Interests Flowchart

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

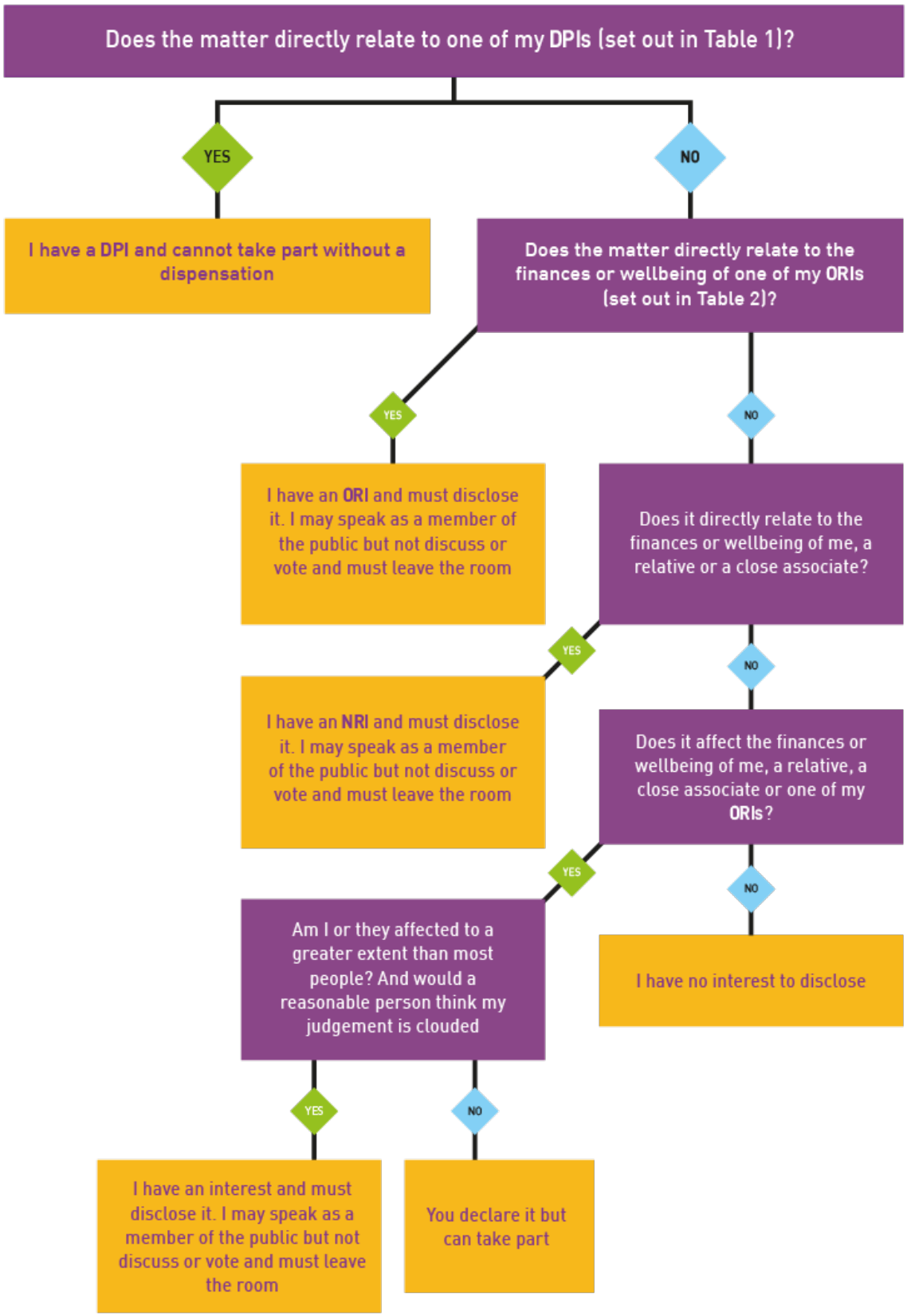

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

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

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of Hellesdon Community Cafe Committee meeting Wednesday 20th March 2024 3pm at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

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

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr K. Tickner (Community Café Manager) and Mrs D. Tobias (Café Assistant)

Welcome

The Chairman opened the meeting at 3pm and thanked everyone for attending.

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

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

3. **To Agree the Minutes of the Meeting of 1st November 2023 as a True and Accurate Record of the Meeting.**
   The draft minutes had been circulated and were **AGREED**. The minutes were signed as a true and accurate record by Cllr Smith.

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

5. **To Receive Financial Report for the Community Cafe**
   A financial report to Month 11 had been previously circulated to the committee. Cllr Smith commented on the clear signs of growth between the beginning of the financial year and month 11. The Clerk advised that there had been minimal promotion for Friday opening, until some volunteer assistance had been put in place to support the café staff.
   It was noted that the café had turned over in excess of £400 today.

6. **Volunteer Arrangements**
   a) To Receive Report into Volunteer Requirements for Community Café and Community Fridge
   The community café is becoming increasingly busy over the period of 11am – 1pm.

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

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

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

From the perspective of the Community Fridge, a volunteer co-ordinator as well as volunteer collectors will be required, due to the collection times specified by local establishments. The Parish Council is currently on a back up collection from Neighbourly at Aldi in Costessey, although has had no collections as of yet.
The community fridge was inspected by Fareshare on 4th March and has been passed through to agreement for collection by local establishments. However the availability of slots is very limited.
The following collection slots have been accepted:
Bookers (Sunday pm)
Tesco Cromer Road (Monday pm)
Makro (Saturday and Sunday pm)
Sunday collections have now been made possible by Sunday opening at the community centre.
Cllr Smith reported that she has a keen volunteer for the café and will pass the details on to the Clerk.

b) To Agree Volunteer Policy and Agreement

A draft volunteer policy and agreement had been circulated to members. It was **AGREED** to adopt these documents, subject to additional clauses on volunteer car insurance, volunteer wellbeing, the accurate recording of mileage and timely payment of expenses by the Parish Council.

7. Items for the next agenda

The draft café survey was shown to members. It was **AGREED** to launch this after the Neighbourhood Plan survey has been completed and the volunteers are in place.
Summer menu.

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

To be agreed.

Meeting closed at 3.35pm

DRAFT

Community café survey

A survey was conducted in the community café from 22nd April to 14th May 2024. The results are detailed below:

Number of surveys completed: 108

Q1 How often do you use the café?

Number of responses: 107

2 or more times a week	20	19%
Once a week	60	56%
Once a fortnight	15	14%
Once a month	9	8%
Less Often	3	3%

Q2 Why do you visit our café ? (Multiple Responses Accepted)

Number of responses: 215

To meet existing friends	63	29%
To meet new people	35	16%
For a low cost meal	59	28%
Convenient After a Community Centre Event	37	17%
Other (please specify)	21	10%

Comments received under 'other'

- Good environment, friendly, feel comfortable sitting alone
- It's a great asset to the community. We like to support it
- Just like coming. Friendly
- Great value and great staff. Fantastic
- For time out
- Before Friday Friends Group
- Before Friday Friends
- Before Friday Friends
- Outing
- Coffee
- Nice place for breakfast after school run
- We're very hungry!
- Slimming world
- Slimming world group
- Slimming world
- Meet with family for a coffee and food
- Convenient using library
- Slimming world group

- Tea & cake
- Coffee & scone
- Nice and convenient to visit when attending art group on a Thursday.

Q3 To what extent do you agree with the following statements about our café?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Number of responses
The quality of service was excellent	93 88%	13 12%	0	0	106
The food served was high quality and tasted good	86 82%	19 18%	0	0	105
The price list was affordable	97 92%	9 8%	0	0	106
The cafe environment was comfortable and friendly	92 87%	14 13%	0	0	106
The cafe menu was adequate for my needs	87 82%	19 17%	1 1%	0	106

Q4 Would you like to see any aspect of our café improved?

Number of Responses: 42 – Free text

- More tables if poss.
- Possibly some tables for two, to accommodate more customers
- Possibly tables for two as well
- Outside seating when weather permits
- Another table
- Few more tables. Screen from hall corridor
- Chairs with arms.
- No, everything is brilliant. Gets busy at times but that's a good thing!!
- Excellent all round
- Does not need improving
- Better place to sit with dogs. Feels pushed out, as an afterthought
- Can be hard to get a table sometimes but not sure what can be done about it. Its not a complaint!
- Consider more fillings for sarnies
- More tables
- Make it bigger
- It gets very busy – perhaps more staff (but the existing staff are great!).
- Everyone goes out of their way to help us which is greatly appreciated.
- Barrier by door by tables and entrance to help draughts and provide shelter
- No its lovely
- More tables if possible, but realise space a shortage
- Larger tables for cater for bigger groups
- Difficult to improve. Staff and service are excellent. Food is of great quality and really good value.

- It would be lovely if there could be a few more tables (after 10.30 – 12.00 wed Slimming World session)
- Screen door to keep draught out. More tables.
- It's a lovely café
- Would be nice to open later in the afternoon but realise couldn't expect existing staff to work longer.
- Like it as it is
- First time here. Very nice and friendly, will be here again.
- Staff are friendly and a fantastic asset to the community.
- More tables!
- Its fine for my needs
- Perhaps have some music / radio
- Keep doing what you're doing.
- Keep doing what you are doing, which is a good job
- At times more seating required.
- Have a tip jar or a charity box
- More seating
- Sometimes you could do with more tables.
- More tables but that's hard I know.
- If space allowed – more seating / tables
- Hot food put on to hot plates please
- Just more staff at busy times – existing staff are lovely but busy.

Q5 Is there anything else you would like us to serve in our café?

Number of Responses: 34

- Pies
- Roast dinner would be nice
- Menu is adequate
- All fine as it is
- Hot kiddie meals – and not just everything with chips
- Gluten free
- Curries / pasta dishes
- Prawns / Quorn sausages & sausage rolls
- Chicken curry
- Its lovely as it is
- Little packets of sesame seeds
- More sandwich fillings (egg mayo / chicken mayo / chicken & bacon) and paninis
- More veggie / vegan items
- Any more dairy free or vegan dishes or deserts would be magic
- Shepherd's pie with veg and gravy
- Wraps
- Choice of yoghurts or ice cream
- More of the individual cup cakes
- No, we like it as it is
- A nice ham salad
- Ice cream
- All good

- Banana bread every Wednesday
- Meat Patty
- Chicken curry
- Meat patty
- Can't think of anything!
- Chunky fish fingers / ice cream
- Pay per item breakfast extras
- Extra items with breakfast
- Menu is more than adequate
- No – good range
- Selection offered suits my requirements.

Q6 Have you used our newly refurbished washrooms?

Number of responses: 106

Yes	86	81%
No	20	19%

Q7 If you have, has this improved the overall experience of visiting the café?

Number of responses: 84 (two of the above gave no response)

Yes	84	100%
No	0	0%

Q8 Would you recommend our cafe to a friend or colleague?

Number of responses: 105

Yes	105	100%
No	0	0%

Q9 To which of the age groups do you belong?

Number of responses: 106

U20	1	1%
20-35	2	2%
36-50	6	6%
51-65	21	20%
65+	76	71%

Information

Stock Type : Routine
Manager : Faye LeBron
Stocktaker : Will Sweet
Accompanied By : Unaccompanied

Result

Today's 202 stock period has produced a GP of 47.5% (8429.03).

Administration & Allowances

All cost prices have been checked and changed where needed.

Delivery notes presented by office and petty cash purcashes cost prices found online.

Revenue and purchase details taken from Nominal Ledger report. Aprils purchases have been added in manually.

All stock counted and nothing in main kitchen or store room excluded.

Food Reporting

Stock holding stands at £1418.03. All stock in correctly stored and labelled.

Stock figure adjusted by to 31.03.24 COB equals £1771.07.

Security & Presentation

All areas secure, tidy and well presented.

Conclusions

Today's result shows an increase in Gross profit but is still on the low side. Due to low revenue taken it

Conclusions Continued

would be difficult to high gross profit percentage.

Advice & Action Plan

* Try reduce purchases where possible.

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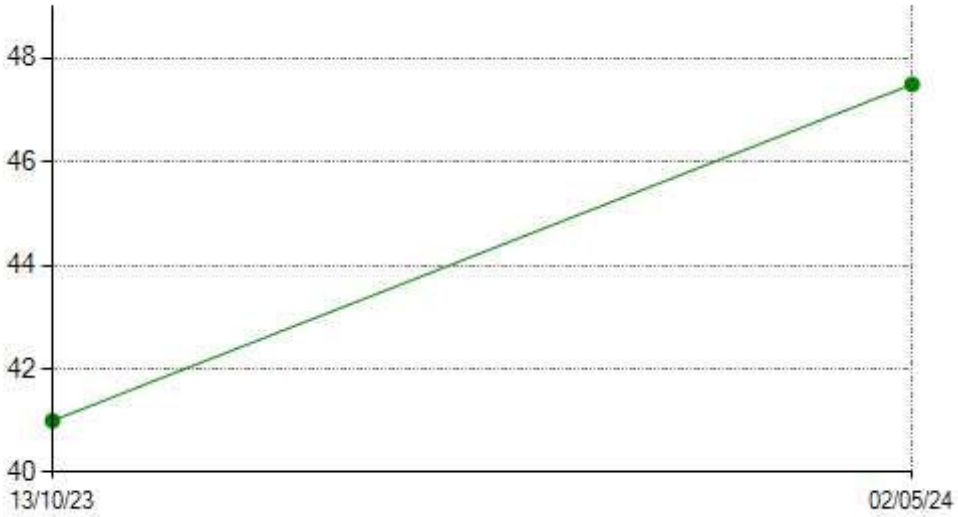
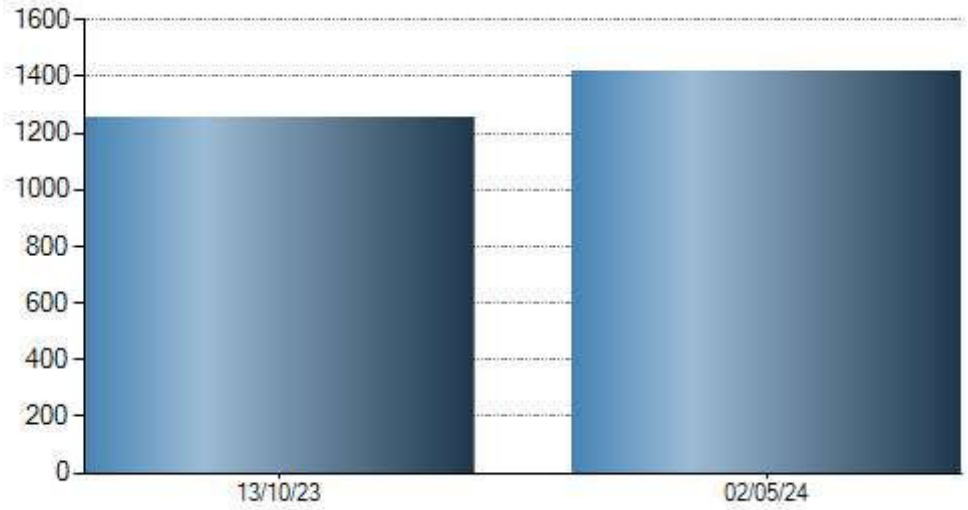
		Current Period	Year to Date From 12/04/23	
Opening Stockholding		1,251.74	1,090.73	
Plus Net Additions		9,487.08	16,240.65	
		10,738.82	17,331.38	
Closing Stockholding	31 Days	1,418.03	1,418.03	
Consumption at Cost		9,320.79	15,913.35	
Revenue Incl.VAT		21,299.78	34,711.04	
VAT		3,549.96	5,785.17	
Revenue Excl.VAT		17,749.82	28,925.87	
Actual Gross Profit	47.5%	8,429.03	13,012.52	45.0%
Adjustments		0.00	0.00	
Adjusted Gross Profit	47.5%	8,429.03	13,012.52	45.0%

Latest 2 Actual Gross Profit Percentages



Latest 2 Closing Stockholding Value



Stock results are dependent on the accuracy of the information supplied by the client

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Information

Manager : Faye Lebron
Stock Type : ROUTINE
Stock Auditor : William Sweet
Accompanied by : Unaccompanied

Results

Today's result shows a gross profit of 44.69% (£9256.51).

All Administration & Allowances

All cost prices were checked and changed where needed.

Delivery total was added in bulk using the purchase details with the last weeks delivery notes added manually. Revenue was taken from the same report.

Food Stockholding

Stock holding stands at £1235.14 which is 20 days worth of stock at current elvels of trade. This is a decrease from last periods total of £1418.03.

All stock stored correctly and no out of date stock was found after random checks.

Food Stockholding Continued

Waste total was £89.65 for the period.

Security & Presentation

Site was secure and well organised.

No health and saftey concerns.

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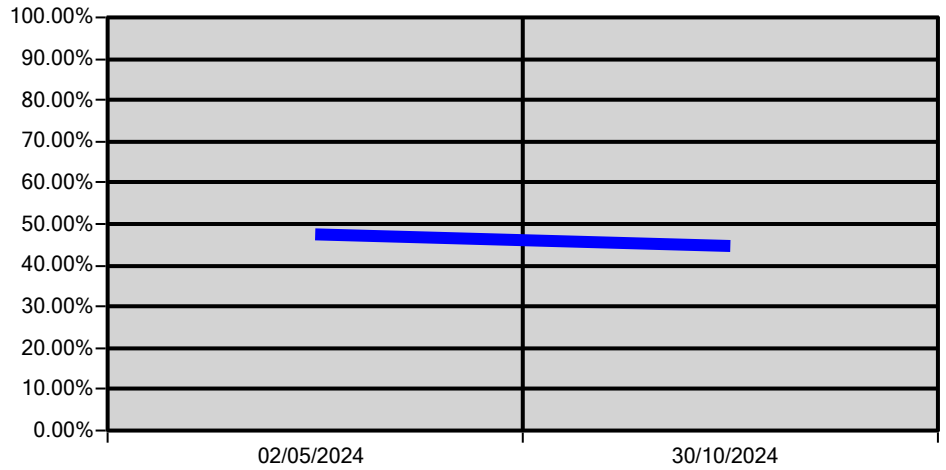
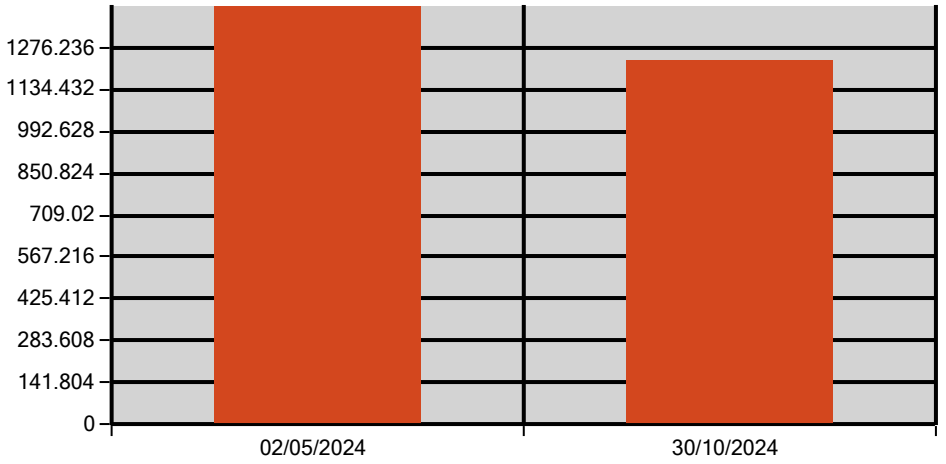
MAIN PROFILE

		Current Period	Year to Date From 12/04/23	
Opening Stockholding		1,418.04	1,090.73	
Plus Net Additions		11,274.90	27,515.55	
		12,692.94	28,606.28	
Closing Stockholding	20 Days	1,235.14	1,235.14	
Consumption at Cost		11,457.80	27,371.14	
Revenue Incl.VAT		24,857.17	59,568.21	
VAT		4,142.86	9,928.03	
Revenue Excl.VAT		20,714.31	49,640.18	
Actual Gross Profit	44.7%	9,256.51	22,269.04	44.9%
Adjustments		0.00	0.00	
Adjusted Gross Profit	44.7%	9,256.51	22,269.04	44.9%

Latest 2 Actual Gross Profit Percentages



Latest 2 Closing Stockholding Value



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Cafe Budget 2025/2026

The stock taking reports are now relatively consistent at approximately 45% Gross Profit. After discussion with the stock taker, this is unlikely to change unless:

1) Opening times are extended and economies of scale are utilised.
2) Prices are changed

The below budget is based upon none of the above changing

	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							
Café Turnover	£25,000.00	£30,645.00	£36,000	£23,934.00	£16,000.00	£39,934.00	£40,000.00
	£25,000.00	**£30,645.00**	**£36,000.00**	**£23,934.00**	**£16,000.00**	**£39,934.00**	**£40,000.00**
EXPENDITURE							
Ingredients	£11,115.00	£13,923.00	£21,240.00	£11,723.00	£11,000.00	£22,723.00	£23,500.00
Consumables	£0.00	£1,352.00	£1,750.00	£250.00	£500.00	£750.00	£750.00
Cleaning Materials	£0.00	£355.00	£150.00	£23.00	£75.00	£98.00	£150.00
Equipment Repair / Maintenance	£0.00	£11.00	£0.00	£143.00	£50.00	£193.00	£200.00
Community Fridge	£0.00	£437.00	£282.00	£119.00	£100.00	£219.00	£250.00
	£11,115.00	**£16,078.00**	**£23,422.00**	**£12,258.00**	**£11,725.00**	**£23,983.00**	**£24,850.00**

Community Café Committee

19th November 2024

Item 8 – To Receive Update on Community Fridge

The community fridge now receives the following regular collections:

Tesco Fifers Lane (Monday eve).

Aldi Longwater (Tues am).

Lidl Aylsham Road (Friday am).

Aldi Larkman Lane (Sat am).

Aldi Longwater (Sun am).

As reliable collectors, we also receive short notice collections when the allocated primary collector is unable to collect.

This does put pressure on the staff as follows:

1) Notifications of collections have to be managed, usually out of hours. For Fareshare collections (Tesco) a notification is received by the Clerk advising that there is food available at approximately 7.30pm on a Monday. This needs to be responded to and accepted within 20 minutes to enable collection at 8.30pm this same evening.
2) For all Aldi collections, a 2 digit code is sent to the Clerk. This two digit code needs to be sent to the appropriate collector to enable the food to be picked up. This needs to be done on Saturday and Sunday mornings.
3) Caretakers have to make time in their schedule to collect the food and sign it in.

If collections closer to the Community Centre become available on a Tuesday and Sunday, we will try to move away from the Aldi Longwater collections.

The fridge is incredibly well used, and the facilities team make sure, to the best of their ability, that food is distributed fairly.

Fareshare is able to calculate the impact our collections (Tesco) have. As of 13th November, these are:

Total Collections:	29
Food Collected:	606kg
Meal Equivalent	1443 meals
Co2 saved	1191kg Co2

Community Café Committee

19th November 2024

Item 9 – To Consider Christmas Arrangement for the Community Cafe

The Christmas holiday falls at an awkward time for the opening of the community café, bearing in mind time needs to be allocated for deliveries and food preparation.

Day / Date	Bank Holiday?	Recommendation
Monday Dec 23rd	Working Day	Monday is usually the food prep day. Recommend café is closed as there will be very limited business on 24th and 27th
Tuesday Dec 24th	Working Day	As above, too limited business to warrant opening and a prep day. Recommend café is closed
Wednesday Dec 25th	Bank Holiday	Café Closed
Thursday Dec 26th	Bank Holiday	Café Closed
Friday Dec 27th	Working Day	As 23rd and 24th, recommend café is closed
Monday Dec 30th	Working Day	Open for a prep day
Tuesday Dec 31st	Working Day	Café can open – bookings in the community centre.
Wednesday Jan 1st	Bank Holiday	Café closed
Tuesday Jan 2nd	Working Day	Café open as normal
Wednesday Jan 3rd	Working Day	Café open as normal

There is demand for another Christmas lunch so the Clerk and the café manager will agree a date and format for this.