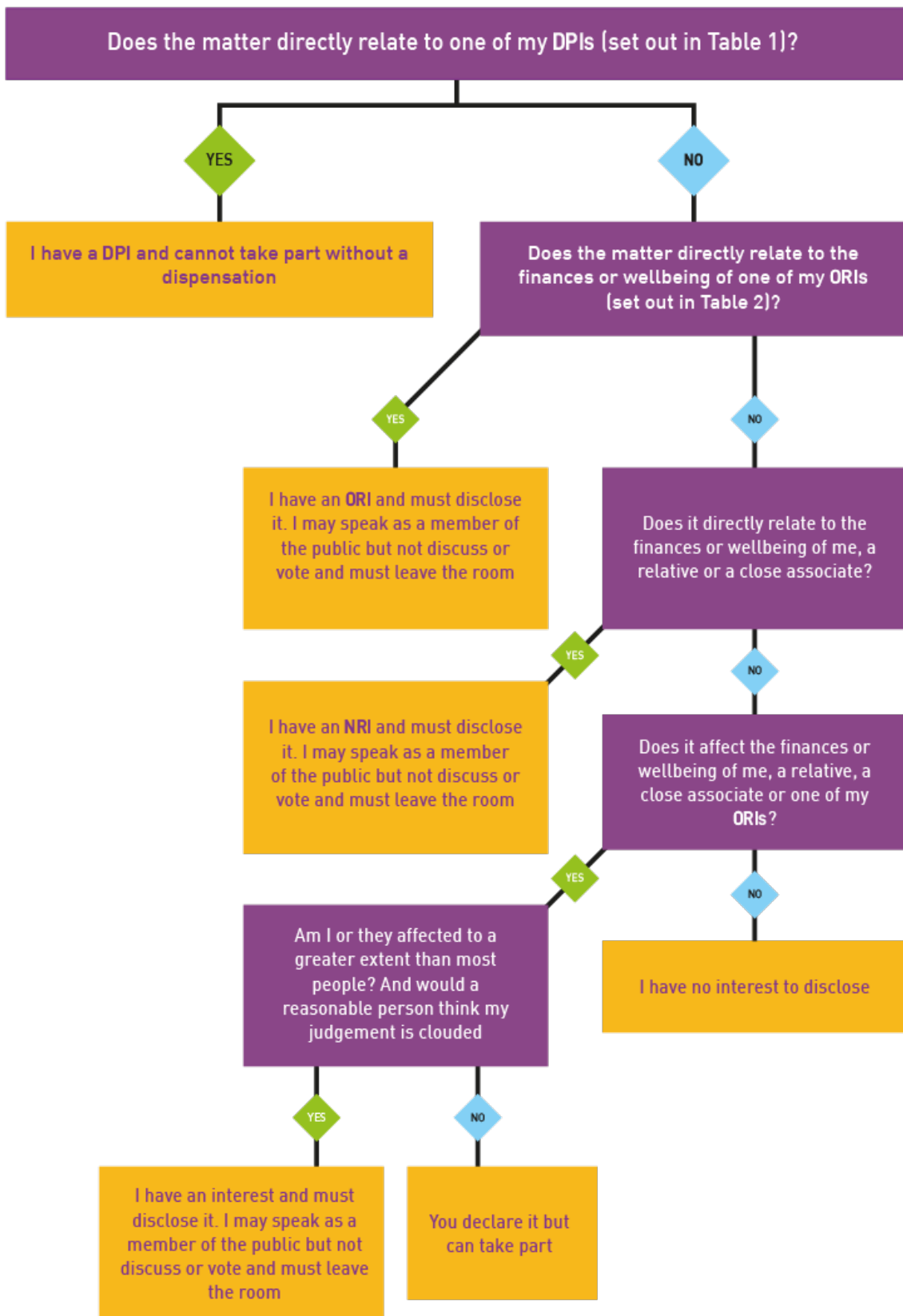


## Interests Flowchart

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.](#)

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	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.
<b>Contracts</b>	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
<b>Land and Property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<b>Corporate tenancies</b>	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.
<b>Securities</b>	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

## **MEETING OF THE FULL COUNCIL**

**Notice of meeting to be held on Tuesday 8<sup>th</sup> July 2025 at 7pm  
in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Helledon.  
Councillors are summoned to attend for the purpose of transacting the  
following business.**

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

## **AGENDA**

### **Welcome by the Chairman**

#### **1. Apologies and acceptance for absence**

To receive and accept valid apologies for absence as previously notified to the Parish Clerk.

#### **2. Declarations of Interest and Dispensations**

To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.

#### **3. Minutes from Full Council meeting held 10<sup>th</sup> & 24<sup>th</sup> June 2025**

To agree the minutes of the meeting held on 10<sup>th</sup> & 24<sup>th</sup> June 2025 as a true and accurate record

#### **4. Public Participation**

a) To receive questions from the public.

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

#### **5. Council Reports**

- a) To Receive clerk report
- b) To Note written reports from District and County Councillors
- c) To note report from facilities manager on Mountfield Park Trees
- d) To Receive any Updates from the Chairman

#### **6. Financial Matters**

- a) Bank Reconciliation – 30<sup>th</sup> June 2025
- b) Earmarked Reserves Summary 30<sup>th</sup> June 2025
- c) Approval of Payments – June 2025
- d) Approval of Receipts – June 2025
- e) Detailed Income and Expenditure June 2025
- f) To note External Auditor Submission 2024/2025

**7. Committees**

- a) To receive Events committee report.
- b) To receive Playfields, Allotments and Amenities report.
- c) To receive Environment committee report.
- d) To receive Planning committee report.
- e) To receive Staffing committee report.

**8. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 9, 10, 11 in view of the confidential nature of the business to be transacted**

**9. To receive update on Clerk position**

**10. To receive update on staffing matter.**

**11. To receive update on independent investigation.**

**12. To receive an Update on legal advice.**

**13. Matters for the Next Agenda**

Matters raised are for information only and items to be considered for future agendas

*Harry Clark* Deputy Clerk to the Council

**Dated** 3<sup>rd</sup> July 2025

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## Hellesdon Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 July 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/07/2025	Business Current Account 2077	500.00
31/07/2025	Business savers account 4401	533,433.24
31/07/2025	Petty Cash	226.93
31/07/2025	Active Saver 7702	348,681.35
31/07/2025	Account 73554503	84,012.55
31/07/2025	Number 2 account 0958	0.00
31/07/2025	Cafe float	100.00

**966,954.07**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**966,954.07**

##### All Cash & Bank Accounts

1	Current Bank Account	533,933.24
2	Petty Cash	226.93
3	Active Saver 7702	348,681.35
4	Active Saver Emergency 4503	84,012.55
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>966,954.07</b>

**Earmarked Reserves**

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Play Equipment	20,000.00		20,000.00
321	EMR Site Fencing	1,000.00		1,000.00
322	EMR Machinery	7,293.00		7,293.00
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	6,212.68		6,212.68
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	4,609.76		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 CC Ext (28/29)	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 CC Ext (29/30)	8,784.04		8,784.04
		<b>598,069.79</b>	<b>0.00</b>	<b>598,069.79</b>

## List of Payments made between 01/07/2025 and 31/07/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/07/2025	Broadland District Council	£184.00	Business rates Stores & Prem
01/07/2025	Broadland District Council	£1,259.00	Business Rates Community Centr
01/07/2025	Broadland District Council	£384.00	Business Rates Workshop
02/07/2025	B&Q	£20.00	suction hose
02/07/2025	Iris Software Limited	£40.80	Staffology Payroll
03/07/2025	Toombs Butchers	£65.65	Cafe purchases CARD PAID
03/07/2025	Toombs Butchers	£64.16	Cafe Purchase CARD PAID
03/07/2025	Toombs Butchers	£104.13	Cafe purchases
07/07/2025	Barclays Bank Plc	£43.19	Charges for periodMay13-12Jun
09/07/2025	UK Fuels Ltd	£218.79	Fuel Card
10/07/2025	O2	£417.96	Telecoms invoice
15/07/2025	Anglia Culinary Suppliers Ltd	£326.18	Cafe Purchases
15/07/2025	Amazon	£433.20	Amazon Business membership
15/07/2025	Collective Community Planning	£240.00	NDP 19 june 25
15/07/2025	Calypso Coffee	£197.05	Cafe Purchases
15/07/2025	Easters Norwich Ltd	£298.09	Cafe Purchases
15/07/2025	Easters Norwich Ltd	£33.63	Cafe purchases
15/07/2025	Ernest Doe & Sons Ltd	£12.37	Lower Link Pin
15/07/2025	Ernest Doe & Sons Ltd	£9,463.20	Dennis Razor Cylinder Mower
15/07/2025	The Helping Hand Company Ltd	£61.16	PPE supplies
15/07/2025	Huws Gray Ridgeons	£52.02	Road spray/duck tape
15/07/2025	Just Regional Publishing	£420.00	Just hellesdon 9th july 2025
15/07/2025	Lawrence Gas & Catering	£4,261.20	Dishwasher installation/parts
15/07/2025	Norse Commercial Services Ltd	£156.00	Locking of parks
15/07/2025	Norse Eastern Ltd	£1,251.46	Verges for june 2025
15/07/2025	Norfolk Parish Training & Supp	£1,596.24	Locum
15/07/2025	Osiris Technologies	£730.45	IT Support
15/07/2025	St John Ambulance	£171.60	Summer fayre First Aid
17/07/2025	Total Gas & Power	£160.38	Gas Invoice
18/07/2025	Amazon	£146.16	Stationary supplies
18/07/2025	Eastern Security Systems Ltd	£102.00	alarm callout
18/07/2025	PHS Group	£5,925.24	Sanitary/waste disposal
18/07/2025	P J Plumbing Heating & Mainten	£307.17	Toilet repairs
18/07/2025	Select Recruitment Specialists	£590.76	agency staff Cafe
21/07/2025	Total Gas & Power	£362.28	Energy invoice
21/07/2025	Total Gas & Power	£146.61	Energy Invoice
23/07/2025	Total Gas & Power	£30.00	Allotment energy invoice
25/07/2025	Broadland District Council	£644.00	Bus Rate Office and Premises



28/07/2025	Biffa	£238.14	Bin Collection
28/07/2025	Veolia	£96.52	Waste disposal
<b>Total Payments</b>		<b>£31,254.79</b>	

# **Cash Received between 01/07/2025 and 31/07/2025**

<b>Date</b>	<b>Cash Received from</b>	<b>Receipt Description</b>	<b>Receipt Total</b>
01/07/2025	Summer Fayre Stall	Summer Fayre Stall	£48.00
01/07/2025	Takings - Cafe	Card Payments	£100.45
01/07/2025	Takings - Cafe	Cash Payments	£723.40
02/07/2025	Takings - Cafe	Card Payments	£161.50
03/07/2025	HCC Hirer	Regular Hire	£392.41
03/07/2025	HCC Hirer	Regular Hire	£138.89
03/07/2025	Takings - Cafe	Card Payments	£134.80
04/07/2025	Takings - Cafe	Card Payments	£151.00
07/07/2025	HCC Hirer	Regular Hire	£78.32
07/07/2025	HCC Hirer	Regular Hire	£243.98
07/07/2025	Takings - Cafe	Card Payments	£75.95
09/07/2025	Takings - Cafe	Card Payments	£195.00
10/07/2025	HCC Hirer	Regular Hire	£58.39
10/07/2025	HCC Hirer	Regular Hire	£98.17
10/07/2025	Takings - Cafe	Card Payments	£142.10
11/07/2025	HCC Hirer	Regular Hire	£85.74
11/07/2025	HCC Hirer	Regular Hire	£358.27
11/07/2025	HCC Hirer	Regular Hire	£113.30
11/07/2025	HCC Hirer	Regular Hire	£105.72
11/07/2025	HCC Hirer	Regular Hire	£169.90
11/07/2025	HCC Hirer	Regular Hire	£676.70
11/07/2025	HCC Hirer	Regular Hire	£1,000.00
11/07/2025	Summer fayre 25	Summer Fayre Stall	£40.00
11/07/2025	Takings - Cafe	Cash Payments	£976.00
11/07/2025	Takings - Cafe	Card Payments	£87.75
14/07/2025	HCC Hirer	Regular Hire	£68.70
14/07/2025	HCC Hirer	Regular Hire	£226.65
14/07/2025	HCC Hirer	Regular Hire	£188.26
14/07/2025	HCC Hirer	Regular Hire	£158.59
14/07/2025	HCC Hirer	Regular Hire	£221.72
14/07/2025	HCC Hirer	Regular Hire	£145.17
14/07/2025	HCC Hirer	Regular Hire	£592.99
14/07/2025	HCC Hirer	Regular Hire	£45.80
14/07/2025	HCC Hirer	Regular Hire	£90.74
14/07/2025	Takings - Cafe	Card payments	£65.10
15/07/2025	HCC Hirer	Regular Hire	£143.49
16/07/2025	HCC Hirer	Regular Hire	£190.12
16/07/2025	Takings - Cafe	Card payments	£189.95
17/07/2025	HCC Hirer	Regular Hire	£127.25
17/07/2025	HCC Hirer	Regular Hire	£362.72
17/07/2025	HCC Hirer	Regular Hire	£271.88

17/07/2025	Takings - Cafe	Card payments	£128.10
18/07/2025	HCC Hirer	Regular Hire	£31.48
18/07/2025	HCC Hirer	Regular Hire	£90.64
18/07/2025	HCC Hirer	Regular Hire	£183.55
18/07/2025	Takings - Cafe	Cash Payments	£516.85
18/07/2025	Takings - Cafe	Card payments	£114.10
21/07/2025	HCC Hirer	Regular Hire	£598.15
21/07/2025	HCC Hirer	Regular Hire	£52.90
21/07/2025	HCC Hirer	Regular Hire	£162.43
22/07/2025	HCC Hirer	Regular Hire	£183.87
22/07/2025	Takings - Cafe	card payments	£126.80
23/07/2025	HCC Hirer	Regular Hire	£98.68
23/07/2025	Takings - Cafe	Card payments	£257.00
24/07/2025	HCC Hirer	Regular Hire	£317.20
24/07/2025	Takings - Cafe	Card Payments	£270.15
25/07/2025	HCC Hirer	Regular Hire	£14.31
25/07/2025	HCC Hirer	Regular Hire	£70.51
25/07/2025	HCC Hirer	Regular Hire	£123.38
25/07/2025	Takings - Cafe	Cash Payments	£472.05
25/07/2025	Takings - Cafe	Card Payments	£127.75
28/07/2025	HCC Hirer	Regular Hire	£75.52
28/07/2025	HCC Hirer	Regular Hire	£53.09
28/07/2025	Takings - Cafe	Card payments	£97.80
29/07/2025	HCC Hirer	Regular Hire	£79.31
29/07/2025	HCC Hirer	Regular Hire	£75.52
30/07/2025	HCC Hirer	Regular Hire	£147.68
30/07/2025	Takings - Cafe	Card payements	£278.15
31/07/2025	HM Revenue & Customs	VAT	£7,039.58
31/07/2025	HCC Hirer	Regular Hire	£624.63
31/07/2025	HCC Hirer	Regular Hire	£1,885.72
31/07/2025	HCC Hirer	Regular Hire	£250.48
31/07/2025	HCC Hirer	Regular Hire	£65.24
31/07/2025	Takings - Cafe	Card payments	£198.10
		Total Receipts	£24,255.59

14:50

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Community Centre</b>								
1400 Community Centre Income	(9,716)	0	59,000	59,000			0.0%	
1410 Community Centre Inc ML Room	28,039	8,890	0	(8,890)			0.0%	
1415 Community Centre Inc SW Room	24,423	6,691	0	(6,691)			0.0%	
1420 Community Centre Inc OH Room	13,643	5,730	0	(5,730)			0.0%	
1435 Warm room grants	500	0	0	0			0.0%	
1440 Community Centre Inc Ww Room	4,079	1,883	0	(1,883)			0.0%	
1445 Community centre kitchenette	1,425	538	0	(538)			0.0%	
1455 Community centre stage hire	589	284	0	(284)			0.0%	
1460 Hire of flasks	574	183	0	(183)			0.0%	
1470 Hire of urn	44	19	0	(19)			0.0%	
1475 Storage charge	1,018	313	0	(313)			0.0%	
1476 Rent old parish office	1,049	0	0	0			0.0%	
<b>Community Centre :- Income</b>	<b>65,665</b>	<b>24,531</b>	<b>59,000</b>	<b>34,469</b>			<b>41.6%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	2,705	0	0	0		0	0.0%	
4112 Advertising	350	0	0	0		0	0.0%	
4150 Utilities & business rates	30,473	10,686	29,500	18,814		18,814	36.2%	
4160 Repairs/Maintenance	14,163	8,569	0	(8,569)		(8,569)	0.0%	
4240 Emergency Work	269	20	0	(20)		(20)	0.0%	
4250 PHS services	4,661	4,938	5,250	312		312	94.1%	
4295 Equipment - New/Replacement	3,893	2,243	18,464	16,221	53	16,168	12.4%	
4300 Equipment-Repair/Maintenance	1,107	382	700	318		318	54.6%	
4305 Parts- Repair/Replace/Spare	72	0	0	0		0	0.0%	
4390 Materials	74	0	0	0	1	(1)	0.0%	
4435 Contingencies	381	0	1,500	1,500	55	1,445	3.7%	
4450 Inspections	410	0	700	700		700	0.0%	
4460 CCTV	0	50	0	(50)		(50)	0.0%	
4480 Memberships & Subscriptions	1,931	474	2,500	2,026		2,026	19.0%	
4560 Property Maintain/Replacement	16,383	8,043	3,500	(4,543)	325	(4,868)	239.1%	
4625 Senior Citizens club	191	(90)	0	90		90	0.0%	
4630 Consumables	549	0	750	750	94	656	12.5%	
4635 cleaning agents/materials	3,453	764	2,000	1,236	287	949	52.5%	
4645 Warm room expenditure	499	0	250	250	17	233	6.6%	
4695 community centre redevelopment	(116)	0	0	0	860	(860)	0.0%	
4696 community centre WC project	14,250	0	0	0		0	0.0%	
<b>Community Centre :- Indirect Expenditure</b>	<b>95,697</b>	<b>36,078</b>	<b>65,114</b>	<b>29,036</b>	<b>1,692</b>	<b>27,344</b>	<b>58.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30,031)</b>	<b>(11,547)</b>	<b>(6,114)</b>	<b>5,433</b>				
6000 plus Transfer from EMR	1,527	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(28,504)</b>	<b>(11,547)</b>	<b>(6,114)</b>	<b>5,433</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Administration</b>								
1076 Precept	598,827	317,018	634,037	317,019			50.0%	
1085 Grants received	31,497	0	0	0			0.0%	
1099 Community Infrastructure	8,784	0	0	0			0.0%	
Administration :- Income	<b>639,108</b>	<b>317,018</b>	<b>634,037</b>	<b>317,019</b>			<b>50.0%</b>	<b>0</b>
4065 councillor training	525	117	1,000	883		883	11.7%	
4070 Profess Fees/Agency Personnel	0	4,456	5,000	544		544	89.1%	
4465 External Audit	1,680	0	1,680	1,680		1,680	0.0%	
4470 Internal Audit	3,560	1,857	3,270	1,413		1,413	56.8%	
4475 Legal Fees	399	138	667	529		529	20.6%	
4480 Memberships & Subscriptions	1,970	1,493	2,374	881		881	62.9%	
4550 Insurance	11,431	12,931	12,125	(806)		(806)	106.6%	
4630 Consumables	0	23	0	(23)		(23)	0.0%	
Administration :- Indirect Expenditure	<b>19,565</b>	<b>21,014</b>	<b>26,116</b>	<b>5,102</b>	<b>0</b>	<b>5,102</b>	<b>80.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>619,543</b>	<b>296,004</b>	<b>607,921</b>	<b>311,917</b>				
6001 less Transfer to EMR	8,784	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>610,759</b>	<b>296,004</b>	<b>607,921</b>	<b>311,917</b>				
<b>120 Staff</b>								
4000 Admin Staff	94,931	26,443	127,393	100,950	4,698	96,252	24.4%	
4010 Groundstaff	69,402	25,341	88,424	63,083		63,083	28.7%	
4020 Care Takers	67,302	22,858	86,743	63,885		63,885	26.4%	
4025 Cafe Staff	29,887	10,506	34,293	23,787		23,787	30.6%	
4030 Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040 PAYE	47,566	10,394	0	(10,394)		(10,394)	0.0%	
4045 Pension Scheme	54,282	11,072	38,000	26,928		26,928	29.1%	
4055 Staff training	1,645	2,959	4,500	1,541	2,074	(533)	111.8%	
4070 Profess Fees/Agency Personnel	3,011	3,608	4,127	519		519	87.4%	
4080 Employer NI	25,252	13,970	39,040	25,070		25,070	35.8%	
4090 Protective clothing/workwear	1,755	21	2,500	2,479	124	2,354	5.8%	
4345 Surface Clean Chemicals	0	391	0	(391)		(391)	0.0%	
4480 Memberships & Subscriptions	83	0	0	0	17	(17)	0.0%	
Staff :- Indirect Expenditure	<b>395,115</b>	<b>128,353</b>	<b>438,470</b>	<b>310,117</b>	<b>6,913</b>	<b>303,203</b>	<b>30.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(395,115)</b>	<b>(128,353)</b>	<b>(438,470)</b>	<b>(310,117)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	(2,844)	0	200	200			0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1365 Misc office income	3	0	2,000	2,000			0.0%	
1490 Misc donations received	60	0	0	0			0.0%	
<b>Council Office :- Income</b>	<b>(2,781)</b>	<b>0</b>	<b>2,200</b>	<b>2,200</b>			<b>0.0%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	12	0	0	0		0	0.0%	
4112 Advertising	12	0	500	500		500	0.0%	
4150 Utilities & business rates	13,118	5,010	18,500	13,490		13,490	27.1%	
4160 Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240 Emergency Work	105	0	0	0	45	(45)	0.0%	
4250 PHS services	101	0	136	136		136	0.0%	
4295 Equipment - New/Replacement	204	16	2,066	2,050	7	2,042	1.1%	
4300 Equipment-Repair/Maintenance	0	57	0	(57)		(57)	0.0%	
4400 Chairman's Budget	10	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	95	2	100	98		98	1.8%	
4415 Refreshments	416	103	550	447		447	18.7%	
4420 Telephone and Broadband	4,491	745	4,500	3,755		3,755	16.6%	
4425 IT Support and Maintenance	5,723	4,787	8,250	3,463	190	3,272	60.3%	
4430 Photocopier	890	195	1,500	1,305		1,305	13.0%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	788	475	1,000	525	0	525	47.5%	
4445 Postage	77	0	237	237		237	0.0%	
4450 Inspections	410	0	1,300	1,300		1,300	0.0%	
4480 Memberships & Subscriptions	64	0	0	0		0	0.0%	
4485 Other Licences/Fees	4,357	323	3,750	3,427	204	3,224	14.0%	
4500 PWLB	46,752	8,945	43,094	34,149		34,149	20.8%	
4560 Property Maintain/Replacement	1,686	0	5,750	5,750	4	5,746	0.1%	
4565 Elections/Parish Poll	7,857	0	8,000	8,000		8,000	0.0%	
4570 Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4605 Grants awarded	100	0	0	0		0	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
<b>Council Office :- Indirect Expenditure</b>	<b>87,267</b>	<b>20,659</b>	<b>102,649</b>	<b>81,990</b>	<b>639</b>	<b>81,351</b>	<b>20.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90,049)</b>	<b>(20,659)</b>	<b>(100,449)</b>	<b>(79,790)</b>				
<u>140 Neighbourhood Plan</u>								
1340 Neighbourhood Plan	35	0	0	0			0.0%	
<b>Neighbourhood Plan :- Income</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4135 Consultancy Fees	3,700	0	0	0		0	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Neighbourhood Plan	3,624	200	0	(200)		(200)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>7,324</b>	<b>200</b>	<b>0</b>	<b>(200)</b>	<b>0</b>	<b>(200)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,289)</b>	<b>(200)</b>	<b>0</b>	<b>200</b>				
<u>150 Investment</u>								
1080 Bank Interest Received	13,891	3,073	4,051	978			75.9%	
1090 Monthly Loyalty Rewards	117	0	92	92			0.0%	
1091 Cash back rebates	47	0	48	48			0.0%	
Investment :- Income	<b>14,055</b>	<b>3,073</b>	<b>4,191</b>	<b>1,118</b>			<b>73.3%</b>	<b>0</b>
4060 Bank Charges & card fees	1,252	348	1,500	1,152		1,152	23.2%	
Investment :- Indirect Expenditure	<b>1,252</b>	<b>348</b>	<b>1,500</b>	<b>1,152</b>	<b>0</b>	<b>1,152</b>	<b>23.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,803</b>	<b>2,725</b>	<b>2,691</b>	<b>(34)</b>				
<u>160 Planning</u>								
4130 Hire of Rooms	0	185	300	115		115	61.8%	
Planning :- Indirect Expenditure	<b>0</b>	<b>185</b>	<b>300</b>	<b>115</b>	<b>0</b>	<b>115</b>	<b>61.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(185)</b>	<b>(300)</b>	<b>(115)</b>				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140 Defibrillator	984	0	400	400		400	0.0%	
4295 Equipment - New/Replacement	268	0	300	300		300	0.0%	
4390 Materials	0	171	0	(171)		(171)	0.0%	
4630 Consumables	25	0	50	50		50	0.0%	
4635 cleaning agents/materials	194	0	0	0		0	0.0%	
Health and Safety :- Indirect Expenditure	<b>1,472</b>	<b>171</b>	<b>1,750</b>	<b>1,579</b>	<b>0</b>	<b>1,579</b>	<b>9.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,472)</b>	<b>(171)</b>	<b>(1,750)</b>	<b>(1,579)</b>				
6000 plus Transfer from EMR	140	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,331)</b>	<b>(171)</b>	<b>(1,750)</b>	<b>(1,579)</b>				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	4,795	795	4,500	3,705	70	3,635	19.2%	
4110 Website and Emails	617	0	1,774	1,774		1,774	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	
4125 Other communications	0	0	0	0	150	(150)	0.0%	
4155 IT Infrastructure	125	265	600	335	25	310	48.3%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure	<b>5,537</b>	<b>1,410</b>	<b>7,574</b>	<b>6,164</b>	<b>245</b>	<b>5,919</b>	<b>21.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,537)</b>	<b>(1,410)</b>	<b>(7,574)</b>	<b>(6,164)</b>				
<u>190 Stores</u>								
4150 Utilities & business rates	1,530	742	1,705	963		963	43.5%	
Stores :- Indirect Expenditure	<b>1,530</b>	<b>742</b>	<b>1,705</b>	<b>963</b>	<b>0</b>	<b>963</b>	<b>43.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,530)</b>	<b>(742)</b>	<b>(1,705)</b>	<b>(963)</b>				
<u>195 Tractor Shed</u>								
4150 Utilities & business rates	12,213	1,538	4,000	2,462		2,462	38.5%	
4450 Inspections	390	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	454	0	750	750	80	670	10.7%	
Tractor Shed :- Indirect Expenditure	<b>13,057</b>	<b>1,538</b>	<b>5,250</b>	<b>3,712</b>	<b>80</b>	<b>3,632</b>	<b>30.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,057)</b>	<b>(1,538)</b>	<b>(5,250)</b>	<b>(3,712)</b>				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	646	0	600	600	17	583	2.8%	
4120 Over 65 Entertainment	220	(798)	250	1,048		1,048	(319.0%)	
4630 Consumables	36	0	100	100	40	60	40.0%	
Residents' Parties :- Indirect Expenditure	<b>902</b>	<b>(798)</b>	<b>950</b>	<b>1,748</b>	<b>57</b>	<b>1,691</b>	<b>(78.0%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(902)</b>	<b>798</b>	<b>(950)</b>	<b>(1,748)</b>				
<u>205 Events</u>								
1480 Events income	3,981	869	6,050	5,181			14.4%	
Events :- Income	<b>3,981</b>	<b>869</b>	<b>6,050</b>	<b>5,181</b>			<b>14.4%</b>	<b>0</b>
4122 Events	7,027	2,082	9,000	6,918	579	6,339	29.6%	
4123 Bar trading costs	226	0	0	0		0	0.0%	
Events :- Indirect Expenditure	<b>7,253</b>	<b>2,082</b>	<b>9,000</b>	<b>6,918</b>	<b>579</b>	<b>6,339</b>	<b>29.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,272)</b>	<b>(1,213)</b>	<b>(2,950)</b>	<b>(1,737)</b>				
<u>210 Grounds</u>								
1200 Football Hire Charges	2,357	68	2,250	2,182			3.0%	
1210 Football Training Area Hire	825	156	1,000	844			15.6%	



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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1215 Grass cutting agreement	14,282	16,982	17,187	205			98.8%	
1270 Floodlights Income	30	0	30	30			0.0%	
Grounds :- Income	<b>17,494</b>	<b>17,206</b>	<b>20,467</b>	<b>3,261</b>			<b>84.1%</b>	<b>0</b>
4160 Repairs/Maintenance	111	20	0	(20)	630	(650)	0.0%	
4195 Keys/Locks	394	0	212	212	79	133	37.2%	
4200 Locking parks	1,512	338	2,883	2,545		2,545	11.7%	
4205 Replacement Bins	381	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	5,210	763	6,700	5,937	40	5,897	12.0%	
4215 Seats - Repair/Replacement	0	0	1,500	1,500		1,500	0.0%	
4220 Signage - New/Replacement	15	0	500	500		500	0.0%	
4225 Floodlights Maintenance/Repair	1,400	15	0	(15)		(15)	0.0%	
4235 grounds alarm system	453	215	0	(215)	60	(275)	0.0%	
4245 Highway grass verge cutting	6,779	3,129	11,000	7,871		7,871	28.4%	
4255 Skip hire	1,462	374	1,500	1,126	303	822	45.2%	
4260 Shrub/Tree/Hedge	944	0	1,500	1,500	15	1,485	1.0%	
4270 Fertilisers/Weed & Moss Killer	516	(36)	0	36	15	21	0.0%	
4275 Contractor Spray	0	0	2,000	2,000	622	1,378	31.1%	
4295 Equipment - New/Replacement	12,970	2,369	4,000	1,631		1,631	59.2%	
4300 Equipment-Repair/Maintenance	886	0	0	0	69	(69)	0.0%	
4305 Parts- Repair/Replace/Spare	41	0	0	0		0	0.0%	
4320 Small tools	731	16	1,000	984	25	958	4.2%	
4325 fence repairs	3,596	0	5,000	5,000		5,000	0.0%	
4380 Various Equipment	0	0	0	0	10	(10)	0.0%	
4390 Materials	3,590	118	4,000	3,882	517	3,365	15.9%	
4395 Wetting Agents/Preservatives	0	0	250	250		250	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4560 Property Maintain/Replacement	60	0	0	0		0	0.0%	
4635 cleaning agents/materials	89	0	450	450		450	0.0%	
Grounds :- Indirect Expenditure	<b>41,139</b>	<b>7,481</b>	<b>47,195</b>	<b>39,714</b>	<b>2,385</b>	<b>37,329</b>	<b>20.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,645)</b>	<b>9,725</b>	<b>(26,728)</b>	<b>(36,453)</b>				
6000 plus Transfer from EMR	12,707	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(10,938)</b>	<b>9,725</b>	<b>(26,728)</b>	<b>(36,453)</b>				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	1,426	0	2,000	2,000	241	1,759	12.0%	
4265 Fuel	1,871	715	3,000	2,285		2,285	23.8%	
4290 Servicing	1,836	0	3,500	3,500	207	3,293	5.9%	
4295 Equipment - New/Replacement	557	7,886	5,700	(2,186)	96	(2,282)	140.0%	
4300 Equipment-Repair/Maintenance	70	0	0	0		0	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Parts- Repair/Replace/Spare	0	545	0	(545)		(545)	0.0%	
4310 Hire of Machinery & vehicles	5,538	825	3,970	3,145	99	3,046	23.3%	
4555 Vehicles	241	0	0	0		0	0.0%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	<b>11,540</b>	<b>9,970</b>	<b>19,170</b>	<b>9,200</b>	<b>643</b>	<b>8,557</b>	<b>55.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,540)</b>	<b>(9,970)</b>	<b>(19,170)</b>	<b>(9,200)</b>				
<u>230 Trees</u>								
4240 Emergency Work	36	0	1,668	1,668	9	1,659	0.5%	
4450 Inspections	495	0	0	0		0	0.0%	
4455 work & inspections	0	0	5,000	5,000		5,000	0.0%	
Trees :- Indirect Expenditure	<b>531</b>	<b>0</b>	<b>6,668</b>	<b>6,668</b>	<b>9</b>	<b>6,659</b>	<b>0.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(531)</b>	<b>0</b>	<b>(6,668)</b>	<b>(6,668)</b>				
<u>240 Allotments</u>								
1100 Allotment Income	4,746	328	4,000	3,672			8.2%	
1110 Water Recharge	(908)	0	0	0			0.0%	
1111 Electricity Recharge	39	0	0	0			0.0%	
1115 Pest control Recharge	(390)	0	0	0			0.0%	
Allotments :- Income	<b>3,488</b>	<b>328</b>	<b>4,000</b>	<b>3,672</b>			<b>8.2%</b>	<b>0</b>
4145 Landowner Rent	2,149	497	2,500	2,004		2,004	19.9%	
4150 Utilities & business rates	1,588	379	1,000	621		621	37.9%	
4170 Pest Control	0	8	600	593		593	1.3%	
4300 Equipment-Repair/Maintenance	0	0	0	0	166	(166)	0.0%	
4390 Materials	402	0	1,200	1,200		1,200	0.0%	
4435 Contingencies	0	0	600	600		600	0.0%	
4560 Property Maintain/Replacement	0	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	<b>4,140</b>	<b>883</b>	<b>6,200</b>	<b>5,317</b>	<b>166</b>	<b>5,151</b>	<b>16.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(652)</b>	<b>(554)</b>	<b>(2,200)</b>	<b>(1,646)</b>				
<u>250 Play Areas</u>								
4160 Repairs/Maintenance	0	0	0	0	2,028	(2,028)	0.0%	
4295 Equipment - New/Replacement	32	0	1,500	1,500		1,500	0.0%	
4300 Equipment-Repair/Maintenance	87	0	2,000	2,000		2,000	0.0%	
4450 Inspections	294	300	350	50		50	85.7%	
Play Areas :- Indirect Expenditure	<b>413</b>	<b>300</b>	<b>3,850</b>	<b>3,550</b>	<b>2,028</b>	<b>1,523</b>	<b>60.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(413)</b>	<b>(300)</b>	<b>(3,850)</b>	<b>(3,550)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>255 Hard Courts and Car Park</b>								
1225 Outside courts	892	0	1,816	1,816			0.0%	
1230 No longer in use	14	0	0	0			0.0%	
Hard Courts and Car Park :- Income	<b>906</b>	<b>0</b>	<b>1,816</b>	<b>1,816</b>			<b>0.0%</b>	<b>0</b>
4300 Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	344	0	500	500		500	0.0%	
4580 Car Park/ Pathways	83	0	0	0		0	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	<b>427</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>479</b>	<b>0</b>	<b>(184)</b>	<b>(184)</b>				
<b>260 Bowling Green</b>								
1240 Bowls Hire Charges	1,900	2,088	2,090	2			99.9%	
Bowling Green :- Income	<b>1,900</b>	<b>2,088</b>	<b>2,090</b>	<b>2</b>			<b>99.9%</b>	<b>0</b>
4160 Repairs/Maintenance	0	0	200	200		200	0.0%	
4300 Equipment-Repair/Maintenance	0	0	0	0	1,804	(1,804)	0.0%	
4390 Materials	1,595	0	2,200	2,200	30	2,170	1.4%	
Bowling Green :- Indirect Expenditure	<b>1,595</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>	<b>1,834</b>	<b>566</b>	<b>76.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>305</b>	<b>2,088</b>	<b>(310)</b>	<b>(2,398)</b>				
<b>265 Memorials</b>								
1280 Memorial Garden Income	38	0	0	0			0.0%	
Memorials :- Income	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4360 Rose Renewal	110	0	400	400		400	0.0%	
4370 Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575 War Memorial	125	0	350	350	7	343	1.9%	
Memorials :- Indirect Expenditure	<b>234</b>	<b>61</b>	<b>750</b>	<b>689</b>	<b>19</b>	<b>670</b>	<b>10.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(197)</b>	<b>(61)</b>	<b>(750)</b>	<b>(689)</b>				
<b>270 Traffic Highways/Environment</b>								
1350 Parish Partnership grant	6,143	0	1,888	1,888			0.0%	
Traffic Highways/Environment :- Income	<b>6,143</b>	<b>0</b>	<b>1,888</b>	<b>1,888</b>			<b>0.0%</b>	<b>0</b>
4390 Materials	0	18	0	(18)		(18)	0.0%	
4650 SAM	0	0	500	500		500	0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 4

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	12,286	0	3,777	3,777		3,777	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<b>12,286</b>	<b>18</b>	<b>4,777</b>	<b>4,759</b>	<b>0</b>	<b>4,759</b>	<b>0.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,143)</b>	<b>(18)</b>	<b>(2,889)</b>	<b>(2,871)</b>				
<u>300</u> <u>Cafe</u>								
1500 Café Income	52,031	18,893	41,000	22,107			46.1%	
Cafe :- Income	<b>52,031</b>	<b>18,893</b>	<b>41,000</b>	<b>22,107</b>			<b>46.1%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	2,748	0	0	0		0	0.0%	
4150 Utilities & business rates	170	0	0	0		0	0.0%	
4160 Repairs/Maintenance	65	0	0	0		0	0.0%	
4295 Equipment - New/Replacement	439	3,551	0	(3,551)		(3,551)	0.0%	
4300 Equipment-Repair/Maintenance	63	0	700	700		700	0.0%	
4435 Contingencies	659	0	0	0		0	0.0%	
4450 Inspections	0	444	0	(444)		(444)	0.0%	
4630 Consumables	341	0	750	750		750	0.0%	
4635 cleaning agents/materials	130	0	150	150	8	142	5.3%	
4700 Machine Rental	(28)	0	0	0		0	0.0%	
4710 Café Purchases	22,917	7,226	23,500	16,274	1,078	15,197	35.3%	
4711 Community fridge/ fruit & veg	119	0	250	250		250	0.0%	
Cafe :- Indirect Expenditure	<b>27,623</b>	<b>11,221</b>	<b>25,350</b>	<b>14,129</b>	<b>1,086</b>	<b>13,044</b>	<b>48.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>24,408</b>	<b>7,672</b>	<b>15,650</b>	<b>7,978</b>				
Grand Totals:- Income	<b>802,062</b>	<b>384,005</b>	<b>776,739</b>	<b>392,734</b>			<b>49.4%</b>	
Expenditure	<b>735,899</b>	<b>241,918</b>	<b>778,738</b>	<b>536,820</b>	<b>18,374</b>	<b>518,446</b>	<b>33.4%</b>	
<b>Net Income over Expenditure</b>	<b>66,163</b>	<b>142,087</b>	<b>(1,999)</b>	<b>(144,086)</b>				
plus Transfer from EMR	<b>14,374</b>	<b>0</b>	<b>0</b>	<b>0</b>				
less Transfer to EMR	<b>8,784</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>71,753</b>	<b>142,087</b>	<b>(1,999)</b>	<b>(144,086)</b>				

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## Hellesdon Parish Council Current Year

### Bank - Cash and Investment Reconciliation as at 31 August 2025

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

31/08/2025	Business Current Account 2077	500.00
31/08/2025	Business savers account 4401	493,367.25
31/08/2025	Petty Cash	206.53
31/08/2025	Active Saver 7702	348,681.35
31/08/2025	Account 73554503	84,012.55
31/08/2025	Number 2 account 0958	0.00
31/08/2025	Cafe float	100.00

**926,867.68**

##### Receipts not on Bank Statement

**0.00**

##### **Closing Balance**

**926,867.68**

##### All Cash & Bank Accounts

1	Current Bank Account	493,867.25
2	Petty Cash	206.53
3	Active Saver 7702	348,681.35
4	Active Saver Emergency 4503	84,012.55
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>926,867.68</b>

**Earmarked Reserves**

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Play Equipment	20,000.00		20,000.00
321	EMR Site Fencing	1,000.00		1,000.00
322	EMR Machinery	7,293.00		7,293.00
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	6,212.68		6,212.68
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	4,609.76		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 CC Ext (28/29)	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 CC Ext (29/30)	8,784.04		8,784.04
		<b>598,069.79</b>	<b>0.00</b>	<b>598,069.79</b>

## List of Payments made between 01/08/2025 and 31/08/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/08/2025	Iris Software Limited	£40.80	Staffology
01/08/2025	B&Q	£7.00	Drain Gel
01/08/2025	Broadland District Council	£184.00	Business Rates Stores
01/08/2025	Broadland District Council	£1,259.00	Business Rates com centre
01/08/2025	Broadland District Council	£384.00	Business rates workshop
04/08/2025	Barclays Bank Plc	£54.83	monthly charges
04/08/2025	Sun Skips	£449.20	12 Yard skip CARD PAID
04/08/2025	Toombs Butchers	£16.58	cafe purchases CARD PAID
04/08/2025	Toombs Butchers	£48.50	Cafe purchases CARD PAID
04/08/2025	Toombs Butchers	£43.10	Cafe Purchase CARD PAID
04/08/2025	Toombs Butchers	£26.16	Cafe Purchases CARD PAID
04/08/2025	Toombs Butchers	£24.49	Cafe Purchases CARD PAID
05/08/2025	Anglia Culinary Suppliers Ltd	£1,031.54	Cafe Purchase
05/08/2025	Active HR	£159.93	HR Services & Support
05/08/2025	Amazon	£57.03	Batteries/spray
05/08/2025	Calypso Coffee	£267.50	Cafe purchases
05/08/2025	Collier Turf Care Ltd	£2,781.80	Goal posts+carriage
05/08/2025	Easters Norwich Ltd	£261.79	cafe purchases
05/08/2025	Eastern Security Systems Ltd	£675.66	Call out 24/07/25
05/08/2025	Hugh Crane Equipment	£322.43	Cleaning materials
05/08/2025	Just Regional Publishing	£234.00	Just hellesdon Aug 6th
05/08/2025	Osiris Technologies	£730.45	It Monthly Support
05/08/2025	P J Plumbing Heating & Mainten	£57.76	Repairs to Kitchen
05/08/2025	Select Recruitment Specialists	£485.70	Agency staff Cafe
05/08/2025	Hugh Crane Cleaning Equip Ltd	£10.00	Cleaning materials
06/08/2025	UK Fuels Ltd	£186.11	Fuel card
11/08/2025	Anglia Culinary Suppliers Ltd	£217.13	Cafe purchases
11/08/2025	Easters Norwich Ltd	£133.16	Cafe purchases
11/08/2025	Ernest Doe & Sons Ltd	£907.19	iseki Service
11/08/2025	Norse Commercial Services Ltd	£374.40	Locking of parks July
11/08/2025	Norse Eastern Ltd	£1,251.46	Verges july
11/08/2025	Norfolk Parish Training & Supp	£907.20	Staff Training
11/08/2025	Norfolk Parish Training & Supp	£3,624.48	agency cost Locum
11/08/2025	Universal Carpentry & Building	£5,337.71	Phase 3 Fire doors
11/08/2025	O2	£417.96	Telecoms invoice
18/08/2025	Anglian Water Business (Nation	£1,546.79	Water Bill
19/08/2025	Excel Electrical Services	£286.54	Faulty socket replacement
19/08/2025	Easters Norwich Ltd	£104.03	Cafe purchase

19/08/2025 Collier Turf Care Ltd	£4,140.55	grounds materials
19/08/2025 Total Gas & Power	£148.51	Gas Invoice
21/08/2025 Total Gas & Power	£467.69	Electricity Invoice
21/08/2025 Total Gas & Power	£671.86	Electricity invoice
26/08/2025 Biffa	£190.51	Waste Service
26/08/2025 Broadland District Council	£644.00	Business rates Offices
26/08/2025 Total Gas & Power	£29.46	Electricity Invoice
27/08/2025 Anglian Water Business (Nation	£795.47	Water bill allotment
27/08/2025 Anglian Water Business (Nation	£462.49	waterbill new allotments
28/08/2025 Veolia	£47.57	Commercial bin collection
<b>Total Payments</b>	<b>£32,505.52</b>	



# **Cash Received between 01/08/2025 and 31/08/2025**

<b>Date</b>	<b>Cash Received from</b>	<b>Receipt Description</b>	<b>Receipt Total</b>
01/08/2025	HCC Hire	Regular Hire	£40.04
01/08/2025	HCC Hire	Regular Hire	£283.34
01/08/2025	HCC Hire	Regular Hire	£302.20
01/08/2025	Takings - Cafe	Card Payments	£68.15
04/08/2025	HCC Hire	Regular Hire	£89.59
04/08/2025	Takings - Cafe	Cash Payments	£508.00
04/08/2025	Summer Fayre 2025 Stall	Summer Fayre 2025	£30.00
05/08/2025	Takings - Cafe	Card Payments	£94.60
06/08/2025	Takings - Cafe	Card payments	£162.10
07/08/2025	HCC Hire	Regular Hire	£85.74
07/08/2025	HCC Hire	Regular Hire	£33.98
07/08/2025	HCC Hire	Regular Hire	£68.70
07/08/2025	HCC Hire	Regular Hire	£127.25
07/08/2025	HCC Hire	Regular Hire	£712.78
07/08/2025	HCC Hire	Regular Hire	£406.55
07/08/2025	Takings - Cafe	Card payments	£196.55
08/08/2025	HCC Hire	Regular Hire	£135.93
08/08/2025	HCC Hire	Regular Hire	£132.15
08/08/2025	HCC Hire	Regular Hire	£196.44
08/08/2025	HCC Hire	Regular Hire	£83.96
08/08/2025	HCC Hire	Regular Hire	£5.50
08/08/2025	HCC Hire	Regular Hire	£113.30
08/08/2025	Takings - Cafe	Cash Payments	£478.40
08/08/2025	Takings - Cafe	Card payments	£134.00
11/08/2025	HCC Hire	Regular Hire	£17.80
11/08/2025	HCC Hire	Regular Hire	£101.94
11/08/2025	HCC Hire	Regular Hire	£199.02
11/08/2025	Takings - Cafe	Card payments	£110.50
12/08/2025	HCC Hire	Regular Hire	£243.98
12/08/2025	HCC Hire	Regular Hire	£315.57
12/08/2025	HCC Hire	Regular Hire	£24.75
13/08/2025	HCC Hire	Regular Hire	£83.13
13/08/2025	HCC Hire	Regular Hire	£180.17
13/08/2025	HCC Hire	Regular Hire	£470.90
13/08/2025	Takings - Cafe	Card Payments	£211.10
14/08/2025	HCC Hire	Regular Hire	£264.23
14/08/2025	HCC Hire	Regular Hire	£126.41
14/08/2025	HCC Hire	Regular Hire	£103.67
14/08/2025	Takings - Cafe	Card Payments	£235.45
15/08/2025	HCC Hire	Regular Hire	£135.93
15/08/2025	Takings - Cafe	Card payments	£170.85

18/08/2025 HCC Hire	Regular Hire	£90.64
18/08/2025 HCC Hire	Regular Hire	£20.98
18/08/2025 Takings - Cafe	Cash Payments	£496.15
19/08/2025 HCC Hire	Regular Hire	£214.09
19/08/2025 HCC Hire	Regular Hire	£66.82
19/08/2025 Takings - Cafe	Card Payments	£187.10
20/08/2025 Takings - Cafe	Card payments	£235.10
21/08/2025 HCC Hire	Regular Hire	£167.90
21/08/2025 Takings - Cafe	Card payments	£116.40
22/08/2025 HCC Hire	Regular Hire	£296.98
22/08/2025 Takings - Cafe	Card payments	£93.80
26/08/2025 Takings - Cafe	Cash Payments	£450.73
26/08/2025 Takings - Cafe	Card Payments	£51.00
27/08/2025 HCC Hire	Regular Hire	£453.40
27/08/2025 HCC Hire	Regular Hire	£339.85
27/08/2025 HCC Hire	Regular Hire	£56.64
27/08/2025 HCC Hire	Regular Hire	£96.18
27/08/2025 HCC Hire	Regular Hire	£62.96
27/08/2025 HCC Hire	Regular Hire	£396.50
28/08/2025 HCC Hire	Regular Hire	£50.00
28/08/2025 Takings - Cafe	Card Payments	£72.40
29/08/2025 HCC Hire	Regular Hire	£225.61
29/08/2025 Takings - Cafe	Card payments	£91.10
	Total Receipts	£11,816.98

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Community Centre</b>								
1400 Community Centre Income	(9,716)	0	59,000	59,000			0.0%	
1410 Community Centre Inc ML Room	28,039	11,680	0	(11,680)			0.0%	
1415 Community Centre Inc SW Room	24,423	9,055	0	(9,055)			0.0%	
1420 Community Centre Inc OH Room	13,643	7,317	0	(7,317)			0.0%	
1435 Warm room grants	500	0	0	0			0.0%	
1440 Community Centre Inc Ww Room	4,079	2,623	0	(2,623)			0.0%	
1445 Community centre kitchenette	1,425	613	0	(613)			0.0%	
1455 Community centre stage hire	589	365	0	(365)			0.0%	
1460 Hire of flasks	574	231	0	(231)			0.0%	
1470 Hire of urn	44	37	0	(37)			0.0%	
1475 Storage charge	1,018	412	0	(412)			0.0%	
1476 Rent old parish office	1,049	0	0	0			0.0%	
<b>Community Centre :- Income</b>	<b>65,665</b>	<b>32,334</b>	<b>59,000</b>	<b>26,666</b>			<b>54.8%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	2,705	0	0	0		0	0.0%	
4112 Advertising	350	0	0	0		0	0.0%	
4150 Utilities & business rates	30,473	14,023	29,500	15,477		15,477	47.5%	
4160 Repairs/Maintenance	14,163	9,198	0	(9,198)		(9,198)	0.0%	
4240 Emergency Work	269	20	0	(20)		(20)	0.0%	
4250 PHS services	4,661	4,938	5,250	312		312	94.1%	
4295 Equipment - New/Replacement	3,893	6,691	18,464	11,773	4,501	7,271	60.6%	
4300 Equipment-Repair/Maintenance	1,107	382	700	318	85	233	66.7%	
4305 Parts- Repair/Replace/Spare	72	0	0	0		0	0.0%	
4390 Materials	74	0	0	0	1	(1)	0.0%	
4435 Contingencies	381	0	1,500	1,500	55	1,445	3.7%	
4450 Inspections	410	168	700	533		533	23.9%	
4460 CCTV	0	50	0	(50)		(50)	0.0%	
4480 Memberships & Subscriptions	1,931	474	2,500	2,026		2,026	19.0%	
4560 Property Maintain/Replacement	16,383	8,043	3,500	(4,543)	325	(4,868)	239.1%	
4625 Senior Citizens club	191	(585)	0	585		585	0.0%	
4630 Consumables	549	0	750	750	94	656	12.5%	
4635 cleaning agents/materials	3,453	1,242	2,000	758	287	471	76.4%	
4645 Warm room expenditure	499	0	250	250	17	233	6.6%	
4695 community centre redevelopment	(116)	1,285	0	(1,285)	1,255	(2,540)	0.0%	
4696 community centre WC project	14,250	0	0	0		0	0.0%	
<b>Community Centre :- Indirect Expenditure</b>	<b>95,697</b>	<b>45,928</b>	<b>65,114</b>	<b>19,186</b>	<b>6,621</b>	<b>12,566</b>	<b>80.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30,031)</b>	<b>(13,594)</b>	<b>(6,114)</b>	<b>7,480</b>				
6000 plus Transfer from EMR	1,527	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(28,504)</b>	<b>(13,594)</b>	<b>(6,114)</b>	<b>7,480</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

Month No: 5

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 Administration</b>								
1076 Precept	598,827	317,018	634,037	317,019			50.0%	
1085 Grants received	31,497	0	0	0			0.0%	
1099 Community Infrastructure	8,784	0	0	0			0.0%	
Administration :- Income	<b>639,108</b>	<b>317,018</b>	<b>634,037</b>	<b>317,019</b>			<b>50.0%</b>	<b>0</b>
4065 councillor training	525	117	1,000	883		883	11.7%	
4070 Profess Fees/Agency Personnel	0	4,825	5,000	175		175	96.5%	
4465 External Audit	1,680	0	1,680	1,680		1,680	0.0%	
4470 Internal Audit	3,560	1,857	3,270	1,413		1,413	56.8%	
4475 Legal Fees	399	528	667	139		139	79.1%	
4480 Memberships & Subscriptions	1,970	1,493	2,374	881		881	62.9%	
4550 Insurance	11,431	12,931	12,125	(806)		(806)	106.6%	
4630 Consumables	0	23	0	(23)		(23)	0.0%	
Administration :- Indirect Expenditure	<b>19,565</b>	<b>21,774</b>	<b>26,116</b>	<b>4,343</b>	<b>0</b>	<b>4,343</b>	<b>83.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>619,543</b>	<b>295,245</b>	<b>607,921</b>	<b>312,677</b>				
6001 less Transfer to EMR	8,784	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>610,759</b>	<b>295,244</b>	<b>607,921</b>	<b>312,676</b>				
<b>120 Staff</b>								
4000 Admin Staff	94,931	31,993	127,393	95,400	4,698	90,702	28.8%	
4010 Groundstaff	69,402	31,163	88,424	57,261		57,261	35.2%	
4020 Care Takers	67,302	27,645	86,743	59,098		59,098	31.9%	
4025 Cafe Staff	29,887	13,121	34,293	21,172		21,172	38.3%	
4030 Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040 PAYE	47,566	10,394	0	(10,394)		(10,394)	0.0%	
4045 Pension Scheme	54,282	12,441	38,000	25,559		25,559	32.7%	
4055 Staff training	1,645	3,715	4,500	785	2,074	(1,289)	128.7%	
4070 Profess Fees/Agency Personnel	3,011	6,628	4,127	(2,501)	2,654	(5,155)	224.9%	
4080 Employer NI	25,252	13,970	39,040	25,070		25,070	35.8%	
4090 Protective clothing/workwear	1,755	66	2,500	2,434	79	2,354	5.8%	
4345 Surface Clean Chemicals	0	391	0	(391)		(391)	0.0%	
4480 Memberships & Subscriptions	83	0	0	0	17	(17)	0.0%	
Staff :- Indirect Expenditure	<b>395,115</b>	<b>152,316</b>	<b>438,470</b>	<b>286,154</b>	<b>9,522</b>	<b>276,632</b>	<b>36.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(395,115)</b>	<b>(152,316)</b>	<b>(438,470)</b>	<b>(286,154)</b>				
<b>130 Council Office</b>								
1360 Electricity FIT	(2,844)	0	200	200			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2025

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1365 Misc office income	3	0	2,000	2,000			0.0%	
1490 Misc donations received	60	0	0	0			0.0%	
<b>Council Office :- Income</b>	<b>(2,781)</b>	<b>0</b>	<b>2,200</b>	<b>2,200</b>			<b>0.0%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	12	0	0	0		0	0.0%	
4112 Advertising	12	0	500	500		500	0.0%	
4150 Utilities & business rates	13,118	6,214	18,500	12,286		12,286	33.6%	
4160 Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240 Emergency Work	105	0	0	0	45	(45)	0.0%	
4250 PHS services	101	0	136	136		136	0.0%	
4295 Equipment - New/Replacement	204	16	2,066	2,050	7	2,042	1.1%	
4300 Equipment-Repair/Maintenance	0	57	0	(57)		(57)	0.0%	
4400 Chairman's Budget	10	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	95	2	100	98		98	1.8%	
4415 Refreshments	416	110	550	440		440	20.1%	
4420 Telephone and Broadband	4,491	583	4,500	3,917	348	3,569	20.7%	
4425 IT Support and Maintenance	5,723	5,430	8,250	2,820	833	1,987	75.9%	
4430 Photocopier	890	195	1,500	1,305		1,305	13.0%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	788	475	1,000	525	0	525	47.5%	
4445 Postage	77	0	237	237		237	0.0%	
4450 Inspections	410	0	1,300	1,300		1,300	0.0%	
4480 Memberships & Subscriptions	64	0	0	0		0	0.0%	
4485 Other Licences/Fees	4,357	323	3,750	3,427	204	3,224	14.0%	
4500 PWLB	46,752	8,945	43,094	34,149		34,149	20.8%	
4560 Property Maintain/Replacement	1,686	0	5,750	5,750	4	5,746	0.1%	
4565 Elections/Parish Poll	7,857	0	8,000	8,000		8,000	0.0%	
4570 Church Grass Cutting Contribut	0	0	800	800		800	0.0%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4605 Grants awarded	100	0	0	0		0	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
<b>Council Office :- Indirect Expenditure</b>	<b>87,267</b>	<b>22,351</b>	<b>102,649</b>	<b>80,298</b>	<b>1,630</b>	<b>78,668</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(90,049)</b>	<b>(22,351)</b>	<b>(100,449)</b>	<b>(78,098)</b>				
<u>140 Neighbourhood Plan</u>								
1340 Neighbourhood Plan	35	0	0	0			0.0%	
<b>Neighbourhood Plan :- Income</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4135 Consultancy Fees	3,700	0	0	0		0	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4600 Neighbourhood Plan	3,624	200	0	(200)		(200)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	<b>7,324</b>	<b>200</b>	<b>0</b>	<b>(200)</b>	<b>0</b>	<b>(200)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,289)</b>	<b>(200)</b>	<b>0</b>	<b>200</b>				
<u>150 Investment</u>								
1080 Bank Interest Received	13,891	3,073	4,051	978			75.9%	
1090 Monthly Loyalty Rewards	117	0	92	92			0.0%	
1091 Cash back rebates	47	0	48	48			0.0%	
Investment :- Income	<b>14,055</b>	<b>3,073</b>	<b>4,191</b>	<b>1,118</b>			<b>73.3%</b>	<b>0</b>
4060 Bank Charges & card fees	1,252	446	1,500	1,054		1,054	29.7%	
Investment :- Indirect Expenditure	<b>1,252</b>	<b>446</b>	<b>1,500</b>	<b>1,054</b>	<b>0</b>	<b>1,054</b>	<b>29.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,803</b>	<b>2,627</b>	<b>2,691</b>	<b>64</b>				
<u>160 Planning</u>								
4130 Hire of Rooms	0	185	300	115		115	61.8%	
Planning :- Indirect Expenditure	<b>0</b>	<b>185</b>	<b>300</b>	<b>115</b>	<b>0</b>	<b>115</b>	<b>61.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(185)</b>	<b>(300)</b>	<b>(115)</b>				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	0	1,000	1,000		1,000	0.0%	
4140 Defibrillator	984	0	400	400		400	0.0%	
4295 Equipment - New/Replacement	268	0	300	300		300	0.0%	
4390 Materials	0	171	0	(171)		(171)	0.0%	
4630 Consumables	25	0	50	50		50	0.0%	
4635 cleaning agents/materials	194	0	0	0		0	0.0%	
Health and Safety :- Indirect Expenditure	<b>1,472</b>	<b>171</b>	<b>1,750</b>	<b>1,579</b>	<b>0</b>	<b>1,579</b>	<b>9.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,472)</b>	<b>(171)</b>	<b>(1,750)</b>	<b>(1,579)</b>				
6000 plus Transfer from EMR	140	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,331)</b>	<b>(171)</b>	<b>(1,750)</b>	<b>(1,579)</b>				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	4,795	795	4,500	3,705	265	3,440	23.6%	
4110 Website and Emails	617	0	1,774	1,774		1,774	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	
4125 Other communications	0	0	0	0	150	(150)	0.0%	
4155 IT Infrastructure	125	265	600	335	25	310	48.3%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure	<b>5,537</b>	<b>1,410</b>	<b>7,574</b>	<b>6,164</b>	<b>440</b>	<b>5,724</b>	<b>24.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,537)</b>	<b>(1,410)</b>	<b>(7,574)</b>	<b>(6,164)</b>				
<u>190 Stores</u>								
4150 Utilities & business rates	1,530	926	1,705	779		779	54.3%	
Stores :- Indirect Expenditure	<b>1,530</b>	<b>926</b>	<b>1,705</b>	<b>779</b>	<b>0</b>	<b>779</b>	<b>54.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,530)</b>	<b>(926)</b>	<b>(1,705)</b>	<b>(779)</b>				
<u>195 Tractor Shed</u>								
4150 Utilities & business rates	12,213	1,922	4,000	2,078		2,078	48.1%	
4450 Inspections	390	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	454	0	750	750	80	670	10.7%	
Tractor Shed :- Indirect Expenditure	<b>13,057</b>	<b>1,922</b>	<b>5,250</b>	<b>3,328</b>	<b>80</b>	<b>3,248</b>	<b>38.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,057)</b>	<b>(1,922)</b>	<b>(5,250)</b>	<b>(3,328)</b>				
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	646	0	600	600	17	583	2.8%	
4120 Over 65 Entertainment	220	(798)	250	1,048		1,048	(319.0%)	
4630 Consumables	36	0	100	100	40	60	40.0%	
Residents' Parties :- Indirect Expenditure	<b>902</b>	<b>(798)</b>	<b>950</b>	<b>1,748</b>	<b>57</b>	<b>1,691</b>	<b>(78.0%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(902)</b>	<b>798</b>	<b>(950)</b>	<b>(1,748)</b>				
<u>205 Events</u>								
1480 Events income	3,981	899	6,050	5,151			14.9%	
Events :- Income	<b>3,981</b>	<b>899</b>	<b>6,050</b>	<b>5,151</b>			<b>14.9%</b>	<b>0</b>
4122 Events	7,027	2,082	9,000	6,918	579	6,339	29.6%	
4123 Bar trading costs	226	0	0	0		0	0.0%	
Events :- Indirect Expenditure	<b>7,253</b>	<b>2,082</b>	<b>9,000</b>	<b>6,918</b>	<b>579</b>	<b>6,339</b>	<b>29.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,272)</b>	<b>(1,183)</b>	<b>(2,950)</b>	<b>(1,767)</b>				
<u>210 Grounds</u>								
1200 Football Hire Charges	2,357	68	2,250	2,182			3.0%	
1210 Football Training Area Hire	825	185	1,000	815			18.5%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1215 Grass cutting agreement	14,282	16,982	17,187	205			98.8%	
1270 Floodlights Income	30	0	30	30			0.0%	
Grounds :- Income	<b>17,494</b>	<b>17,234</b>	<b>20,467</b>	<b>3,233</b>			<b>84.2%</b>	<b>0</b>
4160 Repairs/Maintenance	111	543	0	(543)	108	(650)	0.0%	
4195 Keys/Locks	394	0	212	212	79	133	37.2%	
4200 Locking parks	1,512	650	2,883	2,233		2,233	22.5%	
4205 Replacement Bins	381	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	5,210	763	6,700	5,937	245	5,692	15.0%	
4215 Seats - Repair/Replacement	0	0	1,500	1,500		1,500	0.0%	
4220 Signage - New/Replacement	15	0	500	500		500	0.0%	
4225 Floodlights Maintenance/Repair	1,400	15	0	(15)		(15)	0.0%	
4235 grounds alarm system	453	215	0	(215)	60	(275)	0.0%	
4245 Highway grass verge cutting	6,779	4,172	11,000	6,828	2,086	4,743	56.9%	
4255 Skip hire	1,462	374	1,500	1,126	303	822	45.2%	
4260 Shrub/Tree/Hedge	944	64	1,500	1,436	15	1,421	5.3%	
4270 Fertilisers/Weed & Moss Killer	516	(36)	0	36	15	21	0.0%	
4275 Contractor Spray	0	0	2,000	2,000	622	1,378	31.1%	
4295 Equipment - New/Replacement	12,970	2,369	4,000	1,631		1,631	59.2%	
4300 Equipment-Repair/Maintenance	886	0	0	0	69	(69)	0.0%	
4305 Parts- Repair/Replace/Spare	41	0	0	0		0	0.0%	
4320 Small tools	731	16	1,000	984	25	958	4.2%	
4325 fence repairs	3,596	0	5,000	5,000		5,000	0.0%	
4380 Various Equipment	0	0	0	0	10	(10)	0.0%	
4390 Materials	3,590	118	4,000	3,882	517	3,365	15.9%	
4395 Wetting Agents/Preservatives	0	0	250	250		250	0.0%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4560 Property Maintain/Replacement	60	0	0	0		0	0.0%	
4635 cleaning agents/materials	89	0	450	450		450	0.0%	
Grounds :- Indirect Expenditure	<b>41,139</b>	<b>9,422</b>	<b>47,195</b>	<b>37,773</b>	<b>4,154</b>	<b>33,619</b>	<b>28.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,645)</b>	<b>7,812</b>	<b>(26,728)</b>	<b>(34,540)</b>				
6000 plus Transfer from EMR	12,707	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(10,938)</b>	<b>7,812</b>	<b>(26,728)</b>	<b>(34,540)</b>				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	1,426	0	2,000	2,000	241	1,759	12.0%	
4265 Fuel	1,871	715	3,000	2,285	124	2,162	27.9%	
4290 Servicing	1,836	756	3,500	2,744	207	2,537	27.5%	
4295 Equipment - New/Replacement	557	7,886	5,700	(2,186)	96	(2,282)	140.0%	
4300 Equipment-Repair/Maintenance	70	0	0	0		0	0.0%	



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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Parts- Repair/Replace/Spare	0	545	0	(545)		(545)	0.0%	
4310 Hire of Machinery & vehicles	5,538	825	3,970	3,145	99	3,046	23.3%	
4555 Vehicles	241	0	0	0		0	0.0%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	<b>11,540</b>	<b>10,726</b>	<b>19,170</b>	<b>8,444</b>	<b>767</b>	<b>7,677</b>	<b>60.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,540)</b>	<b>(10,726)</b>	<b>(19,170)</b>	<b>(8,444)</b>				
<u>230 Trees</u>								
4240 Emergency Work	36	0	1,668	1,668	9	1,659	0.5%	
4450 Inspections	495	0	0	0		0	0.0%	
4455 work & inspections	0	0	5,000	5,000		5,000	0.0%	
Trees :- Indirect Expenditure	<b>531</b>	<b>0</b>	<b>6,668</b>	<b>6,668</b>	<b>9</b>	<b>6,659</b>	<b>0.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(531)</b>	<b>0</b>	<b>(6,668)</b>	<b>(6,668)</b>				
<u>240 Allotments</u>								
1100 Allotment Income	4,746	328	4,000	3,672			8.2%	
1110 Water Recharge	(908)	0	0	0			0.0%	
1111 Electricity Recharge	39	0	0	0			0.0%	
1115 Pest control Recharge	(390)	0	0	0			0.0%	
Allotments :- Income	<b>3,488</b>	<b>328</b>	<b>4,000</b>	<b>3,672</b>			<b>8.2%</b>	<b>0</b>
4145 Landowner Rent	2,149	497	2,500	2,004		2,004	19.9%	
4150 Utilities & business rates	1,588	1,665	1,000	(665)		(665)	166.5%	
4170 Pest Control	0	8	600	593		593	1.3%	
4295 Equipment - New/Replacement	0	0	0	0	100	(100)	0.0%	
4300 Equipment-Repair/Maintenance	0	0	0	0	166	(166)	0.0%	
4390 Materials	402	0	1,200	1,200		1,200	0.0%	
4435 Contingencies	0	0	600	600		600	0.0%	
4560 Property Maintain/Replacement	0	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	<b>4,140</b>	<b>2,169</b>	<b>6,200</b>	<b>4,031</b>	<b>266</b>	<b>3,765</b>	<b>39.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(652)</b>	<b>(1,840)</b>	<b>(2,200)</b>	<b>(360)</b>				
<u>250 Play Areas</u>								
4160 Repairs/Maintenance	0	1,428	0	(1,428)	599	(2,028)	0.0%	
4295 Equipment - New/Replacement	32	0	1,500	1,500		1,500	0.0%	
4300 Equipment-Repair/Maintenance	87	0	2,000	2,000		2,000	0.0%	
4450 Inspections	294	300	350	50		50	85.7%	
Play Areas :- Indirect Expenditure	<b>413</b>	<b>1,728</b>	<b>3,850</b>	<b>2,122</b>	<b>599</b>	<b>1,523</b>	<b>60.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(413)</b>	<b>(1,728)</b>	<b>(3,850)</b>	<b>(2,122)</b>				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>255 Hard Courts and Car Park</b>								
1225 Outside courts	892	0	1,816	1,816			0.0%	
1230 No longer in use	14	0	0	0			0.0%	
Hard Courts and Car Park :- Income	<b>906</b>	<b>0</b>	<b>1,816</b>	<b>1,816</b>			<b>0.0%</b>	<b>0</b>
4300 Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4340 Surface - Repair	0	0	500	500		500	0.0%	
4345 Surface Clean Chemicals	0	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	344	0	500	500		500	0.0%	
4580 Car Park/ Pathways	83	0	0	0		0	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	<b>427</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>479</b>	<b>0</b>	<b>(184)</b>	<b>(184)</b>				
<b>260 Bowling Green</b>								
1240 Bowls Hire Charges	1,900	2,088	2,090	2			99.9%	
Bowling Green :- Income	<b>1,900</b>	<b>2,088</b>	<b>2,090</b>	<b>2</b>			<b>99.9%</b>	<b>0</b>
4160 Repairs/Maintenance	0	0	200	200		200	0.0%	
4300 Equipment-Repair/Maintenance	0	1,804	0	(1,804)		(1,804)	0.0%	
4390 Materials	1,595	0	2,200	2,200	30	2,170	1.4%	
Bowling Green :- Indirect Expenditure	<b>1,595</b>	<b>1,804</b>	<b>2,400</b>	<b>596</b>	<b>30</b>	<b>566</b>	<b>76.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>305</b>	<b>284</b>	<b>(310)</b>	<b>(594)</b>				
<b>265 Memorials</b>								
1280 Memorial Garden Income	38	0	0	0			0.0%	
Memorials :- Income	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4360 Rose Renewal	110	0	400	400		400	0.0%	
4370 Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575 War Memorial	125	0	350	350	7	343	1.9%	
Memorials :- Indirect Expenditure	<b>234</b>	<b>61</b>	<b>750</b>	<b>689</b>	<b>19</b>	<b>670</b>	<b>10.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(197)</b>	<b>(61)</b>	<b>(750)</b>	<b>(689)</b>				
<b>270 Traffic Highways/Environment</b>								
1350 Parish Partnership grant	6,143	0	1,888	1,888			0.0%	
Traffic Highways/Environment :- Income	<b>6,143</b>	<b>0</b>	<b>1,888</b>	<b>1,888</b>			<b>0.0%</b>	<b>0</b>
4390 Materials	0	18	0	(18)		(18)	0.0%	
4650 SAM	0	0	500	500		500	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4655 Bus Shelters	0	0	500	500		500	0.0%	
4670 Parish Partnership Scheme	12,286	0	3,777	3,777		3,777	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	<b>12,286</b>	<b>18</b>	<b>4,777</b>	<b>4,759</b>	<b>0</b>	<b>4,759</b>	<b>0.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,143)</b>	<b>(18)</b>	<b>(2,889)</b>	<b>(2,871)</b>				
<u>300</u> <u>Cafe</u>								
1500 Café Income	52,031	22,858	41,000	18,142			55.8%	
Cafe :- Income	<b>52,031</b>	<b>22,858</b>	<b>41,000</b>	<b>18,142</b>			<b>55.8%</b>	<b>0</b>
4070 Profess Fees/Agency Personnel	2,748	0	0	0		0	0.0%	
4150 Utilities & business rates	170	0	0	0		0	0.0%	
4160 Repairs/Maintenance	65	0	0	0		0	0.0%	
4295 Equipment - New/Replacement	439	3,551	0	(3,551)		(3,551)	0.0%	
4300 Equipment-Repair/Maintenance	63	0	700	700		700	0.0%	
4435 Contingencies	659	0	0	0		0	0.0%	
4450 Inspections	0	444	0	(444)		(444)	0.0%	
4630 Consumables	341	0	750	750		750	0.0%	
4635 cleaning agents/materials	130	0	150	150	8	142	5.3%	
4700 Machine Rental	(28)	0	0	0		0	0.0%	
4710 Café Purchases	22,917	8,647	23,500	14,853	1,583	13,271	43.5%	
4711 Community fridge/ fruit & veg	119	0	250	250		250	0.0%	
Cafe :- Indirect Expenditure	<b>27,623</b>	<b>12,642</b>	<b>25,350</b>	<b>12,708</b>	<b>1,591</b>	<b>11,118</b>	<b>56.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>24,408</b>	<b>10,216</b>	<b>15,650</b>	<b>5,434</b>				
Grand Totals:- Income	<b>802,062</b>	<b>395,832</b>	<b>776,739</b>	<b>380,907</b>			<b>51.0%</b>	
Expenditure	<b>735,899</b>	<b>287,484</b>	<b>778,738</b>	<b>491,254</b>	<b>26,362</b>	<b>464,892</b>	<b>40.3%</b>	
<b>Net Income over Expenditure</b>	<b>66,163</b>	<b>108,348</b>	<b>(1,999)</b>	<b>(110,347)</b>				
plus Transfer from EMR	<b>14,374</b>	<b>0</b>	<b>0</b>	<b>0</b>				
less Transfer to EMR	<b>8,784</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>71,753</b>	<b>108,348</b>	<b>(1,999)</b>	<b>(110,347)</b>				

## Hellesdon Parish Council - Clerk

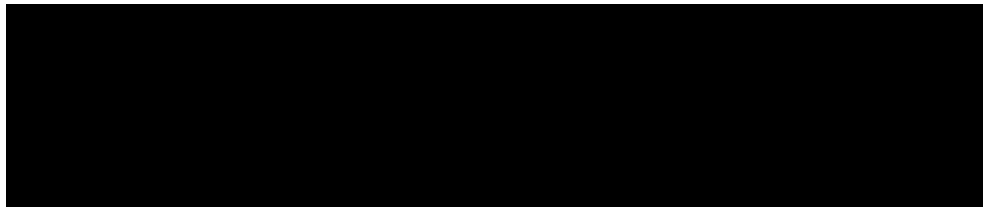
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From:

Sent:

Cc:

Subject:



Dear Parish / Town Council Clerk

We are in the process of following up on unclaimed PPS awards 25/26 for budgetary and work planning purposes.

Following emails / letters sent in March, we have not received any further communication from the Parish / Town Council regarding your acceptance form of your award.

If you wish to proceed with your scheme, could you either update us as to your current position or complete the form and return it to us as soon as possible please.

Can I also highlight as laid out within the award letter this funding must be spent in the 2025/26 financial year, unless agreement is reached with David Bullock a [REDACTED].

If deferred, you will need to obtain an updated quote the following financial year.

I hope that explains our position and look forward to hopefully hearing from you in due course.

regards

**David Bullock, Senior Programme Technician FIHE**

Highways, Transport & Waste, Infrastructure



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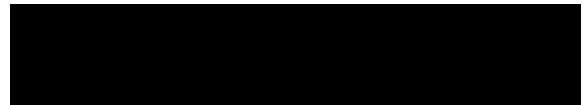


# Norfolk County Council

Infrastructure  
Highways and Waste  
County Hall  
Martineau Lane  
Norwich  
NR1 2SG

## Via email

Hellesdon Parish Council  
[clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk)



cc Cllr Gurney

Your Ref:



My Ref:



Email:

[ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

## Delivering local highway improvements in partnership with Town and Parish Councils 2025/26

I am pleased to advise that your bid for a **Bus Shelter** has been successful and will be funded up to 50% in accordance with the terms and conditions below.

This funding must be spent in the 2025/26 financial year unless agreement is reached with David Bullock at [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk). If deferred you will need to obtain an updated quote the following year.

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Please see the conditions overleaf for the next steps. Should you need any further information in meantime, then please contact Senior Technician, David Bullock at: [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

Yours sincerely

Graham Plant  
Cabinet Member for Highways, Infrastructure and Transport  
Enc.

## **Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with Hellesdon Parish Council. 2025/26**

### **Scheme title: Bus Shelter**

#### **1. Timescale**

We ask that you aim to deliver in the financial year 2025/26.

#### **2. Funding**

The County Council will support up to 50% of the cost of scheme. Once bids are approved, the terms should not be altered (i.e. change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

Total scheme costs	£ 1,385.00
Parish Contribution	£ 692.50
Norfolk County Council Contribution	£ 692.50

### **On highway scheme – works organised by Parish Council**

We also ask that, before works start, the Parish Council:

1. Submits details of their design proposals for approval.
2. Agrees a construction programme with the County Council Street Works Department, contact details Vinnie Purdy email [streetworks.north@norfolk.gov.uk](mailto:streetworks.north@norfolk.gov.uk), to ensure minimum disruption to the public, and allows us to inspect and approve works as required and on completion.
3. Provides evidence of an acceptable level of public liability insurance. For works on the highway this would need to be a minimum of £5m.
4. Agrees an acceptable form of contract to deliver the works.
5. The Parish Council will need to liaise with the Highway Engineer to obtain a Street Furniture licence agreeing acceptability of type and location.

We would also require, on completion, an acceptable account of expenditure for approval prior to release of funding.

**It is important to understand that the Parish Council will own the Bus Shelter and will be responsible for any associated costs regarding replacement/repair and maintenance.**

**Our financial regulations require us to avoid making prepayments where possible. We would therefore ask that you submit the invoice from your contractor to us to confirm the works are complete, along with an invoice (where possible) from yourselves for the agreed contribution amount. We will then pay you our agreed contribution. To enable prompt payment once we receive your invoice, it would be helpful to receive your bank details in advance by completing the attached bank details form.**

**3. Acceptance form to be returned marked for the attention of David Bullock.**

As authorised representative of Hellesdon Parish Council I hereby accept the above conditions for delivering the scheme.

**Signed by:**

Name: \_\_\_\_\_

Official capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Witnessed by:**

Name: \_\_\_\_\_

Official capacity: \_\_\_\_\_


Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Parish Partnership bid application form 2025/26

<b>Fund applied for:</b>	Parish Partnership Fund
<b>Applicant details:</b>	Hellesdon Parish Council
<b>Submitted by/contact:</b>	Faye LeBon
<b>Phone Number:</b>	01603 301751
<b>Email:</b>	<a href="mailto:clerk@hellesdon-pc.gov.uk">clerk@hellesdon-pc.gov.uk</a>
<b>Sum applied for:</b>	£692.50
<b>Total project cost:</b>	£1,385.00
<b>Project title:</b>	Bus Shelter Seating at Hellesdon Hospital
<b>Project detail:</b> (please include a plan/map of the extents of the scheme):	<p>This project has been generated as a result of complaints from visitors to Hellesdon Hospital who use the local bus service to return southbound.</p> <p>There is an existing bus shelter which services Hellesdon Hospital and complaints have been received about lack of seating to enable visitors to the hospital, many of which are elderly and infirm, to rest whilst waiting for the bus.</p>  <p>(southbound bus shelter opposite Hellesdon Hospital)</p>



Existing bus shelter.

Having consulted with Westcotec, it would be possible to retrofit seating into the existing bus shelter taking into account the width required for wheelchairs (1200mm clearance). An indicative picture is below:



This is a 3m wooden topped bench seat.  
Polyester Powder Coated Aluminium Frame (RAL6005 Green)  
3m Aluminium bench seat unit,

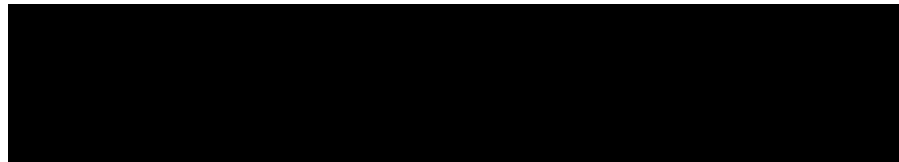
<b>plan/map attached:</b>	<b>Yes /No</b> <b>As above</b>		
<b>Any other funding:</b>	Balance to be match funded by parish precept (25/26)		
<b>Parish Income:</b>	<b>Precept (23/24)</b>	<b>Other Income (23/24)</b>	<b>Total Yearly Income</b>
	£561,227	£307,218	£868,445
<b>Reason for works:</b>	<p>To encourage more visitors to Hellesdon Hospital to use the bus by making their wait at the southbound bus shelter more comfortable (the Parish Council installed a new shelter northbound with seating last financial year).</p>		
<b>Any relevant supporting documents (e.g. supportive correspondence) :</b>	<p>Verbal complaints from local residents who utilise the bus stop.</p> <p>Under Norfolk County Council's Bus Service improvement plan, the first aim is Enhanced Accessibility:</p> <p><i>We recognise the pivotal role that availability of bus services has to enable people to enjoy a full and varied life, with access to work, education, <b>healthcare</b>, leisure and shopping, so we will strive to ensure that bus services exist in communities to achieve this. We also recognise the importance of accessible transport in fostering inclusivity and ensuring equitable access to essential services and opportunities so we will prioritise initiatives aimed at improving accessibility for passengers with disabilities or reduced mobility.</i></p> <p>We believe that this project plays its part in improving bus travel to and from a major health care facility.</p>		
<b>Discussed with:</b>	Richard Pearson		



## Hellesdon Parish Council - Clerk

---

**From:**  
**Sent:**  
**To:**  
**Subject:**



**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Dear Parish Clerk,

I have been informed that we are awaiting the Parish element of the funding for the Hellesdon Parish Partnership Scheme reference [REDACTED] – village Gateways.

Are the Parish close to providing this so we may move forward?

Kind Regards,  
Rhys

**Rhys Payne, Apprentice Engineer**  
Infrastructure  
Dept. 0344 800 8020  
Highway Depot, Burgh Road, Aylsham, NR11 6AR



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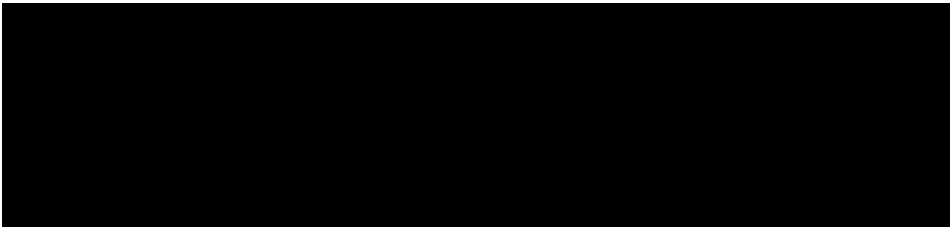
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**Hellesdon Parish Council - Clerk**

---

**From:**  
**Sent:**  
**To:**  
**Subject:**  
**Attachments:**



Dear Parish Clerk

Please see the attached letter and formal acceptance form of your Parish Partnership Scheme for local highway improvements for 2025/26

Kind Regards

**David Bullock, Senior Programme Technician FIHE**  
Highways, Transport & Waste, Infrastructure  
Tel: 01603 224299  
County Hall, Martineau Lane, Norwich, NR1-2DL  
[Chat with me in Teams!](#)









**Norfolk County Council**

Infrastructure  
Highways and Waste  
County Hall  
Martineau Lane  
Norwich  
NR1 2SG

**Via email**

Hellesdon Parish Council  
[clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk)

cc Cllr Gurney

Your Ref:

**Delivering local highway improvements in partnership with Town and Parish Councils 2025/26**

I am pleased to advise that your bid for **Village Gateways** has been successful and will be funded up to 50% in accordance with the terms and conditions below.

This funding must be spent in the 2025/26 financial year unless agreement is reached with David Bullock at [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk) . If deferred you will need to obtain an updated quote the following year.

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Please see the conditions overleaf for the next steps. Should you need any further information in meantime, then please contact Senior Technician, David Bullock at: [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk)

Yours sincerely

Graham Plant  
Cabinet Member for Highways, Infrastructure and Transport  
Enc.

## **Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with Hellesdon Parish Council. 2025/26**

### **Scheme title: Village Gateway**

#### **1. Timescale**

We aim to deliver schemes in the financial year 2025/26, although some (for example, where land is required) may take longer.

In this case, your scheme looks straightforward, and we expect to deliver it at a time we will agree with you. Your local Highway Engineer will keep you informed of the planned programme date.

#### **2. Funding**

The County Council will support up to 50% of the cost of scheme. If the scheme is delivered below the estimated cost you were provided with, your share of the saving will be refunded.

Unless it has been agreed in writing between yourselves and Norfolk County Council all funds need to be spent in 2025/26. Once bids are approved, the terms should not be altered (i.e. change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

Total scheme costs	£ 2,361.94
Parish Contribution	£ 1,180.97
Members Fund Contribution (if any)	£ 0.00
Norfolk County Council Contribution	£ 1,180.97

### **Village Gateways Only On highway scheme – works organised by NCC**

We ask that, before works start, the Parish Council:

1. Accepts responsibility for maintenance (reinforced by signing as appropriate).
2. Works with our staff to prepare any required detailed scheme design and obtains a Street Furniture licence agreeing location.
3. Returns the signed acceptance form to [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk) or to Norfolk County Council, at County Hall, Martineau Lane, Norwich NR1 2SG.

**It is important to understand that the Parish Council will own and be responsible for the gateways.**

**Due to the tight timescales involved in delivering schemes, we would be grateful if you could please return the signed acceptance form (see Section 3 below) as soon as possible to allow works to be programmed. Once received we will start working on the scheme and issue you an invoice for your parish's funding contribution.**

### 3. Acceptance form to be returned marked for the attention of David Bullock.

By signing and the returning the acceptance form, the Parish Council is committing to pay the invoice once received for the contribution as set out in Section 2 above.

The Parish Council accepts that if the scheme is aborted at their request, Norfolk County Council will issue a credit note (refund) against the original invoice, but minus any fees already spent.

As authorised representative of Hellesdon Parish Council I hereby accept the above conditions for delivering the scheme.

**Signed by:**

Name: \_\_\_\_\_

Official capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Witnessed by:**

Name: \_\_\_\_\_

Official capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Supplier Name  
 Address 1  
 Address 2  
 Address 3  
 City  
  
 County  
 Postcode

Department Purchase to  
 Payments  
 Address Ground Floor Annexe  
 Norfolk County  
 Council  
 Martineau Lane  
 City Norwich  
 County Norfolk  
 Postcode NR1 2DH  
  
 Telephone 01603 495702 (option  
 3)  
  
 Email [P2P@norfolk.gov.uk](mailto:P2P@norfolk.gov.uk)

Dear Sir/Madam,

We have received a request to set you up as a supplier to Norfolk County Council.

Supplier Details	
Supplier name	
Date	
Bank Details	
Account Type	Bank
Name of Bank	
Address of Bank	
Sort Code	
Account Number	
Building Society Roll Number	
Account Name	
Pay Method	
Please note that Norfolk County Councils preferred method of payment is by BACS	
Pay Method	BACS
Email address for remittance advice	
ESI Form Ref	
ESI Form ref (NCC internal use)	



## Hellesdon Parish Council - Clerk

---

**From:**  
**Sent:**  
**Subject:**  
**Attachments:**



Dear Parish/Town Council

Please see the attached letter giving details of our "Parish Partnership" scheme for local highway improvements, which the County Council will be repeating in 2026/27.

**All bids to be submitted by 01 December 2025.**

To save on paper and postage we will not be posting the letter (except to a few parishes who are not on email). I have attached the letter and application form.

The Norfolk Association of Local Councils will also be giving details of the scheme in their next printed newsletter which goes to all Town and Parish Councils.

As a data cleanse it would be much appreciated if you could provide us of any changes to your current Parish Clerk contact details, i.e. email and postal address and a telephone number for our files. Thank you in advance for your assistance in this matter.

Kind regards

**David Bullock, Senior Programme Technician FIHE**

Highways, Transport & Waste, Infrastructure

Tel: 01603 224299

County Hall, Martineau Lane, Norwich, NR1-2DL

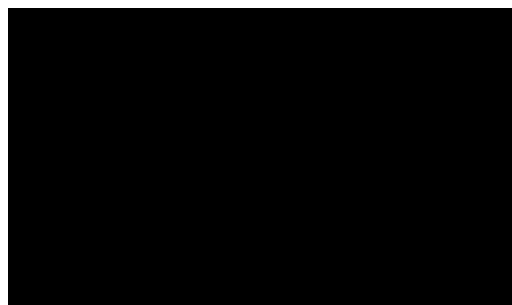




To see our email disclaimer click here <http://www.norfolk.gov.uk/emaildisclaimer>



Parish/Town/Borough Council



## From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir or Madam

### Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last eleven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2026/27. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2025.** Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2026 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their

willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our [webpage](#).

### **What sort of schemes would be acceptable?**

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.** Please note, for 2025/26 only, that a bus shelter grant for 80% funding grant is currently available. Please email [busshelters@norfolk.gov.uk](mailto:busshelters@norfolk.gov.uk) for more information.
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

**Schemes which will not be considered**

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

**Information you must include in your bid**

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
  - essential from your Local Member
  - frontages and landowners.
  - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk). If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully



Graham Plant  
Cabinet Member for Highways, Infrastructure & Transport

Copy to: Local County Councillor  
Enclosed: Parish Partnership bid application form 2026/27





Our Ref: TEF 25413

**By Recorded Delivery**

Harry Clark  
Deputy Clerk  
Hellesdon Parish Council  
Diamond Jubilee Lodge  
Wood View Road  
Hellesdon  
NR6 5QB

15/08/2025

Dear Mr Clark

**Request for a site visit at Hellesdon Community Car Park**

I originally wrote to you on 08/07/2025 to explain that my client Cornerstone has identified your property as a possible location for a new telecoms site, and to request that we have a chat about arranging a site visit (known as an **MSV**). I wrote again on 23/07/2025 with further information about what this visit would involve (copy enclosed for your reference) but I have not received a response.

Providing digital connectivity is in the interests of all members of the community, which is why Cornerstone would like to visit your property to determine whether it would be a suitable site.

Cornerstone would very much prefer to agree a consensual visit with you. I would therefore welcome the opportunity to have a conversation to discuss this. Please call me on 07957 108944 or let me know a number to contact you and a good time for me to call.

Please be aware that Cornerstone has a statutory right to conduct an MSV; if I do not hear from you within the next seven days, Cornerstone will be required to follow the statutory process set out in the Electronic Communications Code to arrange a site visit. This will include serving a formal notice on you for an MSV Agreement and inviting you to participate in mediation, or some other form of alternative dispute resolution, to agree the terms.

If you have questions or concerns about the MSV and how access will be arranged, I would welcome the opportunity to discuss these with you so we can understand and address them. If there is anyone else in occupation of the property who you think we should also be in contact with, please do let me know. If you do not understand the contents of this letter, I would be happy to discuss this with you directly, or you may wish to seek independent advice.

I look forward to hearing from you soon.

Yours faithfully

**Sian Collie**  
**07957 108944    [scollie@perrywilliams.co.uk](mailto:scollie@perrywilliams.co.uk)**  
**For and on behalf of Cornerstone Telecommunications Infrastructure Limited**

We adhere to the professional standards in Ofcom's Code of Practice which outlines best practice to facilitate positive and productive engagement between the landowners and operators in respect of any agreement made under the Code. Further information can be found on Cornerstone's website at [www.cornerstone.network/landlords](http://www.cornerstone.network/landlords)

Perry Williams Limited Company Number 14343876

**Classification: Confidential**



# Site Survey Access Request

(Pursuant to the Electronic Communications Code (Schedule 3A Communications Act 2003 as amended by Schedule 1 Digital Economy Act 2017))

<b>Name of Operator</b>	Cornerstone Telecommunications Infrastructure Limited
<b>Point of Contact for Operator's Agent</b>	Name: Sian Collie Telephone: 07957 108944 Email: scollie@perrywilliams.co.uk (Principal Point of Contact)
<b>Proposed date(s) of access (eight week window)</b> <i>Please note that Access will be Required on up to 4 occasions within the Access Window. The Principal Point of Contact will provide you with at least 48 hours prior notice before Access is taken and in the event that it is inconvenient will liaise with you to agree an appropriate alternative date within the Access Window.</i>	From: TBC To TBC (to be agreed between: the parties) (the <b>Access Window</b> )
<b>Requirements for survey</b> <i>Please note that Access is required for multi-disciplinary teams to meet to undertake the survey. Attendees may include (but not limited to):</i> <ul style="list-style-type: none"> <li>Principal Point of Contact</li> <li>Site Designer</li> <li>Delivery Manager</li> <li>Radio Planner</li> <li>Transmission Planner</li> <li>Build Manager</li> <li>Structural Engineer</li> <li>Transmission Fibre Provider</li> <li>Electrical Engineer</li> </ul> <b>NB:</b> not all will attend all visits during the Access Window, some may not attend at all, others may attend every visit or just one	<b>What access is required:</b> <ul style="list-style-type: none"> <li>On foot/vehicular/machinery: <b>On foot only</b></li> <li>Details of any Apparatus that will be used during the Survey: <b>Hand held measured and photographic equipment only</b></li> <li>Approximate period access is required (hours/times of day and proposed number of visits during the Access Window): <b>Initially, 2 visits of approximately 2 hour per visit taking place between the hours of 9am-5pm</b></li> </ul>
<b>If the site is assessed to be suitable following the MSV, we will seek further agreement to install Apparatus which may include but not limited to:</b>	Mast/Antenna/Dishes/Cabin/Cabinets/Ancillary Equipment/Cables <i>Please note that this list is indicative only. It is not possible to ascertain the exact Apparatus that could be installed until the survey has been completed, design drawings have been made and planning permission (if required) has been obtained.</i>
<b>Will planning consent be required if the survey is successful?</b>	Yes
<b>Likely impact on adjoining land</b>	Line of sight: <b>Not known at this time</b>





	Existing Apparatus: <b>Not known at this time</b>
<b>Type of Agreement Proposed if Survey successful</b>	<b>Permanent</b> <i>If permanent</i> Proposed agreement period: <b>10 years</b>
<b>Timescale for construction (estimate) if survey successful</b>	<i>TBC</i>



**Method Statement: Multi-Skill Visit (MSV) to survey the land to assess its suitability for the siting of Electronic Communications Apparatus**

This method statement sets out the types of activities that may be necessary during a MSV.

1. Enter the Land with or without equipment and vehicles (which may be temporarily parked upon the Land)
2. Assess and identify the potential location of Electronic Communications Apparatus on under or over the Land
3. Survey the Land to establish its suitability for building foundations and installing support structures and fencing.
4. Assess and map routes over the Land for access to and egress from the location where Electronic Communications Apparatus may be installed.
5. Assess and map potential parking, set-down and storage areas required for carrying future construction, maintenance and decommissioning works to the Electronic Communications Apparatus.
6. Assess the Land to verify whether the installation of a new power supply and cabling will be required, or whether Cornerstone will be able to connect into the existing services at the Land. This may include testing existing equipment.
7. Assess the Land to verify whether the installation of a new fibre intake point, cabling and fibre route through the building will be required.
8. Test the structural capabilities of any building or structure upon the Land.
9. Test ancillary systems at the Land including (but not limited to) lightening protection and cooling systems (where already in situ).
10. Verify the routes of any existing (or potential) underground services at the Land.
11. Intrusive investigations upon the Land to assess ground conditions and structural capabilities, causing as little damage as reasonably practicable and repairing and re-instating any damage caused.
12. Take photographs and record the findings resulting from any aspect of the survey.
13. Collate requisite documentation relating to the Land enabling Cornerstone to fulfil its statutory requirements including all documentation available relating to health and safety.



### ***Providing the information***

If you can provide the information yourself, please complete and return the attached form. We have included a completed example to help with this. If you have a facilities management team, utilities consultant, electrical manager or BNO (Building Network Operator) please do direct this request to them.

### ***Giving consent***

If you're not able to provide the information, your electricity network operator and energy supplier will be able to help answer these questions for us (note that your supplier is the company which bills you for electricity use while your network operator runs and maintains the electricity network in your area: this link can be used to check who your network operator is <https://www.energynetworks.org/operating-the-networks/whos-my-network-operator>).

We do require your permission to contact them directly, so please could you confirm your consent to this by sending us the consent wording provided on the next page? As a part of this please could you also confirm your MPAN number: this is usually a 21-digit number with the letter 'S' at the beginning and is displayed in a grid on your electricity bill.

In addition to this consent, any electrical information that you can provide would be very helpful (for example, a copy of the building's EIC or EICR (Electrical Installation Certificate or Electrical Installation Condition Report) and, for residential buildings, details of the total number of units and bedrooms).

### ***In summary, please could you either:***

1. Arrange for someone with the necessary knowledge to complete and return the attached electrical information form (Annex 1); **or**
2. Complete and provide the consent wording, including your MPAN number **and** provide copies of any other electrical information that you have available.



**Authorisation to speak directly to your electricity network operator and electricity supplier**

*Please send the following consent wording to Sian Collie [scolle@perrywilliams.co.uk](mailto:scolle@perrywilliams.co.uk)*

**Power Requirement – site number 25413 at Hellesdon Community Car Park the “Building”)**

**MPAN number:**

<b>S</b>				

On behalf of Hellesdon Parish Council, the owner/occupier of the Building, I give authorisation for Cornerstone and its agents to speak directly to the electricity network operator (DSO) and/or electricity supplier for the Building, for the purposes of evaluating the spare power capacity at the Building and requesting attendance at Cornerstone's survey (MSV) of the Building.

**Name:**

**Relationship to owner/occupier:**

**Email address:**

**Phone number:**





Annex 1: Blank Proforma for Landlord completion

<b>PART A: To be completed by Building Owner / LL / BNO etc.</b>							
Property Address					Cornerstone Ref.		
MPAN number	S						
<b>Existing Building Power Capacity</b>							
A1	Is the Building main Power Supply 1 phase or 3 phase?		Ampere capacity <sup>1</sup>		kVA Rating <sup>2</sup>		
A2	Known Maximum Power Demand Of The Building. Please Add 'E' If Estimated	Value in Amps or kVA ('E' if estimated)		Measured over a short period / 1 day snapshot of data ⇌	<input checked="" type="checkbox"/>	Measured over a long period > 3 months / Smart Meter report ⇌	<input checked="" type="checkbox"/>
A3	Typical Current Load on each Phase if known, to help balance estimates. (Instant meter reading acceptable) <sup>3</sup>	L1 Black		L2 Brown		L3 Grey	
A4	Future Known Demand per phase. i.e. E.V. Charging, Electric Boilers						
A5	Building Total = A2 + A4						
A6	Spare Capacity = A1 - A5						
<sup>1</sup> This is the rating as advised by the power provider or metering company, not the number moulded onto the fuse carriers at the DNO head. <sup>2</sup> kVA Rating. Complete detail if know. Maybe provided by the power provider or metering company. <sup>3</sup> This data may be obtained directly by reading the incoming power meter, or by adding individual meters together							



Annex 2: Example Completed Form

PART A: To be completed by Building Owner / LL / BNO etc.							
Property Address		123 Acacia Ave, Flats 1 - 30 London Rd West London W12 6MH			Cornerstone ref.	123456	
MPAN number		S	01 89	123 0123	456 4567	890 890	
Existing Building Power Capacity							
A1	Is the Building main Power Supply 1 phase or 3 phase?	3	Ampere capacity <sup>1</sup>	400A	kVA Rating <sup>2</sup>	277	
A2	Known Maximum Power Demand Of The Building. Please Add 'E' If Estimated	Value in Amps or kVA ('E' if estimated) 120A / 82kVA		Measured over a short period / 1 day snapshot of data ⇨	<input checked="" type="checkbox"/>	Measured over a long period > 3 months / Smart Meter report ⇨	<input checked="" type="checkbox"/>
A3	Typical Current Load on each Phase if known, to help balance estimates. (Instant meter reading acceptable) <sup>3</sup>	L1 Black	120A	L2 Brown	108A	L3 Grey	133A
A4	Future Known Demand per phase. i.e. E.V. Charging, Electric Boilers	50A / 35kVA					
A5	Building Total = A2 + A4	170A / 117kVA					
A6	Spare capacity = A5 - A1	230A / 160kVA					
<sup>1</sup> This is the rating as advised by the power provider or metering company, not the number moulded onto the fuse carriers at the DNO head. <sup>2</sup> kVA Rating. Complete detail if know. Maybe provided by the power provider or metering company. <sup>3</sup> This data may be obtained directly by reading the incoming power meter, or by adding individual meters together							



Dear Hellesdon PC,

As part of the Asset of Community Value process, we have received a nomination from Hellesdon Community Action Group regarding a premises in Hellesdon which they wish to nominate.

The nominated asset is:

Land at Hellesdon Hospital, Drayton High Rd, Norwich NR6 5BE

Under the Localism Act 2011 community groups have the opportunity to nominate land or buildings in their area, which they think should be on the Assets of Community Value register.

All nominations will be assessed by Broadland Council against the requirements set out in; the Localism Act 2011, relevant regulations, and its own, determining if the application is compliant with the requirements.

If the nomination is accepted by the council, the property will be listed on the council's Assets of Community Value register for a period of five years.

As this asset is in your area, any comments you wish to make on the nomination would be appreciated. To be listed, an asset must:

- Currently be used for social wellbeing or social interests of the community – for example, it has a cultural, recreational or sporting use, and it is realistic to think it will continue to be used in that way OR
- Have been used in the recent past for such purposes, and be realistic to think it will be again in the next 5 years.

So that we may proceed with this nomination accordingly, please send your comments by 12<sup>th</sup> October 2025 to the Communities Team – [communities@southnorfolkandbroadland.gov.uk](mailto:communities@southnorfolkandbroadland.gov.uk)

Kind regards

**Fraser Field**

**Lead Communities Officer**

t 01603 430511 e [fraser.field@southnorfolkandbroadland.gov.uk](mailto:fraser.field@southnorfolkandbroadland.gov.uk)





# HELP US FEED LOCAL FAMILIES



LOOKING FOR VOLUNTEERS TO COLLECT FROM LOCAL  
SUPERMARKETS AND STOCK UP HELLEDON'S COMMUNITY FRIDGE

## HOW YOU CAN HELP:

- Manage all communication with suppliers and arrange collections upto 7 days a week via social media.
- Please contact us on 01603 301751  
[admin@hellesdon-pc.gov.uk](mailto:admin@hellesdon-pc.gov.uk)

## WE NEED YOUR SUPPORT

To manage the collections and deliveries of food supplies etc.  
Transport would need to be supplied .

## FOOD ITEMS INCLUDING :

- Breads
- Vegetables, Salads
- Cakes, Doughnuts

These are just some of the items that are gifted from local supermarkets to help the community.

