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

MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 14th October 2025 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon. 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 9th September 2025**

To agree the minutes of the meeting held on 9th September 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 verbal reports from District and County Councillors
c) To Receive any Updates from the Chairman

6. **Financial Matters**

a) Bank Reconciliation – 30th September 2025
b) Earmarked Reserves Summary- 30th September 2025
c) Approval of Payments – 30th September 2025
d) Approval of Receipts – 30th September 2025
e) Detailed Income and Expenditure 30th September 2025
f) To Receive External Auditors Report and Certificate
g) To agree two additional Bank signatories

7. **New Community Centre & Café Committee**
   a) To Agree terms of reference for the new Community Centre & Café Committee.
   b) To ratify Chair and Vice Chair of the Community Centre & Café Committee.

8. **Committees**

a) To receive Events committee report and to note any decisions made.
b) To receive Playfields, Allotments and Amenities report and to note any decisions made.
c) To receive Environment committee report and to note any decisions made.
d) To receive Planning committee report and to note any decisions made.
e) To receive Staffing committee report and to note any decisions made.
f) To receive Community Centre & Cafe Committee report and to note any decisions made.

9. **Projects**

a) To Discuss and make decisions on Parish Partnership Scheme.
b) To receive update on Community Fridge.

10. **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 11, 12, 13, 14, 15 in view of the confidential nature of the business to be transacted**

11. **Contracts**

a) To consider quotes for Internal Audit 2025/2026
b) To receive recommendation on CCTV Quote.

12. **To receive update of passwords of councillor's emails.**

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

14. **To receive update on staffing matters.**

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

16. **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** *9th October 2025*