we have a cocktails stall. Feedback from several vendors who are not returning is that due to the size of the event, it would not be profitable for them to return next year as there is too much competition. We vary the type of foods available however, the same point was raised by vendors on the 22nd June 2024, although one of those is returning.</p> <p>Other attractions confirmed are Fairground Rides, Bungee Trampoline, Dance Recital, Kool Sool Won, Blood Bikes, Vintage Cars (Cllr Sear) and Berts Amazing Creatures. 6 businesses are returning along with 3 charities.</p> <p>Due to the number of food vendors that we have it wouldn't be recommended that we seek more. Experience has shown that many of the local groups do not engage until closer to the time, although all were contacted on 26th June 2024.</p>
Scarecrow Festival	There were 19 entrants for the Scarecrow Festival which was well received by residents. Unfortunately one of the Scarecrows was vandalised, there was also a property which didn't display their scarecrow. 1 st , 2 nd and 3 rd place winners have been notified and Councillor Smith will drop off the awards to them.
Community Heart Awards	<p>We have received 6 x Community Groups nominations with 2 of those being duplicate nominations, 3 x Young Person's Achievement nominations, 2 x Community Volunteer nominations and 1 Unsung Hero nomination. There are 4 categories that have not received any nominations. We received a nomination for a Councillor and 2 other nominations which were invalidated due the nominees not living or working in the Hellesdon catchment area.</p> <p>£1000 has now been received from Broadland District Council by way of Councillor Bill Johnson's Ward Members Grant.</p>
Leaflet Drop & Advertising	We have undertaken a considerable amount of advertising for Hellesdon Community Heart Awards, along with a door drop questionnaire on what residents would like to see more of in terms of Hellesdon Parish Council run evening events. An online questionnaire was created in order to attract those with social media and although

	<p>this has received more responses, it is a small number. Thus far there has been four returns from the door drop questionnaire.</p> <p>Winkworth have now installed 26 signs which are in parish grounds and some residential gardens. We continue to repost for the Community Heart Awards to remind residents it is still an active campaign</p>
<p>Mailing List Costs</p>	<p>Although Mailchimp is a popular to establish mailing lists, it now has a monthly charge of £15.54 for 500 contacts.</p> <p>EmailOctopus = £8.00 per month with no long term commitment. It is advisable in order to become more familiar with what they offer, we start off with a free provider. This will mean we are limited with the number of functions and contact but it is important to understand what they offer before making further financial commitments.</p>
<p>Residents Christmas Party</p>	<p>All alcohol for the party has been purchased, it was more cost effective to buy the items from Bookers:</p> <ul style="list-style-type: none"> 6 x Croft Original 6 x Harveys Bristol Cream 6 x Merlot 6 x Pinot Grigio 14 x boxes of shortbread fingers (20 fingers per box) 18 x boxes of mince pies (6 per box) 4 x boxes of Christmas crackers (24 per box) 6 x Lemonade 120 x Greggs Sausage rolls – to purchase 4 x Greggs Vegan Sausage rolls – to <p>Comparing the costs of sandwiches from Morrisons which are now £14 per platter, Greggs offer the same value for £12.85.</p> <ul style="list-style-type: none"> 1 x Vegetarian Platter – to purchase 7 x Classic Platter – to purchase 7 x Variety Platter – to purchase 9 x Multipack of Walkers crisps – to purchase Teabags, Coffee, Milk – to purchase <p>It will need to be agreed if donations for the prize raffle is to be advertised on Facebook.</p>
<p>8th / 15th March 2025 A1 Disco's</p>	<p>Contact has been made with the DJ, he is currently on holiday, this will be followed up on his return.</p>

Events Budget 2025/2026

The events are getting more frequent, therefore the budget has been broken down this year into specific events so that members can better understand where the budget is spent.

In addition to named events, Friday Friends has also been added. The events for this group are becoming more involved, therefore it is important that a committee is able to budget for a monitor this. It seems sensible that this should fall under the Events Committee. Friday Friends will see the majority of income and expenditure being 2no. coach trips, with a balance of £500 being spent on guest speakers throughout the year.

Below is a breakdown of events to date this year and what is predicted to be expended between 30th September and the remainder of the year. This will give a better idea of what the events budget should be.

0	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Summer Fayre				£558.29	£0.00	£558.29	£550.00
Bar				£1,913.83	£900.00	£2813.83	£3,000.00
Community Hearts				£451.20	£1,000.00	£451.20	£500.00
Other Events				£0.00	£0.00	£0.00	£500.00
Friday Friends							£1,000.00
	£550.00	£3,401.00	£1,550.00		£.00		£.00
EXPENDITURE							
Summer Fayre				£1,802.49	£250.00	£2,052.49	£2,000.00
Bar				£1,519.65	£400.00	£1,919.65	£2,000.00
Community Hearts				£401.00	£1,500.00	£1,901.00	£2,000.00
Other Events				£296.49	£200.00	£496.49	£1,000.00
Friday Friends				£130.00	£300.00	£430.00	£1,500.00
	£3,000.00	£.00	£.00		£.00		£,500.00