Interests Flowchart

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

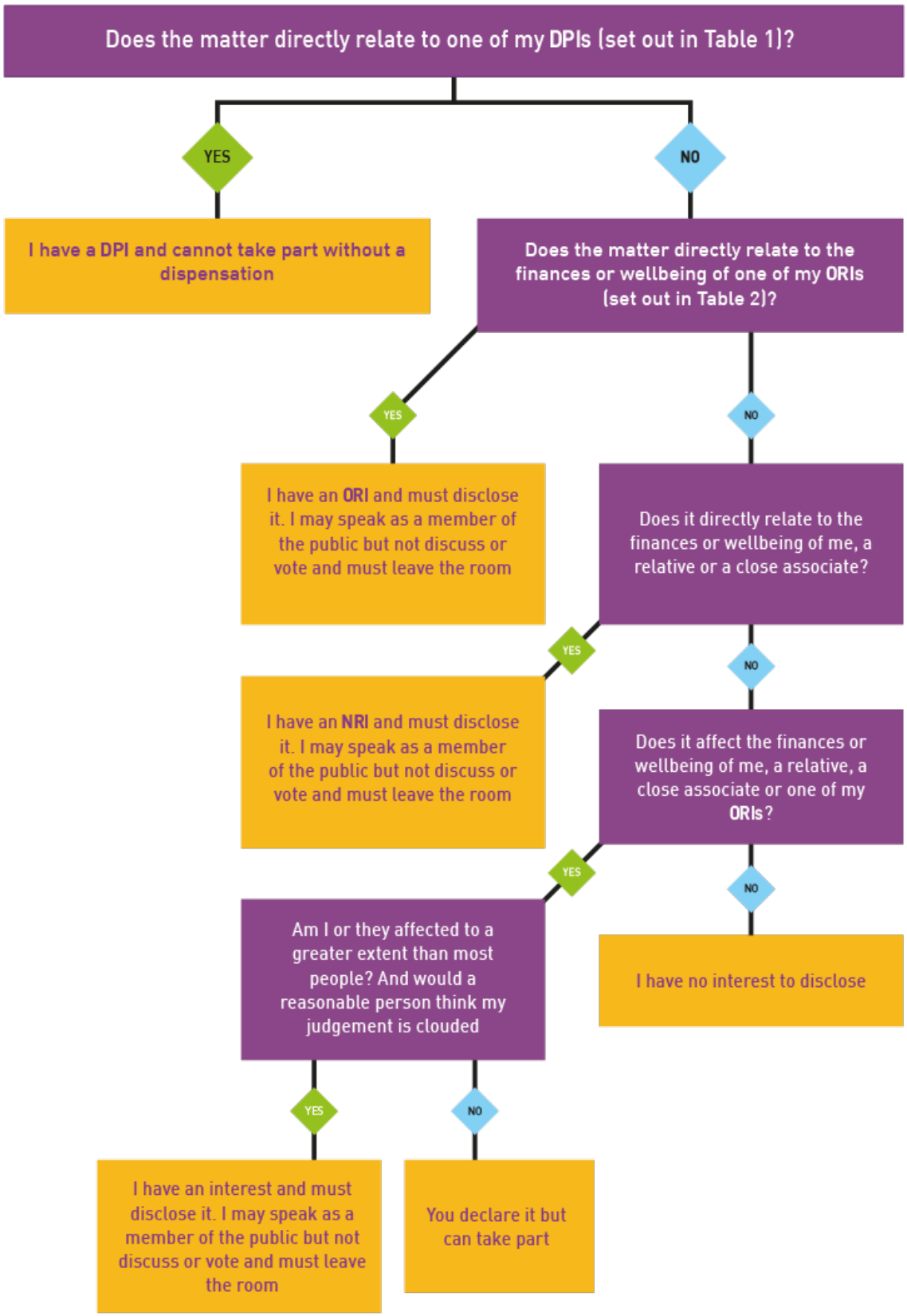

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

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

HELLESDON PARISH COUNCIL

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

Minutes of Hellesdon Community Cafe Committee meeting
Tuesday 19th November 2024 at 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

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

Also in attendance:
Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

1. **Apologies and Acceptance for Absence**
   Apologies were received from Cllr L. Douglass, Cllr S. Gurney and Cllr B. Johnson.

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

3. **To Agree the Minutes of the Meeting of 20th March 2024 as a True and Accurate Record of the Meeting.**
   The draft minutes had been circulated and were **AGREED**. The minutes were signed as a true and accurate record by Cllr Smith.

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

5. **To Receive Community Café Survey Results**
   A survey was conducted in the community café from 22nd April to 14th May 2024. 108 responses were received and the results of the survey were presented to the committee.
   The results of the survey were very positive and were complimentary of the staff and the service provided.
   The overwhelming area for improvement was to have more tables. It was noted that this had to be balanced with the staffing of extra covers.
   The Clerk advised that there is a volunteer in place for Tuesdays, Thursdays and Fridays. It was only Wednesdays that required volunteer assistance.
   It was **AGREED** to trial using oblong tables to try to facilitate more tables in the café.
   More photos are to be placed on social media promoting the café.
   It was **AGREED** that the thanks of the committee should be passed to the café staff for the excellent level of service they provide to the community.

Approved……

Date……
Hellesdon Community Café Committee 19th November 2024

6. To Receive Stock Taker Reports for the Community Cafe

The stock taker reports were circulated to members. A lower level of stock was held onsite which was positive, although it was noted that there had to be a balance between holding a minimal level of stock and risking running out.

Whilst onsite, the stock taker did a spot check of food items and noted that all food was stored correctly and there were no out of date items.

The gross profit had fallen slightly from 47.5% to 44.7%. The stock taker advised that this was low for a café, however due to the nature of the business there is very little that can be done to improve the gross profit, with the exception of opening more to achieve economies of scale, or amending prices.

The reports were **ACCEPTED**.

7. To Agree Café Budget for 2025/2026

Concerns were raised about the impact of the recent budget on the café. Along with general food inflation, the increase of minimum wage and the changes in employer's national insurance are likely to fundamentally impact the suppliers of the café and it is anticipated that these costs will have to be passed on to the cafe.

Price changes were **AGREED** from 1st April 2025 as follows:

Drinks

Hot Drinks to increase by 20p
Cold Drinks to increase by 10p

Sweet Treats

All to remain the same but increase the regularity of small cakes (eg: fairy cakes) being sold for £1

Savouries

Sausage rolls and crisps to remain the same
Cornish pasties and cheese and onion slices to increase by 10p

Breakfast

Bacon sandwich to increase to £2.70
Full English to increase to £4.50
Scrambled egg on toast to increase to £2.70
Beans on toast to increase to £2.50
Toast and porridge to remain the same
Toast or porridge with jam to increase to £1.40

Jacket Potatoes

With butter – increase to £3.50
With beans – increase to £4.00
With cheese – increase to £4.00
With coleslaw – increase to £4.00
With Tuna mayo – increase to £4.75
Extra toppings – increase to 70p

Sandwiches

Sandwiches – increase to £3.75
Toasties – increase to £4.00
Paninis – increase to £4.50
Kids sandwich meal – no increase

Others

Soup with bread – increase to £3.00
Quiche with salad – Increase to £3.75

DRAFT

Ham, egg and chips – increase to £4.00
Bowl of chips – increase to £1.75

The draft budget had been circulated, and it was **AGREED** to amend the income based upon the previously discussed price rises. The budget was **AGREED** as follows:

	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Café Turnover	£25,000.00	£30,645.00	£36,000	£23,934.00	£16,000.00	£39,934.00	£41,000.00
	£25,000.00	**£30,645.00**	**£36,000.00**	**£23,934.00**	**£16,000.00**	**£39,934.00**	**£41,000.00**
EXPENDITURE							
Ingredients	£11,115.00	£13,923.00	£21,240.00	£11,723.00	£11,000.00	£22,723.00	£23,500.00
Consumables	£0.00	£1,352.00	£1,750.00	£250.00	£500.00	£750.00	£750.00
Cleaning Materials	£0.00	£355.00	£150.00	£23.00	£75.00	£98.00	£150.00
Equipment Repair / Maintenance	£0.00	£11.00	£0.00	£143.00	£50.00	£193.00	£200.00
Community Fridge	£0.00	£437.00	£282.00	£119.00	£100.00	£219.00	£250.00
	£11,115.00	**£16,078.00**	**£23,422.00**	**£12,258.00**	**£11,725.00**	**£23,983.00**	**£24,850.00**

8. To Receive Update on Community Fridge

It was reported that the community fridge has been allocated the following regular collections:
Tesco Fifers Lane (Monday eve).
Aldi Longwater (Tues am).
Lidl Aylsham Road (Friday am).
Aldi Larkman Lane (Sat am).
Aldi Longwater (Sun am).
The impact on staff of the collection schedules was discussed.
The abuse of the community fridge was discussed, but this is outweighed by the good it does. It was **AGREED** that the thanks of the committee should be passed to the facilities team for supporting individuals with this project.

9. To Agree Christmas Arrangements for the Community Café

The following was **AGREED** for the community café:

Day / Date	Bank Holiday?	Recommendation Accepted by Committee
Monday Dec 23rd	Working Day	Monday is usually the food prep day. Recommend café is closed as there will be very limited business on 24th and 27th

Approved……

Date……

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

These dates should be put up in the café in advance so customers are aware.

Discussions occurred as to team building and appreciation of the Parish Council staff in a difficult year. It was **AGREED** that Cllr Smith will speak to the Chairman about a small buffet Christmas lunch for staff.

10. Items for the next agenda

Review feedback on pricing.
Update on Christmas meals (how many bookings).
Update on community fridge
Review feedback on table arrangement. It was noted that some tables will need to be changed regardless to accommodate the fire door works to the ML room.

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

April 2025 to accommodate feedback on pricing. If urgent matters are required a meeting can be called sooner.

Meeting closed at 8.50pm

DRAFT

Approved……

Date……

OPS REPORT

Information

Manager : Harry
Stock Type : REQUEST
Stock Auditor : William Sweet
Accompanied by : Unaccompanied

Results

Today's result shows a gross profit of 48.18% (£26335.76).

All Administration & Allowances

All cost prices were checked and changed where needed.

Delivery total was added in bulk using the purchase details and spilt to before and after the end of March 25. Revenue was taken from the same report.

Food Stockholding

Stock holding stands at £1298.75 which is 12 days worth of stock at current elvels of trade. This is a decrease from last periods total of £1235.14.

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

No wastage figure provided.

Adjustments

Stock holding 21.07.25	= £1298.75
Minus purchases 31.03.25	- £5477.00

Adjustments Continued

Plus revenue @ 51.82% C.O.S	+ £5859.48

Adjusted stock holding value 31/03/25	= £1681.23

Security & Presentation

Site was secure and well organised.

No health and saftey concerns.

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

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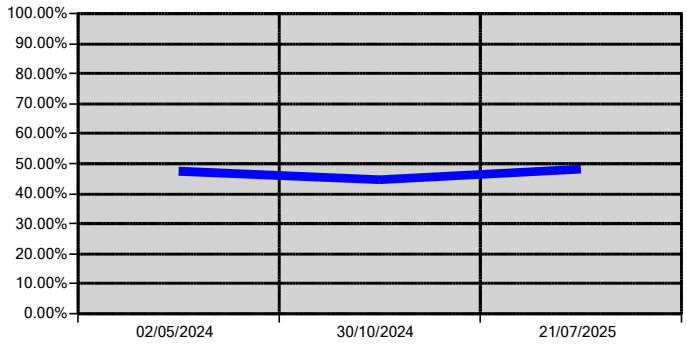
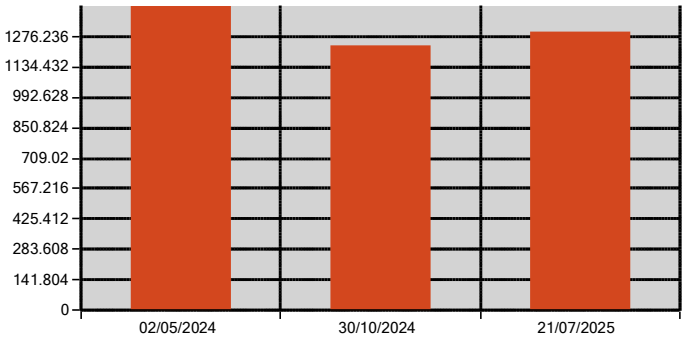
		Current Period	Year to Date From 30/10/24	
Opening Stockholding		1,235.14	1,235.14	
Plus Net Additions		28,394.22	28,394.22	
		29,629.36	29,629.36	
Closing Stockholding	12 Days	1,298.75	1,298.75	
Consumption at Cost		28,330.61	28,330.61	
Revenue Incl.VAT		65,599.65	65,599.65	
VAT		10,933.28	10,933.28	
Revenue Excl.VAT		54,666.38	54,666.38	
Actual Gross Profit	48.2%	26,335.77	26,335.77	48.2%
Adjustments		0.00	0.00	
Adjusted Gross Profit	48.2%	26,335.77	26,335.77	48.2%

Latest 3 Actual Gross Profit Percentages



Latest 3 Closing Stockholding Value



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MAIN PROFILE

MEAT & POULTRY

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
010001	BACON	KGS	2.0	**6.39**	12.78
010002	BEEF MINCE	KGS	2.3	**8.98**	20.65
010004	GAMMON HAM 500G	PKT	2.5	6.49	16.23
010005	SAUSAGES	KGS	5.0	**5.68**	28.40
					78.06

DAIRY PRODUCTS

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
030001	BUTTER PTNS X100	BOX	2.0	7.50	15.00
030002	CHEDDAR MATURE	KGS	5.5	**5.40**	29.70
030005	EGGS	DOZ	10.0	**2.52**	25.20
030006	MARGARINE STORK	2KG	2.0	**9.49**	18.98
030007	MILK OAT 1L	CTN	3.0	1.60	4.80
030008	MILK SEMI SKIMMED	2LT	16.0	1.65	26.40
030009	MILK SOYA 1L	CTN	4.0	1.80	7.20
					127.28

BAKERY

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
040001	BREAD LOAF ALL	EAC	11.5	1.45	16.68
040002	BREAD ROLLS	BAG	1.0	1.90	1.90
040003	BROWNIE G/F	BOX	1.0	18.99	18.99
040004	CARAMEL SHORTCAKE	BOX	1.0	18.95	18.95
040005	FRUIT SCONE	EAC	15.0	1.41	21.15
040006	H/M CAKES	WHL	3.0	6.95	20.85
040014	SCONES G/F	BOX	1.0	**18.95**	18.95
040012	SPONGE CAKES ALL	BOX	2.0	20.49	40.98
					158.45

FRUIT & VEGETABLES

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
060002	BANANAS	KGS	0.5	1.40	0.70

FRUIT & VEGETABLES Continued

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
060016	COLESLAW 2KG	BAG	1.0	**4.80**	4.80
060004	CUCUMBER	EAC	6.0	**0.90**	5.40
060005	FZ CHIPS 2.5KG	BAG	4.0	5.98	23.92
060006	FZ HASH BROWN 2.5K	BAG	2.0	8.45	16.90
060017	FZ MIXED BERRIES	BAG	1.0	**7.50**	7.50
060007	FZ MIXED VEG 2.5KG	BAG	2.0	3.49	6.98
060008	FZ PEAS	BAG	0.7	2.60	1.82
060009	LETTUCE ICEBERG	EAC	10.0	1.10	11.00
060010	MUSHROOMS	TRY	2.0	**3.95**	7.90
060011	ONION RED	KGS	1.2	**1.30**	1.56
060013	POTATO BAKING 40`S	BOX	1.3	**16.00**	20.80
060015	TOMATO	KGS	4.0	**2.30**	9.20
					118.48

BEVERAGES

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
070001	CANS 7UP	DOZ	0.9	5.90	5.31
070002	CANS COCA COLA	DOZ	2.8	6.90	19.32
070003	CANS DIET COKE	DOZ	2.9	5.90	17.11
070004	CANS FANTA	DOZ	2.0	5.90	11.80
070006	COFFEE SYRUPS 1L	BOT	0.8	10.00	8.00
070007	HOT CHOC SACH X100	BOX	0.5	25.30	12.65
070009	LAVAZZA PODS X100	BOX	4.0	38.00	152.00
070014	RADNOR JUICE	DOZ	2.8	**7.25**	20.30
070010	TAYLORS X1100	BOX	1.0	19.99	19.99
070011	TWININGS X 50	BOX	2.0	4.99	9.98
070012	TWININGS X20	BOX	2.5	2.24	5.60
070013	WATER STILL 300ML	DOZ	3.0	4.75	14.25
					296.31

New prices are shown in bold

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

Cost prices exclude VAT

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MAIN PROFILE

SAUCES & DRESSINGS

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
080001	HP SAUCE 2L	TUB	0.6	12.99	7.79
080002	KETCHUP 2L	TUB	0.1	12.19	1.22
080003	MAYO HELLMANS 2L	TUB	3.0	12.99	38.97
080004	MAYONNAISE VEGAN	TUB	1.0	14.99	14.99
080005	SALAD CREAM 2L	TUB	0.3	12.05	3.62
					66.59

DRY GOODS

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
090003	ALMOUD ESSENCE	BOT	0.4	5.99	2.40
090006	BAKED BEANS 415G	TIN	22.0	**0.88**	19.36
090007	BAKING POWDER 800G	TUB	1.0	4.00	4.00
090009	BICARB SODA 1KG	TUB	1.0	5.19	5.19
090010	BISC LOTUS X300	BOX	0.8	19.95	14.96
090011	CAKE SPRINKLES ALL	POT	1.0	1.00	1.00
090012	CANDEREL X1000	BOX	1.0	18.39	18.39
090016	CHOCO BARS CO-OP	EAC	6.0	0.75	4.50
090017	COCOA POWDER	BAG	0.2	15.99	3.20
090058	CONDENSED MILK 400G	TIN	1.0	**1.69**	1.69
090018	CRISPS POMBEAR X36	BOX	0.3	15.99	4.80
090057	CRISPS WALKERS X 32	BOX	0.3	**16.45**	4.94
090020	FLAPJACK ASSORT	EAC	9.0	1.11	9.99
090021	FLOUR PLAIN 1.5KG	BAG	2.2	**1.85**	4.07
090022	FLOUR S/R 1.5KG	BAG	4.0	**1.90**	7.60
090023	GOLDEN SYRUP 7.25K	TUB	0.6	15.05	9.03
090024	GRAVY GRAN 25L	TUB	0.4	17.02	6.81
090026	HONEY	BOT	1.8	2.00	3.60
090027	JAM PTN`S	BOX	1.5	14.99	22.49
090029	KIDNEY BEANS 400G	TIN	1.0	0.30	0.30
090030	MUSTARD POWDER	TIN	0.8	8.99	7.19

DRY GOODS Continued

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
090031	OATS PORRIDGE	BOX	0.8	5.00	4.00
090059	PASTA 3KG	BAG	1.0	**3.80**	3.80
090033	PEAR HALVES	TIN	1.0	1.49	1.49
090060	PECANS	BAG	0.8	**3.69**	2.95
090035	RICE BASMATI 5KG	BAG	0.5	13.00	6.50
090036	SALT 2KG	BOX	0.2	1.54	0.31
090039	SPICES ALL	JAR	10.0	2.75	27.50
090041	STOCK CHICKEN	TUB	1.0	19.99	19.99
090042	STOCK CUBES 60`S	BOX	0.3	14.79	4.44
090043	STOCK VEG 800G	TUB	1.0	19.99	19.99
090045	SUGAR BROWN X1000	BOX	1.0	13.30	13.30
090046	SUGAR CASTER 2KG	BAG	1.0	4.99	4.99
090047	SUGAR GOLDEN CASTE	BAG	0.2	2.39	0.48
090048	SUGAR ICING	BAG	1.0	7.79	7.79
090049	SUGAR WHITE X1000	BOX	1.0	8.99	8.99
090050	SULTANA 3KG	BAG	0.8	7.50	6.00
090051	TOMATO CHOP 2.5KG	TIN	1.0	3.36	3.36
090052	TOMATO PUREE 800G	TIN	4.0	1.35	5.40
090053	TUNA CHUNKS 400G	TIN	7.0	1.84	12.88
090054	VANILLA ESSENCE	BOT	0.1	5.99	0.60
090055	VINEGAR 250ML	BOT	1.0	1.00	1.00
					311.27

PREPARED DISHES

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
100001	HOMEMADE STOCK	VAL	25.0	1.00	25.00
100003	PASTIES ALL X36	BOX	2.5	**34.49**	86.23
100005	SAUSAGE ROLLS X60	BOX	0.8	20.99	16.79
100006	SAUSAGES VEGAN	BAG	1.1	**12.99**	14.29
					142.31

New prices are shown in bold

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Cost prices exclude VAT

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MAIN PROFILE

Code	Product	Size	Stock Holding	Cost Price	Value @ Cost	Code	Product	Size	Stock Holding	Cost Price	Value @ Cost
				Total	1,298.75						

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Date	Document Number	Purchases	Credits	Total
	PURCHASE DIARY			
30/10/24	NOV 24-MARCH 25	22,917.22	0.00	22,917.22
01/04/25	APR 25-JULY-25	5,477.00	0.00	5,477.00
		28,394.22	**0.00**	**28,394.22**
	Overall Total	**28,394.22**	**0.00**	**28,394.22**

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Date	Days		Cafe Sales
Nov 24- March 25	0.0	+	52,030.65
Apr 25- July 25	0.0	+	13,569.00
Total	0.0	=	65,599.65

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

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Item 6- Café Staff Feedback

Café staff has requested the committee to address certain matters and has given feed back.

- Request of new staff, specifically on the Wednesday shifts when the café is particularly bust.
- Café staff have also requested an updated menu suiting the style of Hellesdon Parish Council.

Hellesdon Cafe

Menu

HPC

Hot Drinks

Espresso	£1.40
Americano	£2.00
Cappuccino	£2.30
Flat White	£2.00
Latte	£2.40
Mocha	£2.40
Hot Chocolate	£2.20
Breakfast Tea	£1.20
Decaf Tea	£1.20
Earl Grey	£1.40
Fruit teas (please ask for our selection)	£1.40
Syrups - Vanilla/ Caramel/ Pumpkin Spice	40p

Cold Drinks

Coca Cola	£1.30
Diet Coke	£1.30
7-Up	£1.30
Fanta	£1.30
Sparkling Water	£1.30
Still Water	£1.30
Orange drink carton	£1.60
Apple drink carton	£1.60
Orange squash	75p

Sweets

Fruit Scone	
- with butter/spread	£1.70
- with jam	£2.00
Toasted Teacake	
- with butter/spread	£2.00
- with jam	£2.50
Cakes (see counter)	£1 - £2.50

Savouries

Sausage Roll	£2.20
Cornish Pasty	£2.30
Cheese and Onion Slice	£2.20
Cheese Scone	£1.70
Crisps	£1.00

A range of daily specials are available on the board to the right of the till.

- A glass fronted fridge, this would be placed out the front of the café to hold chilled drinks/foods for customers to collect and bring to the till. Freeing up storage space in the Kitchen itself.
- Further a request for equipment and items for the kitchen from non-slip mats, panini grill, replacement cups(a comprehensive list to be completed).