

Interests Flowchart

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

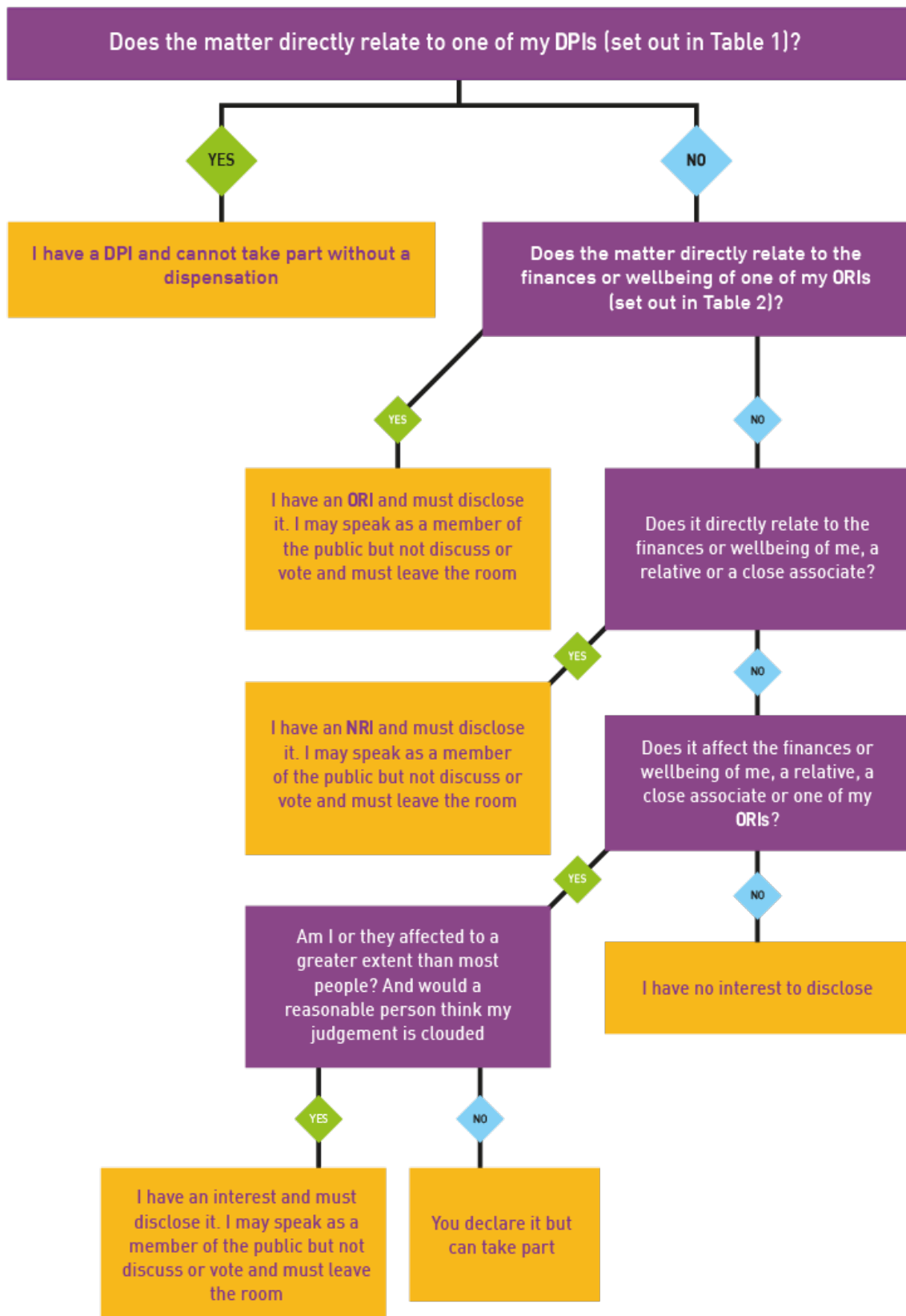


Table 1: Disclosable Pecuniary Interests

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

**Minutes of the Meeting of Hellesdon Parish Council held on
Tuesday 9th September 2025 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon**

Present: Cllr David Maidstone – Chair of the Committee
Cllr David Britcher Cllr Roy Forder
Cllr David Fahy Cllr Bill Johnson
Cllr Mel Maidstone Cllr Andrew Lock
Cllr Sue Holland Cllr Mike Hicks
Cllr Sarah Smith Cllr Nigel Barker
Cllr Greg Britton Cllr Robin Sear
Cllr Ian Duckett

Also, present Mr. R Bishop (Locum Clerk), Mr. H Clark (Deputy Clerk), A member of the public and PC Hales

The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and Acceptance for Absence

Apologies were received from the following Councillors and **Accepted**.
Cllr Lacey Douglass, and Cllr Shelagh Gurney.

2. Declarations of interest and dispensations

No declarations were made or dispensations applied for.

3. Approval of minutes of the meetings held on 8th July 2025

Minutes of the meeting of 8th July 2025 had been circulated had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public raised concerns about a 'halfway house' in Reephams Road, there was a lot of activity to and from this property at all hours of the day and the middle of the night. There were reports of anti-social behaviour and emergency services being called on a regular basis. PC Hales commented that the police were aware of the situation and were keeping a close eye on any perceived unlawful activity. For obvious reasons Parish Council Hales was unable to go into any detail.

Approved.....

Date.....

Hellesdon Parish Council, Full council Minutes 9th September 2025

PC Hales informed the council that him and his colleague has been on a period of leave and not been able to attend council meetings as often. PC Hales continued to say that there have no issues of note that has arisen. Cllr Mike Hicks informed PC Hales that there has been an increased amount of traffic going down Meadow way due to Road works on Cromer Road, which raised concerns for the councillor and if possible, for anything can be done. PC Hales will investigate options such as a "Traffic Enforcement" day and will get information back to the Council when they are able.

Member of Public left room at 7:24pm

5 Council Reports

- a) The report from the **Locum Clerk** to be discussed at different points during the meeting.
- b) **Reports from District and County Councillors**
Nothing to report from District or County Councillors.
- c) **To receive any update from The Chairman**
Cllr David Maidstone had nothing to report.

6. Financial Reports and Matters.

- a) Bank Reconciliation – 31st July & 31st August 2025. Details were noted by the Council and **AGREED**.
- b) Earmarked Reserves Summary – 31st July & 31st August 2025 **AGREED** by the Council.
- c) Approval of Payments – 31st July & 31st August 2025. Were noted and **AGREED**.
- d) Approval of Receipts – 31st July & 31st August 2025. Were noted and **AGREED**.
- e) Details of Income and Expenditure – 31st July & 31st August 2025. Were noted and **AGREED**.

N.B. The Locum Clerk raised the issue of additional signatories on the accounts, recommending four Councillors, instead of two as there were at present. It was **AGREED** to place this on the agenda for the next meeting.

7. Committees

- a) **To receive Events committee report**

Cllr Sarah Smith reported that on 1st November 2025 Hellesdon Community Centre shall be holding its Halloween Party for the community. The Councillor continued that they were waiting to hear back on licenses and those to cater for the event and that she has started looking into starting the online survey for nominations for the Hellesdon Community Heart Awards.

- b) **To receive Playing fields, Allotments and Amenities report**

Cllr Mike Hicks and Cllr David Maidstone informed the council that the council that the CCTV at the Allotments is now operational, it is confirmed as compliant and there are visual signs to inform those using the allotments. They continued that Anglia Water is survey on 10/09/25 to assess water leaks.

Approved.....

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c) **To receive Environment committee report**

Cllr Ian Duckett said that the committee has been established, and that Broadland District Council was holding classes/sessions of projects for involving planting wildflowers and more. Cllr Ian Duckett was seeking means to involve the community such as competition with environmental elements.

d) **To receive Planning committee report**

The council were updated regarding applications to The Norwich Golf Club Site, and The Land north of Carrowbreak House, Cllr David Maidstone informed the council that on 10/09/2025 Broadland Planning Committee are having their meeting to discuss the applications. Cllr David Maidstone asked the council if it would be possible for him to attend the meeting and speak on the council's behalf on the applications. Proposed by Cllr Greg for Cllr David Maidstone to represent Hellesdon Parish Council at the Broadland Planning meeting on 10/09/2025, 2nd by Cllr Mike Hicks and **ACCEPTED**.

Cllr David Maidstone informed the council that he has been approached by members of the community regarding the area of unfenced land near the Carrowbreak Close. He has been informed that the Local residents have started a group to turn the area into an asset of community value, as it is used by members of the community for dog walking and leisure. Proposed by Cllr David Maidstone to support the area being an asset of community value, 2nd by Cllr Mike Hicks and **ACCEPTED**.

e) **To receive Staffing Committee Report**

All matters discussed in section 14.

f) **To receive Community Centre Committee Report**

The council were informed that the new sign on the community centre is now installed on the building, and there are that 3 fire doors are to be installed in the community centre (2 on the café, 1 on the caretaker's office). The council were informed that the café will be closed while the doors are being installed. Cllr David Britcher requested that the metal sheet by the entrance of the community centre looks that it is need of replacing as requested this be looked in to.

g) **To receive Café Committee Report**

Cllr Sarah Smith informed the council that there were concerns regarding a cleanliness issue within the café, this was addressed and will be monitored by Cllr Sarah Smith, staff shortage is to be addressed by staffing committee.

h) **To discuss and make decision of merging Café and Community Centre Committees.**

It was proposed by Cllr Sarah Smith that the Café Committee and Community Centre Committee to merge as one committee, 2nd by Cllr Roy Forder and **ACCEPTED**. The Locum & Deputy Clerk were asked to look at terms of reference for the merged committee then bring it back to the next full council meeting along with a new chair and vice chair of the committee.

i) **To appointment of panels (grievance, disciplinary, appeals and complaints)**

The council have pointed councillors to the below panels

Panels of Grievance: Cllr Mel Maidstone, Cllr Mike Hicks, and Cllr Nigel Barker with Cllr Sarah Smith as a substitute.

Approved.....

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Panels of Disciplinary: Cllr Nigel Barker, Cllr Mike Hicks, and Cllr Mel Maidstone with Cllr Sarah Smith as a substitute.

Panels of Appeals: Cllr Sue Holland, Cllr Ian Duckett, Cllr Robin Sear and Cllr David Fahy & Cllr Lacey Douglass as substitutes.

Panels of Complaints: Cllr Andrew Locke, Cllr David Fahy, Cllr David Britcher and Cllr Robin Sear as substitute.

Proposed by Cllr David Maidstone and 2nd by Cllr Bill Johnson and **ACCEPTED**.

8. Projects

- a) The council were informed of two parish partnership projects being undertaken between Hellesdon Parish Council and Norfolk County council. The project for a new village gateway and a bench seat for bus shelter. Cllr Sue Holland proposed the projects to go ahead, 2nd by Cllr Ian Duckett and **ACCEPTED**.
- b) The council were informed of a request for a site visit to Hellesdon Community Centre car park from Perry Williams LTD on behalf of their client Cornerstone. The request stated that the car park has been identified as a possible location for a new telecoms site and request a visit to the site to perform an MSV. It was proposed that Perry Williams LTD can have a no obligations site visit, proposed by Cllr Sue Holland and 2nd by Cllr Roy Forder and **ACCEPTED**.
- c) This item was discussed under report from Planning Committee.
- d) **To receive update on Community Fridge.**
Cllr David Maidstone informed the council that he and the deputy clerk had a meeting with volunteers looking to manage the community fridge. It was proposed by Cllr David Maidstone that the council will assist to up a team of volunteers and to be monitored for a 6-month trial period, 2nd by Cllr Sarah Smith and **ACCEPTED**. This was delegated to the deputy clerk to oversee.

9. To consider sale of Baby Grand Piano in Community Centre.

The council discussed the use of the Baby grand piano; Cllr Roy Forder informed the council that he had attempted to contact organisation locally to promote use of the piano however had not received any replies from these organisations. It was proposed by Cllr Mel Maidstone that the council explore donating the piano to a local community organisation or look to sell the piano and then donate the funds from the sale to the local organisation, 2nd by Cllr Sarah Smith and **ACCEPTED**.

PC Hales left the room

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, 16 in view of the confidential nature of the business to be transacted.

The meeting was closed to the Press and Public

11. To request the abilities to change of passwords of councillor's emails.

Following a brief discussion, Cllr David Britcher proposed that that councillors are give the functionality to change their own passwords in relation to their parish email accounts, 2nd by Cllr Andrew Locke and **ACCEPTED**

Approved.....

Date.....

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12. To discuss and make decision on the hiring rates of the Community Centre Facilities.

The council were informed of the Community Centre Committee meeting held on 30th July 2025, and the information pertaining to the community rate and a list of those that receive it. It was commented by Cllr Sue Holland that the criteria and the discounted rate are to be addressed by the Community Centre Community. It was proposed by Cllr David Britcher this item be referred back to the Community Centre Community to decide the criteria of the community rate, its amount and those who are eligible and to come back to full council on 14th of October 2025, 2nd by Cllr Ian Duckett and **ACCEPTED**

*It was **AGREED** to waive Standing Order 3x To Extend the Meeting Beyond 2.5 Hours*

13. To Receive update on Clerk Position.

The council were informed that the resignation of the incoming clerk was received, and the resignation was accepted. It was proposed by Cllr Bill Johnson that we should start advertising for the now vacant clerk role, 2nd by Cllr Robin Sear and **ACCEPTED**. A draft advert, job description and person specification had been circulated, and these documents were also duly **ACCEPTED** in order to move matters forward. The Chairman stated that there had been an additional £206.55 legal expenses incurred whilst bringing matters to a conclusion with the incoming clerk, it was **ACCEPTED** to pay these costs.

14. To receive update on staffing matters.

The council were informed of a current vacancy for Grounds person & Deputy Facilities Manager is to be advertised.

An investigator is also required to investigate possible staff disciplinary issue. HR Support is potentially involved, It was proposed by Cllr Robin Sear that Cllr David Fahy is to investigate and for Cllr Shelagh Gurney to act as note taker, Cllr Mel Maidstone to be substitute in the event Cllr Shelagh Gurney is unavailable. This was 2nd by Cllr Mike Hicks and **ACCEPTED**.

15. To receive update on independent investigation.

The council received update from Cllr David Maidstone in relation to previous staff and their grievance to previous clerk, which is now resolved. Cllr David Maidstone continued saying that there were lessons to be learned and policies had gone awry. Cllr David Maidstone continued to inform the council that he shall be standing down as chair of the Staffing committee once the new clerk is in post.

16. To receive an update on legal advice

Item was covered in item 15.

17. Matters for the Next Agenda.

Chair of Staffing.

Meeting closed at 21:34.

Approved.....

Date.....

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Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 September 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2025	Business Current Account 2077	477.75
30/09/2025	Business savers account 4401	759,032.20
30/09/2025	Petty Cash	167.34
30/09/2025	Active Saver 7702	349,838.68
30/09/2025	Account 73554503	84,291.40
30/09/2025	Number 2 account 0958	0.00
30/09/2025	Cafe float	100.00

1,193,907.37

Receipts not on Bank Statement

0.00

Closing Balance

1,193,907.37

All Cash & Bank Accounts

1	Current Bank Account	759,509.95
2	Petty Cash	167.34
3	Active Saver 7702	349,838.68
4	Active Saver Emergency 4503	84,291.40
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,193,907.37

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
		598,069.79	0.00	598,069.79

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Amount Paic Transaction Detail
01/09/2025	Broadland District Council	£1,259.00 Business rates Com Centre& Pre
01/09/2025	Broadland District Council	£384.00 Business rates workshop
01/09/2025	Broadland District Council	£184.00 Business Rates Stores
02/09/2025	Harrod Sport	£626.10 Goal posts
02/09/2025	Anglia Culinary Suppliers Ltd	£589.56 Cafe Purchases
02/09/2025	Active HR	£369.08 Consultation & Reports
02/09/2025	Calypso Coffee	£148.10 Cafe purchases
02/09/2025	Collier Turf Care Ltd	£89.10 Enhance fA/W & Carridge
02/09/2025	DD Health & Safety Supplies Lt	£54.00 Black metal free safety boots
02/09/2025	Easters Norwich Ltd	£116.54 Cafe purchases
02/09/2025	Eastern Security Systems Ltd	£201.00 Call out invoice
02/09/2025	Hugh Crane Equipment	£506.78 Cleaning materials
02/09/2025	Huws Gray Ridgeons	£77.14 Tonne of top soil
02/09/2025	Norfolk County Council	£468.18 NPLaw Feetime
02/09/2025	Solar Signs and Graphics	£1,542.00 Community sign installation
02/09/2025	Norfolk County Council	£668.65 Gressenhall Trip
02/09/2025	Toombs Butchers	£12.78 Cafe Purchases CARD PAID
02/09/2025	Toombs Butchers	£52.88 Cafe purchases CARD PAID
02/09/2025	Toombs Butchers	£38.33 Cafe Purchases CARD PAID
02/09/2025	Toombs Butchers	£24.55 Cafe purchase CARD PAID
03/09/2025	Iris Software Limited	£40.80 IT support Staffology
05/09/2025	Barclays Bank Plc	£31.35 Charges for period jul-aug
10/09/2025	UK Fuels Ltd	£148.35 Fuel Card
10/09/2025	O2	£417.96 Telecoms invoice
11/09/2025	Anglia Culinary Suppliers Ltd	£496.31 Cafe Purchases
11/09/2025	Calypso Coffee	£114.60 Cafe purchases
11/09/2025	Easters Norwich Ltd	£199.75 Cafe purchase
11/09/2025	Eastern Security Systems Ltd	£102.00 Callout 14/07/25
11/09/2025	Excel Electrical Services	£474.00 signage light work
11/09/2025	Just Regional Publishing	£230.00 September edition
11/09/2025	Norse Commercial Services Ltd	£218.40 Locking of parks
11/09/2025	Norse Eastern Ltd	£2,502.91 Verges Cut
11/09/2025	Norfolk Parish Training & Supp	£3,184.32 locum Charges
11/09/2025	Osiris Technologies	£730.45 IT monthly Support Charge
11/09/2025	Norfolk County Council	£247.86 NPLaw feetime
11/09/2025	The Fresh Air Company	£1,503.60 Annual service of air con
17/09/2025	Total Gas & Power	£144.67 Gas invoice
22/09/2025	Biffa	£198.93 Waste Collection

23/09/2025	Total Gas & Power	£28.46	electricity Invoice
23/09/2025	Total Gas & Power	£480.37	Electricity invoice
25/09/2025	Norfolk City Services	£746.39	Weed spraying
25/09/2025	Anglia Culinary Suppliers Ltd	£153.42	Cafe purchases
25/09/2025	Active HR	£147.63	HR Services
25/09/2025	Canon UK Ltd	£202.86	Photocopier Rent
25/09/2025	Easters Norwich Ltd	£80.77	Cafe purchases
25/09/2025	Hugh Crane Equipment	£380.74	Cleaning materials
25/09/2025	Nigel Barker Electrician	£1,200.00	Installing CCTV allotments
25/09/2025	P J Plumbing Heating & Mainten	£100.19	Replaced fill valve
25/09/2025	Just Regional Publishing	£4.00	September edition
25/09/2025	Broadland District Council	£644.00	Business rates Office
25/09/2025	Carl Simon Disco	£50.00	Booking deposit
29/09/2025	Veolia	£47.57	Waste collection
30/09/2025	Information Commissioners Offi	£47.00	ICO Renewal
	Total Payments	£22,711.43	

Cash Received between 01/09/2025 and 30/09/2025

Date	Cash Received from	Receipt Description	Receipt Total
01/09/2025	HCC Hire	HCC Regular Hire	£68.00
02/09/2025	HCC Hire	HCC Regular Hire	£617.40
02/09/2025	HCC Hire	HCC Regular Hire	£226.56
02/09/2025	HCC Hire	HCC Regular Hire	£332.43
03/09/2025	HCC Hire	HCC Regular Hire	£208.06
03/09/2025	Takings - Cafe	Card Payments	£151.20
04/09/2025	HCC Hire	HCC Regular Hire	£41.22
04/09/2025	HCC Hire	HCC Regular Hire	£110.70
04/09/2025	Takings - Cafe	Card payments	£184.45
05/09/2025	HCC Hire	HCC Regular Hire	£10.49
05/09/2025	HCC Hire	HCC Regular Hire	£358.27
05/09/2025	HCC Hire	HCC Regular Hire	£67.98
05/09/2025	HCC Hire	HCC Regular Hire	£34.35
05/09/2025	HCC Hire	HCC Regular Hire	£128.45
05/09/2025	HCC Hire	HCC Regular Hire	£118.26
05/09/2025	HCC Hire	HCC Regular Hire	£604.55
05/09/2025	Takings - Cafe	Card payments	£146.25
05/09/2025	Takings - Cafe	Cash Payments	£666.05
08/09/2025	Barclays Bank Plc	Interest for period june/:	£1,818.52
08/09/2025	HCC Hire	HCC Regular Hire	£105.72
08/09/2025	HCC Hire	HCC Regular Hire	£101.94
08/09/2025	HCC Hire	HCC Regular Hire	£188.26
08/09/2025	HCC Hire	HCC Regular Hire	£85.74
08/09/2025	HCC Hire	HCC Regular Hire	£75.01
08/09/2025	HCC Hire	HCC Regular Hire	£81.97
08/09/2025	Takings - Cafe	Card payments	£64.95
09/09/2025	HCC Hire	HCC Regular Hire	£287.94
09/09/2025	HCC Hire	HCC Regular Hire	£102.10
09/09/2025	HCC Hire	HCC Regular Hire	£133.48
09/09/2025	HCC Hire	HCC Regular Hire	£13.97
09/09/2025	HCC Hire	HCC Regular Hire	£268.77
10/09/2025	HCC Hire	HCC Regular Hire	£138.62
10/09/2025	HCC Hire	HCC Regular Hire	£1,350.00
10/09/2025	Takings - Cafe	Card Payments	£212.45
11/09/2025	Takings - Cafe	Card payments	£204.40
12/09/2025	HCC Hire	HCC Regular Hire	£90.62
12/09/2025	HCC Hire	HCC Regular Hire	£45.73
12/09/2025	Takings - Cafe	Card payments	£110.10
15/09/2025	Friday Friends	FF Trip	£45.00
15/09/2025	Gracey Rye	Halloween event	£15.00
15/09/2025	HCC Hire	HCC Regular Hire	£684.47

15/09/2025	HCC Hire	HCC Regular Hire	£20.99
15/09/2025	HCC Hire	HCC Regular Hire	£90.64
15/09/2025	Takings - Cafe	Cash Payments	£452.90
15/09/2025	Takings - Cafe	card payments	£131.65
16/09/2025	HCC Hire	HCC Regular Hire	£6.98
16/09/2025	HCC Hire	HCC Regular Hire	£33.41
16/09/2025	HCC Hire	HCC Regular Hire	£115.91
16/09/2025	HCC Hire	HCC Regular Hire	£89.59
16/09/2025	HCC Hire	HCC Regular Hire	£92.51
17/09/2025	AB Halloween	Halloween Event	£15.00
17/09/2025	HCC Hire	HCC Regular Hire	£1,258.20
17/09/2025	HCC Hire	HCC Regular Hire	£317.20
17/09/2025	Takings - Cafe	Card payments	£142.30
18/09/2025	Takings - Cafe	Card payments	£180.50
19/09/2025	Broadland District Cou	Precept	£317,018.00
19/09/2025	Takings - Cafe	Card payments	£87.95
23/09/2025	Takings - Cafe	Card payments	£131.05
24/09/2025	HCC Hire	HCC Regular Hire	£125.93
24/09/2025	HCC Hire	HCC Regular Hire	£186.87
24/09/2025	Takings - Cafe	Card payments	£214.70
25/09/2025	JS Halloween	Halloween Event	£12.50
25/09/2025	KS Halloween	Halloween Event	£30.00
25/09/2025	HCC Hire	HCC Regular Hire	£62.96
25/09/2025	HCC Hire	HCC Regular Hire	£202.00
25/09/2025	Takings - Cafe	Card payments	£160.55
26/09/2025	HCC Hire	HCC Regular Hire	£54.96
26/09/2025	HCC Hire	HCC Regular Hire	£20.99
26/09/2025	Takings - Cafe	Card Payments	£119.75
26/09/2025	Takings - Cafe	Cash Payments	£907.65
29/09/2025	HCC Hire	HCC Regular Hire	£75.52
29/09/2025	HCC Hire	HCC Regular Hire	£24.75
29/09/2025	HCC Hire	HCC Regular Hire	£42.79
29/09/2025	Takings - Cafe	Card Payments	£126.40
Total Receipts			£332,852.53

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
100 Community Centre								
1400 Community Centre Income	(9,716)	0	59,000	59,000			0.0%	
1410 Community Centre Inc ML Room	28,039	13,954	0	(13,954)			0.0%	
1415 Community Centre Inc SW Room	24,423	11,099	0	(11,099)			0.0%	
1420 Community Centre Inc OH Room	13,643	8,021	0	(8,021)			0.0%	
1435 Warm room grants	500	0	0	0			0.0%	
1440 Community Centre Inc Ww Room	4,079	3,009	0	(3,009)			0.0%	
1445 Community centre kitchenette	1,425	682	0	(682)			0.0%	
1455 Community centre stage hire	589	449	0	(449)			0.0%	
1460 Hire of flasks	574	244	0	(244)			0.0%	
1470 Hire of urn	44	51	0	(51)			0.0%	
1475 Storage charge	1,018	511	0	(511)			0.0%	
1476 Rent old parish office	1,049	1,049	0	(1,049)			0.0%	
Community Centre :- Income	65,665	39,069	59,000	19,931			66.2%	0
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	15,820	29,500	13,680		13,680	53.6%	
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	806	700	(106)		(106)	115.2%	
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	8,670	3,500	(5,170)	325	(5,495)	257.0%	
4625 Senior Citizens club	191	787	0	(787)		(787)	0.0%	
4630 Consumables	549	42	750	708	94	615	18.1%	
4635 cleaning agents/materials	3,453	1,559	2,000	441	287	154	92.3%	
4645 Warm room expenditure	499	0	250	250	17	233	6.6%	
4695 community centre redevelopment	(116)	1,680	0	(1,680)	860	(2,540)	0.0%	
4696 community centre WC project	14,250	0	0	0		0	0.0%	
Community Centre :- Indirect Expenditure	95,697	50,902	65,114	14,212	6,141	8,072	87.6%	0
Net Income over Expenditure	(30,031)	(11,833)	(6,114)	5,719				
6000 plus Transfer from EMR	1,527	0	0	0				
Movement to/(from) Gen Reserve	(28,504)	(11,832)	(6,114)	5,718				

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
110 Administration								
1076 Precept	598,827	634,036	634,037	1			100.0%	
1085 Grants received	31,497	0	0	0			0.0%	
1099 Community Infrastructure	8,784	0	0	0			0.0%	
Administration :- Income	639,108	634,036	634,037	1			100.0%	0
4065 councillor training	525	117	1,000	883		883	11.7%	
4070 Profess Fees/Agency Personnel	0	5,032	5,000	(32)		(32)	100.6%	
4465 External Audit	1,680	1,680	1,680	0		0	100.0%	
4470 Internal Audit	3,560	1,857	3,270	1,413		1,413	56.8%	
4475 Legal Fees	399	575	667	92		92	86.2%	
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	19,565	23,707	26,116	2,409	0	2,409	90.8%	0
Net Income over Expenditure	619,543	610,329	607,921	(2,408)				
6001 less Transfer to EMR	8,784	0	0	0				
Movement to/(from) Gen Reserve	610,759	610,329	607,921	(2,408)				
120 Staff								
4000 Admin Staff	94,931	40,493	127,393	86,900	4,698	82,202	35.5%	
4010 Groundstaff	69,402	38,249	88,424	50,175		50,175	43.3%	
4020 Care Takers	67,302	33,402	86,743	53,341		53,341	38.5%	
4025 Cafe Staff	29,887	16,211	34,293	18,082		18,082	47.3%	
4030 Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040 PAYE	47,566	17,366	0	(17,366)		(17,366)	0.0%	
4045 Pension Scheme	54,282	17,071	38,000	20,929		20,929	44.9%	
4055 Staff training	1,645	3,715	4,500	785	2,074	(1,289)	128.7%	
4070 Profess Fees/Agency Personnel	3,011	9,282	4,127	(5,155)		(5,155)	224.9%	
4080 Employer NI	25,252	22,398	39,040	16,642		16,642	57.4%	
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	395,115	199,435	438,470	239,035	6,869	232,167	47.1%	0
Net Expenditure	(395,115)	(199,435)	(438,470)	(239,035)				
130 Council Office								
1360 Electricity FIT	(2,844)	0	200	200			0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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%	
Council Office :- Income	(2,781)	0	2,200	2,200			0.0%	0
4070 Profess Fees/Agency Personnel	12	0	0	0		0	0.0%	
4112 Advertising	12	428	500	72		72	85.6%	
4150 Utilities & business rates	13,118	6,858	18,500	11,642		11,642	37.1%	
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	140	550	410		410	25.4%	
4420 Telephone and Broadband	4,491	1,118	4,500	3,382		3,382	24.8%	
4425 IT Support and Maintenance	5,723	6,073	8,250	2,177	190	1,987	75.9%	
4430 Photocopier	890	364	1,500	1,136		1,136	24.3%	
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	627	5,750	5,124	4	5,119	11.0%	
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%	
Council Office :- Indirect Expenditure	87,267	25,426	102,649	77,223	639	76,584	25.4%	0
Net Income over Expenditure	(90,049)	(25,426)	(100,449)	(75,023)				
<u>140 Neighbourhood Plan</u>								
1340 Neighbourhood Plan	35	0	0	0			0.0%	
Neighbourhood Plan :- Income	35	0	0	0				0
4135 Consultancy Fees	3,700	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
4600 Neighbourhood Plan	3,624	200	0	(200)		(200)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	7,324	200	0	(200)	0	(200)		0
Net Income over Expenditure	(7,289)	(200)	0	200				
<u>150 Investment</u>								
1080 Bank Interest Received	13,891	6,328	4,051	(2,277)			156.2%	
1090 Monthly Loyalty Rewards	117	0	92	92			0.0%	
1091 Cash back rebates	47	0	48	48			0.0%	
Investment :- Income	14,055	6,328	4,191	(2,137)			151.0%	0
4060 Bank Charges & card fees	1,252	522	1,500	978		978	34.8%	
Investment :- Indirect Expenditure	1,252	522	1,500	978	0	978	34.8%	0
Net Income over Expenditure	12,803	5,805	2,691	(3,114)				
<u>160 Planning</u>								
4130 Hire of Rooms	0	185	300	115		115	61.8%	
Planning :- Indirect Expenditure	0	185	300	115	0	115	61.8%	0
Net Expenditure	0	(185)	(300)	(115)				
<u>170 Health and Safety</u>								
4070 Profess Fees/Agency Personnel	0	148	0	(148)		(148)	0.0%	
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	1,472	319	1,750	1,431	0	1,431	18.2%	0
Net Expenditure	(1,472)	(319)	(1,750)	(1,431)				
6000 plus Transfer from EMR	140	0	0	0				
Movement to/(from) Gen Reserve	(1,331)	(319)	(1,750)	(1,431)				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	4,795	1,340	4,500	3,160	70	3,090	31.3%	
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%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
4155 IT Infrastructure	125	265	600	335	25	310	48.3%	
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure	5,537	1,955	7,574	5,619	245	5,374	29.0%	0
Net Expenditure	(5,537)	(1,955)	(7,574)	(5,619)				
<u>190 Stores</u>								
4150 Utilities & business rates	1,530	1,110	1,705	595		595	65.1%	
Stores :- Indirect Expenditure	1,530	1,110	1,705	595	0	595	65.1%	0
Net Expenditure	(1,530)	(1,110)	(1,705)	(595)				
<u>195 Tractor Shed</u>								
4150 Utilities & business rates	12,213	2,306	4,000	1,694		1,694	57.7%	
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	13,057	2,306	5,250	2,944	80	2,864	45.5%	0
Net Expenditure	(13,057)	(2,306)	(5,250)	(2,944)				
<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	902	(798)	950	1,748	57	1,691	(78.0%)	0
Net Expenditure	(902)	798	(950)	(1,748)				
<u>205 Events</u>								
1480 Events income	3,981	959	6,050	5,091			15.9%	
Events :- Income	3,981	959	6,050	5,091			15.9%	0
4122 Events	7,027	2,432	9,000	6,568	579	5,989	33.5%	
4123 Bar trading costs	226	0	0	0		0	0.0%	
Events :- Indirect Expenditure	7,253	2,432	9,000	6,568	579	5,989	33.5%	0
Net Income over Expenditure	(3,272)	(1,472)	(2,950)	(1,478)				
<u>210 Grounds</u>								
1200 Football Hire Charges	2,357	292	2,250	1,958			13.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
1210 Football Training Area Hire	825	357	1,000	643			35.7%	
1215 Grass cutting agreement	14,282	16,982	17,187	205			98.8%	
1270 Floodlights Income	30	0	30	30			0.0%	
Grounds :- Income	17,494	17,630	20,467	2,837			86.1%	0
4160 Repairs/Maintenance	111	629	0	(629)	21	(650)	0.0%	
4195 Keys/Locks	394	55	212	157	84	73	65.5%	
4200 Locking parks	1,512	936	2,883	1,947		1,947	32.5%	
4205 Replacement Bins	381	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	5,210	1,207	6,700	5,493	40	5,454	18.6%	
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	7,300	11,000	3,700		3,700	66.4%	
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	586	0	(586)	15	(601)	0.0%	
4275 Contractor Spray	0	0	2,000	2,000	622	1,378	31.1%	
4295 Equipment - New/Replacement	12,970	2,384	4,000	1,616		1,616	59.6%	
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	522	2,500	1,978		1,978	20.9%	
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	41,139	14,581	47,195	32,614	1,781	30,833	34.7%	0
Net Income over Expenditure	(23,645)	3,050	(26,728)	(29,778)				
6000 plus Transfer from EMR	12,707	0	0	0				
Movement to/(from) Gen Reserve	(10,938)	3,050	(26,728)	(29,778)				
220 Machinery and Vehicles								
4160 Repairs/Maintenance	1,426	170	2,000	1,830	241	1,589	20.5%	
4265 Fuel	1,871	913	3,000	2,087		2,087	30.4%	
4290 Servicing	1,836	756	3,500	2,744	207	2,537	27.5%	
4295 Equipment - New/Replacement	557	7,969	5,700	(2,269)	13	(2,282)	140.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
4300 Equipment-Repair/Maintenance	70	0	0	0		0	0.0%	
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	11,540	11,178	19,170	7,992	560	7,432	61.2%	0
Net Expenditure	(11,540)	(11,178)	(19,170)	(7,992)				
230 Trees								
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	531	0	6,668	6,668	9	6,659	0.1%	0
Net Expenditure	(531)	0	(6,668)	(6,668)				
240 Allotments								
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	3,488	328	4,000	3,672			8.2%	0
4145 Landowner Rent	2,149	497	2,500	2,004		2,004	19.9%	
4150 Utilities & business rates	1,588	1,692	1,000	(692)		(692)	169.2%	
4170 Pest Control	0	8	600	593		593	1.3%	
4295 Equipment - New/Replacement	0	68	0	(68)	33	(100)	0.0%	
4300 Equipment-Repair/Maintenance	0	166	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%	
4460 CCTV	0	1,000	0	(1,000)		(1,000)	0.0%	
4560 Property Maintain/Replacement	0	0	300	300		300	0.0%	
Allotments :- Indirect Expenditure	4,140	3,429	6,200	2,771	33	2,738	55.8%	0
Net Income over Expenditure	(652)	(3,101)	(2,200)	901				
250 Play Areas								
4160 Repairs/Maintenance	0	2,028	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%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

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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
4450 Inspections	294	300	350	50		50	85.7%	
Play Areas :- Indirect Expenditure	413	2,328	3,850	1,523	0	1,523	60.5%	0
Net Expenditure	(413)	(2,328)	(3,850)	(1,523)				
255 Hard Courts and Car Park								
1225 Outside courts	892	1,125	1,816	691			61.9%	
1230 No longer in use	14	0	0	0			0.0%	
Hard Courts and Car Park :- Income	906	1,125	1,816	691			61.9%	0
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	427	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	479	1,125	(184)	(1,309)				
260 Bowling Green								
1240 Bowls Hire Charges	1,900	2,088	2,090	2			99.9%	
Bowling Green :- Income	1,900	2,088	2,090	2			99.9%	0
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	1,595	1,804	2,400	596	30	566	76.4%	0
Net Income over Expenditure	305	284	(310)	(594)				
265 Memorials								
1280 Memorial Garden Income	38	0	0	0			0.0%	
Memorials :- Income	38	0	0	0				0
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	234	61	750	689	19	670	10.7%	0
Net Income over Expenditure	(197)	(61)	(750)	(689)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

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
270 Traffic Highways/Environment								
1350 Parish Partnership grant	6,143	0	1,888	1,888			0.0%	
Traffic Highways/Environment :- Income	6,143	0	1,888	1,888			0.0%	0
4390 Materials	0	18	0	(18)		(18)	0.0%	
4650 SAM	0	0	500	500		500	0.0%	
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	12,286	18	4,777	4,759	0	4,759	0.4%	0
Net Income over Expenditure	(6,143)	(18)	(2,889)	(2,871)				
300 Cafe								
1500 Café Income	52,031	27,044	41,000	13,956			66.0%	
Cafe :- Income	52,031	27,044	41,000	13,956			66.0%	0
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	102	700	598		598	14.6%	
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	10,982	23,500	12,518	1,075	11,443	51.3%	
4711 Community fridge/ fruit & veg	119	0	250	250		250	0.0%	
Cafe :- Indirect Expenditure	27,623	15,079	25,350	10,271	1,083	9,188	63.8%	0
Net Income over Expenditure	24,408	11,964	15,650	3,686				
Grand Totals:- Income	802,062	728,607	776,739	48,132			93.8%	
Expenditure	735,899	356,180	778,738	422,558	18,122	404,436	48.1%	
Net Income over Expenditure	66,163	372,428	(1,999)	(374,427)				
plus Transfer from EMR	14,374	0	0	0				
less Transfer to EMR	8,784	0	0	0				
Movement to/(from) Gen Reserve	71,753	372,428	(1,999)	(374,427)				

Hellesdon Parish Council
BY EMAIL

DDI:

+44 (0)20 7516 2200

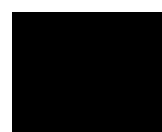
Email:

sba@pkf-l.com

Date:

19 September 2025

Our Ref:



Hellesdon Parish Council

Completion of the limited assurance review for the year ended 31 March 2025

Dear Mr Clark

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Hellesdon Parish Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference NO0213 or Hellesdon Parish Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

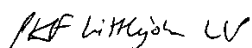
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Hellesdon Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Hellesdon Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Hellesdon Parish Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Mr Harry Clark
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Hellesdon
Norwich
NR6 5QB

Our ref

SAAA Ref

Invoice No.

VAT No.

Email:

Date: 19 September 2025

INVOICE

Professional services rendered in connection with the following:

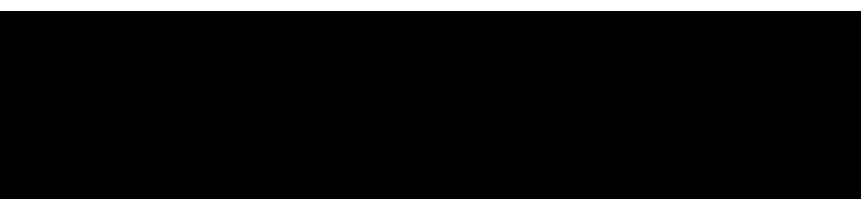
Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-



For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
pkf-l.com

Mr Harry Clark
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
Hellesdon
Norwich
NR6 5QB

Our ref

SAAA Ref

Invoice No

VAT No.

Email:

Date: 19 September 2025

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
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TOTAL PAYABLE	£2,016.00

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PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For account queries, contact sba@pkf-l.com

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Hellesdon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025

and recorded as minute reference:

4a

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

☒ ☐

<https://hellesdon-pc.gov.uk/>

Section 2 – Accounting Statements 2024/25 for

Hellesdon Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	696,109	763,795	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	561,227	598,827	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	307,218	203,235	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	366,312	388,621	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	43,095	46,752	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	391,352	300,526	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	763,795	829,958	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	746,396	831,281	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,722,556	4,729,476	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	655,598	628,807	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

24/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2025

as recorded in minute reference:

46

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **HELLEDON PARISH COUNCIL – NO0213**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

In the completion of their detailed internal audit report, the internal auditor has drawn attention to weaknesses in relation to updating information on the smaller authority’s website and staff training and made some recommendations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date 18/09/2025

TERMS OF REFERENCE

HELLEDON COMMUNITY CENTRE & CAFÉ COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority

The Community Centre & Café Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1. make decisions in respect of day to day running of the Community Centre & Café subject to budget and expenditure limits.
2. to keep a general oversight of the Community Café.
3. to report to council staffing and equipment needs.
4. to deal with pricing structure and hire charges for the Community Centre
5. to deal with community rate & discount amount.
6. to manage and decide applications of community rate.
7. to manage and oversee list of those receiving community rate.
8. to set terms and conditions for hire of the Community Centre

9. to set charges, terms and conditions for use by Council Community activities
10. to identify required improvements, developments and capital projects and make recommendations to Full Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

Membership

Membership will be made up of six councillors.

All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum

The committee quorum shall be no fewer than three members.

Frequency of Meetings

The Committee will meet at least four times during each civic year and will publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers Community Centre

1. To keep under review the provision of room hire and management of Hellesdon Community Centre.

2. To identify and submit to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
4. To advise the full council of the impact of proposals by owners or occupiers of land that may affect the hire of HCC.
5. To regularly monitor income and expenditure
6. To review and determine level of insurance required within the Council's insurance policy.
7. To make recommendations to the Council about the level of the room hire rates for hire within HCC.

Delegated Powers Community Café

1. To keep under review the service provision of the Community Café.
2. To identify and submit to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To set agree menu and pricing structure.
4. To regularly monitor income and expenditure of the community café.

Standing Items for Ordinary Meetings

- **First meeting –**
- to set dates of committee ordinary meetings
- to consider the financial statement summarising the Centre's receipts and payments for the final (Jan – March) financial quarter and the year to date
- to consider the financial statement summarising the Café's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the first (April – June) financial quarter
- to consider the financial statement summarising the Café's receipts and payments for the first (April – June) financial quarter

- to consider previous financial year's budget allocations with actual amounts

Third meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the second (July – September) financial quarter
- to consider the financial statement summarising the Café's receipts and payments for the second (July – September) financial quarter
- to review hire charges of the Community Centre
- to review pricing of the Café
- to review terms and conditions of hire of the Community Centre
- to consider items for the committee budget for the following financial year

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year

Fourth meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the third (October – December) financial quarter
- to consider the financial statement summarising the Café's receipts and payments for the third (October – December) financial quarter

**Minutes of the Meeting of Hellesdon Events Committee Held on
Wednesday 24th September 2025, 5pm Held in the Council Chambers, Diamond Jubilee Lodge,
Wood view Road, Hellesdon**

Present at the Meeting

Cllr Mel Maidstone (Acting Chair)
Cllr Roy Forder
Cllr David Britcher
Cllr Lacey Douglass

Also in attendance

David Marshall – Admin Officer (minute taker)
Kevin Sage Facilities Manager

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

1. Apologies and acceptance for absence

Apologies were received from Cllr Bill Johnson and Cllr Sarah Smith (Chairman)
Cllr Mel Maidstone stood in as Chair in the absence of Cllr Sarah Smith.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

Minutes were agreed and signed by Cllr Mel Maidstone.

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

No members of the public in attendance.

5. Update on Halloween Party

a) Ticket sales

There have been 24 tickets been sold to date.

b) Bar Proposal

Cllr Roy Forder that KSD bars are willing to provide bar services for the event at a cost of £150. This was put proposed and agreed.

c) Stocklist for decorations

Cllr Sarah Smith and Harry Clarke (Deputy Clark) will purchase decorations on October 1st

d) Café' opening hours

It was proposed that staff work from 6:30pm to 10:00pm (3,5 hours)

- Café open to public 7:30pm- 10:00pm
- Preparation time:1 hour before opening
- Cleanup time: 1 hour after closing

Approved.....

Date.....

HPC Events Committee Minutes 24th September 2025

- e) A few prizes have been donated so far. It was agreed to expand the search to other areas, including Old Catton and Costessey.

6. **Community Heart Award**

Office have started work on Survey monkey, no further updates. Cllr David Britcher, requests further update at the next meeting.

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

14th October 2025 @4pm

The meeting closed at 6.02pm

DRAFT

Approved.....

Date.....

HPC Events Committee Minutes 24th September 2025

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Tuesday 23rd September 2025 - 7pm at Diamond Jubilee Lodge**

Present: Cllr M Hicks (Chairman)
Cllr D. Maidstone
Cllr M. Maidstone
Cllr S. Gurney
Cllr N Barker

Also in Attendance:

Mr D Marshall (Admin), Mr K Sage (Facilities Manager) and 2 members of the public.

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received and accepted from Cllr D Fahy.

2. Declarations of Interest and Dispensations

No Declared interests or dispensations.

3. Approval of the Minutes from

The draft Minutes had been circulated from the meeting of 12th June 2025. These were **AGREED** and signed as a true and accurate record of the meeting by the chairman

4. Public Participation

Two members of the public were in attendance.

- One member gave a short presentation titled: *"How Do You Learn to Grow Food at Allotments?"*
- The research includes voluntary interviews and observations with fellow gardeners and stakeholders.
- A flyer and poster were submitted to request permission to display recruitment materials on the allotment noticeboard.
- The committee agreed in principle, with formal approval to be discussed at the next meeting.

5. Matters Arising From Previous Minutes

There were no matters arising.

6. National Tennis Discussion

a) Briefing report

- A report was circulated by the Facilities Manager for review.

b) Discussion and Decision

- Cllr S Gurney requested a financial breakdown of income and expenditure relating to the NTA and raised concerns over limited court use for netball.
- The NTA agreement which began in 2022 as a not-profit arrangement, is due to end next week.
- It was suggested to approach Sprowston Parish Council to understand their tennis provisions.
- **Proposal:** Cancel the NTA agreement
 - **Proposed by: Cllr S Gurney**
 - **Seconded by: Cllr N. Barker**
 - **Carried**

7. Allotments Update

a) Red Letters and Plot standards:

- Photos and reports were reviewed showing several plots below required standards.
- These tenants had received at least three warning letters
- **Proposal:** Issue eviction letters in accordance with Allotment rule 8.4
 - **Proposed by: Cllr M. Maidstone**
 - **Seconded by: Cllr S Gurney**
 - **Carried Unanimously**

b) CCTV

- A complaint was received regarding the visibility of the CCTV monitor.
- The Screen has since been relocated to a cupboard and is no longer in full view.

c) Gate Padlock

- The current padlock is damaged
- Cllr M. Hicks suggested a push-button lock that self-closes on both sides.
- **Proposal:** Obtain three quotes for replacement.
 - **Proposed by: Cllr S Gurney**
 - **Seconded by: Cllr M Maidstone**
 - **Carried**

Members of the public left the meeting at 8:02pm and 8:09pm

8. Sports Matters

a) pitch hire/football/bowls/tennis. Netball prices update to discuss for 26/27

2

Approved.....

Date.....

Hellesdon Parish Council Playing Fields, Amenities & Allotments Committee
Minutes 23rd September 2025

- D Marshall to research and compare sports pricing across local councils

b) Referee Facilities

- It was agreed that the referee officials can use the disabled toilets as changing rooms.
- Other alternatives such as hiring portable cabins will also be explored.

9. Fencing Quotes - Playing Fields

- Three quotes for V-mesh fencing were reviewed.
- G&G Fencing was recommended by the Facilities Manager.
- **Proposal:** Proceed with G&G Fencing
 - **Proposed by:** Cllr S. Gurney
 - **Seconded by:** Cllr D. Maidstone
 - **Carried**

10. Tree Inspections (including dead tree in carpark)

- The silver birch tree in the Parish Council car park is dead and requires removal
- **Action:** Obtain three quotes for the work.
 - Agreed by all committee members.

11. Cottinghams Park Update

- It was confirmed that no further equipment can be installed at Cottinghams Park.
- The previously proposed outdoor gym equipment project is now cancelled.

12. Recreation Ground observation regarding email to office.

- An email was received raising concerns about potential poisoning.
- After investigation, there is no evidence of foul play.
- Notices remain in place asking dog owners to keep dogs on leads and walk around the perimeter path.

13. Electrical & Textile Recycling Bank (Broadland District Council)

- **Proposal:** Place a recycling skip outside the Parish Office by the chain fencing.
 - **Agreed unanimously.**

14. Items for next agenda

- Budget discussion for sports pricing Tennis Finances.
- Review of tennis finances.

15. To confirm date and time and venue of the next meeting.

Wednesday 5th November 2025 at 7:00pm, Diamond Jubilee Lodge

Meeting Closed at 8.55pm

Minutes of the meeting of the Planning Committee held on Tuesday 9th September 2025 at 6.15pm in The Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:

Cllr Greg Britton (Chairman) Cllr Mike Hicks
 Cllr David Maidstone Cllr Sue Holland
 Cllr Roy Forder
 Cllr Robin Sear

Also, in Attendance Mr H Clark (Deputy clerk, Minute Taker)

1. Apologies and acceptance for absence

No apologies received.

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To approve minutes of the committee meeting held on 26th August 2025.

4. The minutes of 26th August 2025 had previously been circulated. The minutes were AGREED and signed as a true and accurate record of the meeting.

5. Public Participation

- (a) Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting.
 (b) (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

6. Planning Outcomes

Updated Information on recent decisions made on planning applications, these are circulated to all members of the committee and noted at the meeting.

7. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultation agreed:

Application	Response to Consultation
2025/2493 Location: 2 Hamond Road Hellesdon Norfolk NR6 5RR Proposal: Change of use from residential to mixed residential and Class E veterinary services	No objection subject to the Environment report recommendations are followed.
2025/2288 Location: 27 Bramble Avenue Hellesdon Norfolk NR6 6LN Proposal: Removal of 44 Leylandii and concrete hardstanding and erection of two bedroom bungalow	The Parish council objects to the application due to the dangerous access to the highway and out of character with development of the area.

Approved.....

Date.....

8. Resolution to authorise the Chairman of Hellesdon Parish Council to speak at Broadland Planning Meeting 10th September 2025 to object as per the submitted objections.

Cllr David Maidstone addressed the committee and requested that he speak at Broadland Planning Meeting on behalf of Hellesdon Parish Council in relations to applications:

- 2024/3511 HELLESDON The Norwich Golf Club, Drayton High Road, Hellesdon NR6 5AH
- 2022 0391 HELLESDON The Norwich Golf Club, Drayton High Road, Hellesdon NR6 5AH
- 2025/1922 HELLESDON Land north of Carrowbreck House, Carrowbreck Close, Hellesdon.

The committee agreed that this matter is to be put to Full Council on 09/09/2025 for consideration and decision.

9. Date, time and place of the next meeting.

23rd September 2025 6.15pm in the Council Chambers, Diamond Jubilee Lodge, Hellesdon Parish Council

Meeting concluded at 18.44

DRAFT

Approved.....

Date.....

HPC Planning Committee Minutes 9th September 2025

Minutes of the meeting of the Planning Committee held on Tuesday 23th September 2025 at 6.15pm in The Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:

Cllr Greg Britton (Chairman) Cllr Mike Hicks
Cllr David Maidstone
Cllr Roy Forder
Cllr Robin Sear

Also, in Attendance Mr H Clark (Deputy clerk, Minute Taker) and three Members of the Public

1. Apologies and acceptance for absence

Apologies received from Cllr Sue Holland

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To approve minutes of the committee meeting held on 9th September 2025.

The minutes of 9th September 2025 had previously been circulated. The minutes were AGREED and signed as a true and accurate record of the meeting.

Cllr David Maidstone addressed the committee to comment on the Broadland Planning meeting held on the 10th September 2025, He informed the committee that the applications 2024/3511 & 20220391 have been deferred and application 2025/1922 has been refused.

4. Public Participation

- (a) Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting.
- (b) (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

A Member of the Public addressed the committee on the application 2025/2577 and they gave their views on the application.

5. Planning Outcomes

Updated Information on recent decisions made on planning applications, these are circulated to all members of the committee and noted at the meeting.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultation agreed:

Application	Response to Consultation
2025/2577 Location: 296 Drayton High Road Hellesdon Norfolk NR6 5BJ Proposal: Variation of condition 6 relating to pedestrian crossing point of consented permission	No objection

Approved.....

20190580 and 2024/2116 (Proposed Residential Development (Outline) dated 31/03/2020	
2025/2359 Location: 80 Raymond Road, Hellesdon Norfolk, NR 6 6PW Proposal: Proposed 1.5 storey side extension and loft conversion. Proposed render	The Parish council objects to the application due to the over development of the property as stated previous on 12 th August 2025

7. Date, time and place of the next meeting.

7th October 2025 6.15pm in the Council Chambers, Diamond Jubilee Lodge, Hellesdon Parish Council

Meeting concluded at 18.32

DRAFT

Approved.....

Date.....

Minutes of the meeting of the Planning Committee held on Tuesday 7th October 2025 at 6.15pm in The Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:

Cllr Greg Britton (Chairman)
 Cllr Roy Forder
 Cllr Robin Sear

Also, in Attendance Mr H Clark (Deputy clerk, Minute Taker)

1. Apologies and acceptance for absence

Apologies received from Cllr Sue Holland, Cllr David Maidstone and Cllr Mike Hicks and **ACCEPTED**.

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To approve minutes of the committee meeting held on 23rd September 2025.

The minutes of 23rd September 2025 had previously been circulated. The minutes were AGREED and signed as a true and accurate record of the meeting.

4. Public Participation

- (a) Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting.
- (b) (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

No members of public present

5. Planning Outcomes

Updated Information on recent decisions made on planning applications, these are circulated to all members of the committee and noted at the meeting.

6. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultation agreed:

Application	Response to Consultation
20220391 Location: The Norwich Golf Club, Drayton High Road, Hellesdon NR6 5AH Proposal: Reserved Matters application for appearance, scale, landscaping and layout following Outline Planning Permission 20151770 (as amended by S73 Permission 20171514 (for up to 1000 dwellings)), for phase 3 comprising 127 dwellings and associated works including open space, sustainable urban drainage systems, landscaping, infrastructure and	Parish Council maintains objection from previous comment made in May 2025 and August 2025

Approved.....

earthworks (20181963 approved)	
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7. Date, time and place of the next meeting.

14th October 2025 6.15pm in the Council Chambers, Diamond Jubilee Lodge, Hellesdon Parish Council

Meeting concluded at 18.24

DRAFT

Approved.....

Date.....

HPC Planning Committee Minutes 7th October 2025

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 Centre & Café Committee meeting
Wednesday 8th October 2025, 3pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr Roy Forder
Cllr Mel Maidstone
Cllr Bill Johnson

Cllr Shelagh Gurney

Also in attendance:

Mr H. Clark (Deputy Clerk, Minute Taker), Mr K. Sage (Facilities Manager).

Welcome

Cllr Forder welcomed all attendees to the meeting.

1. Appointment of new chairman and Vice chairman

It was proposed by Cllr Mel Maidstone that Cllr Roy Forder is to be the Chair of the Hellesdon Community Centre & Café Committee, 2nd by Cllr Bill Johnson and **ACCEPTED** with one abstention. It was Proposed by Cllr Shelagh Gurney that Cllr Sarah Smith is to be the Vice Chairman of the Community Centre & Café Committee, 2nd by Cllr Mel Maidstone and **ACCEPTED**.

2. To discuss draft Terms of Reference for Community Centre & Café Committee.

The committee reviewed the draft Terms of Reference, and suggested to include additions in Authority section:

- to deal with community rate & discount amount.
- to manage and decide applications of community rate.
- to manage and oversee list of those receiving community rate.

In regard to the membership section of the Terms of Reference, it was recommended that the membership of councillors shall remain at nine councillors until the next Annual General Meeting and to have noted at the next Full Council Meeting on 14/10/2025.

It was proposed by Cllr Shelagh Gurney that to accept the amended Terms of Reference at the Full Council Meeting on 14/10/2025, 2nd by Cllr Roy Forder and **ACCEPTED**.

1

Approved.....

Date.....

Hellesdon Community Café Committee 8th October 2025

3. Apologies and Acceptance for Absence

Apologies were received from Cllr Sarah Smith, Cllr David Maidstone, Cllr Mike Hicks, Cllr Nigel Barker, Cllr Lacey Douglass and were **ACCEPTED**.

4. Declarations of Interest and Dispensations

Cllr Bill Johnson made declaration that he has an interest in Hellesdon Bowls Club and Friday Friends Club.

5. Approval of the Minutes from the Meetings of 30th July 2025 & 8th September 2025

The minutes of the committee meetings dated 30th July 2025 & 8th September 2025 had been previously circulated. These were **AGREED** and signed as a true and accurate record of the meeting.

6. Public Participation

There were no members of the public in attendance.

7. Building Maintenance and Improvements

a) To Receive Update CCTV Project

The committee was shown three quotes from for organisations that would update the current CCTV systems at the Community Centre and Parish Council office. It was proposed by Cllr Shelagh Gurney to recommend to Full Council for the installation contract quote for CCTV by contractor number 2 at £19,595.00+VAT for community centre with an additional £1900.00+VAT for the council offices, that the committee note the EMR amount of £22,000 +£500.00 in the budget for this installation and is within tolerance and the committee note it will empty the EMR allocated for this project. 2nd by Cllr Mel Maidstone and **ACCEPTED**.

b) To receive update on WC Toilet repairs.

The committee discussed the repairs needed with both the outside toilets and the refurbished toilets in the community centre. Mr K. Sage informed the committee that the refurbished toilets still have issues with leaking and despite numerous attempts from Mr K. Sage and project manager of the refurbishment they have been unable to contact the contracts to come resolve the issue. Mr K. Sage informed the committee that after discussion with the project manager to have any issues be dealt with by another contractor, to pay for the repairs from funds that are to be paid to the original contractor and to retain information of the repairs being conducted. This was noted by the Committee.

Mr K. Sage continued to the status of the outside toilets, he informed the committee that being in contact with PJ plumbing, they sent their plumber to assess what repairs are needed. Mr K Sage was informed that the nature was electrical, not plumbing and an additional part and electrician would need to be called. It was proposed by Cllr Roy Forder to pay the additional fee to PJ plumbing and to complete the repairs on the outside toilets. 2nd by Cllr Mel Maidstone and **ACCEPTED**.

8. Community Centre Facilities

a) Community Fridge update.

The Deputy Clerk informed the community that the advertisement of the community fridge requiring management by volunteers is still on going. There has been contact with members of the community and the Deputy Clerk is awaiting a reply from them to arrange a meeting. The committee members discussed that regretfully the service is something that cannot be sustained unless managed by volunteers as this

2

Approved.....

Date.....

Hellesdon Community Café Committee 8th October 2025

additional demand is having a negative effect on the staff of the community centre. if no volunteers can resume management of the community fridge the service will have to cease. It was proposed by Cllr Shelagh Gurney for this item to go to Full Council and if no volunteers have been able to be found to manage the community fridge by 1st January 2026, then the service would cease and for equipment such as fridges or freezers to be reallocated to benefit the community centre. 2nd by Cllr Roy Forder and **ACCEPTED**.

b) To discuss Waste Bins within Community Centre

The Committee were shown three quotes for different bins that would be placed in the community centre. The committee preferred the stainless-steel bins due to its durability and less likely to receive wear and tear. The committee requested to both Mr K. Sage and the Deputy Clerk to seek means of funding or grants to use for purchasing of the stainless-steel bins and to update at the next community centre & café Committee meeting.

c) To receive update on window cleaning of Community Centre.

Mr K. Sage informed the committee of the three quotes received from window cleaners. The committee discussed the quotes and felt they needed clarity on the frequency and costs of the services being offered. It was proposed by Cllr Shelagh Gurney for Mr K. Sage to make contact with the window cleaners and to gain clarity of the quotes, 2nd by Cllr Roy Forder and **ACCEPTED**.

d) To discuss Marjory Lewis Hall and its use (use as a sports hall).

The Committee discussed that the Marjory Lewis Hall is not suitable to be used as sports hall, and to be used for functions and exercise classes. It was proposed by Cllr Shelagh Gurney that the Marjory Lewis Hall is not to be used for sporting activities as it is not suitable as a sports hall, 2nd by Cllr Mel Maidstone and **ACCEPTED**.

e) To discuss Damage Deposits/ Overrun Fees terms and conditions.

The Deputy Clerk & Mr K Sage informed the committee that hirers of the community centre have been failing to leave rooms/facilities booked at the time the hire is due to end, specifically in the evening of private functions. This has affected staff staying later, causing disruptions to those who live near by the community centre and preventing the community centre closing when it is meant to. The committee discussed these issues, and it was proposed by Cllr Shelagh Gurney that that the damage deposit currently being taken for bookings, is to now be a 'Damage Deposit & Overrun fee'. For hirers who have not cleared their room/hall by the time their hire period has ended will result in the loss of the 'Damage deposit & Overrun fee' and that the Damage deposit & overrun fee is to increase from £150.00 to £200.00. 2nd by Cllr Mel Maidstone. The committee informed the deputy clerk this is to be implemented effective of 08.10.2025, to inform booking staff of the change and amend hire agreements for all bookings going forward.

Cllr Bill Johnson left room at 17:02

f) To discuss the opening and closing times of the community centre on Sunday.

The community discussed the Community centre and its viability of remaining open on Sundays. After review of operations, it is not viable to open on Sundays, it was agreed with current demand to not continue to open on Sundays. It was proposed by Cllr Shelagh Gurney to change the operator hours and scheduling of the community centre and as of January 1st 2026, the community centre will be closed on Sundays, with exception of by special request given in advance for notice for caretaker to be provided. 2nd by Cllr Mel Maidstone and **ACCEPTED**.

9. Early Budget considerations 2026-2027

Was deferred to next meeting.

10. Community Café

a) To discuss possible suppliers for the café.

The committee discussed the possibility of having new suppliers for the café however did not see any reason or need to change from suppliers that the café has.

b) To consider additional hours for staff of the café.

The committee discussed that at the previous café meeting it was suggested for additional hours to be allocated to café staff members so that they can manage cleaning of the café at the end of the day. Cllr Shelagh Gurney & Cllr Mel Maidstone advised that they would liaise with eh café supervisor to discuss the matter further and will bring this to next community centre & Café Committee meeting.

c) To consider having a comprehensive review of the cafe and its operations.

This item was deferred to the next Community Centre & Café Committee meeting.

*It was **AGREED** to waive Standing Order 3x To Extend the Meeting Beyond 2.5 Hours*

11. Community Rate

a) Establishing a qualifying criterion.

The committee discussed the previous criteria of eligibility to receive the Community rate; The community agree that the criteria was not suitable and the use of an application to qualify for a reduce hire rate was beneficial to the community centre. The councils reviewed a draft application to qualify for reduced hire rate. The committee agreed that the application would be suitable if changes made to 'supporting information' column are changed to:

- "Please attach a copy of your Constitution and Charity Registration Number (If a Registered Charity, and where your charities Home Office address is)."
- "Booking details – date(s) – please state whether you are a regular user and frequency of bookings."
- "Please summarise in no more than 200 words why you believe your Hellesdon based organisation qualifies for a Community Discount, including what benefits your organisation offers to the socio- welfare or wellbeing of Hellesdon Residents.

This was Proposed by Cllr Shelagh Gurney and 2nd by Cllr Mel Maidstone and **ACCEPTED**.

It was proposed that instead of qualifying criterion for the community rate, each organisation wishing to receive the community rate are to complete the application to qualify for the reduced rate and the decision is to be made by the Community Centre and Café Committee at the next available meeting. This was proposed by Cllr Shealgh Gurney, 2nd by Cllr Mel Maidstone and **ACCEPTED**.

b) Percentage discount

The Committee discussed the current discounted rate value being at 50%, and the committee agree this was too high and unreasonable of a discounted rate. It was proposed by Cllr Shelagh gurney that the discount rate is change from 50% to 20%, 2nd by Cllr Mel Maidstone and **ACCEPTED**.

c) Consider draft application form.

This item was covered in item 11 a.

d) To confirm current list of community rate recipients

The committee discussed the organisation currently receiving the community rate and decide that all organisations currently receiving the list will now have to apply using the application form to receive the 20% community rate and as of 1st January 2026 will no longer be receiving the 50% discounted community rate. This was proposed by Cllr Shelagh Gurney, 2nd by Cllr Mel Maidstone and **ACCEPTED**.

g) Items for the Next Agenda

Update on Projects

To address Chairs in storage

h) To confirm the date, time and venue of next meeting

To be confirmed

Meeting closed at 6.10pm

TO: Hellesdon Parish Council

Diamond Jubilee Lodge, Wood View Road,
Hellesdon, Norwich, Norfolk, NR6 5QB

FAO: Harry Clark

☎ 01603 301751

✉ clerk@hellesdon-pc.gov.uk

Date: 30/09/2025

Dear Harry,

Thank you for your valued enquiry. I have pleasure in submitting our quotation as below.

To supply and install:

Item Description	Unit Price	Quantity	Price
Bus Shelter 337 Drayton Road - To supply and install a 3m bench seat. Price includes all materials, labour, travel and administration.	£1,452.00	1	£1,452.00
Subtotal			£1,452.00
VAT			£290.40
			£1,742.40

STREET FURNITURE - WARRANTY

Street Furniture products come complete with our comprehensive TWO-YEAR WARRANTY which covers everything except vandalism, impact damage and theft.

At present we could deliver the above products within approximately 6-8 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms and Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best regards,
Paul Young

Internal Audit Services for Town and Parish Councils

Overview of Services

provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, , which is responsible for issuing proper practices about governance and accounts of smaller authorities.

has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2024/25 financial year, we completed over **280 internal audits**, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish an annual internal audit guide, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2025** is as follows:

- Precept below £1 million - **£75 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of **Middleton Audit**, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

[Middleton Audit Training](#)

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

[REDACTED]

Subject: Internal audit quote re year end 31 March 2026

For the attention of Dave Marsh

Good afternoon Dave

Thank you for your call earlier.

I've now caught up with our Internal Audit partner [REDACTED] about our fee. Larking Gowen are applying a 5% fee increase for the 2025/26 audit year, which for Hellesdon Parish Council would mean a fee increase of £165 (plus VAT) compared to last year, making **the fee:**

- **£3,435 plus VAT for the 2025/26 year**
- *(compared to £3,270 plus VAT for the 2024/25 year).*

I trust this fee is acceptable – please let me know if you have any queries.

I would also be grateful if you could confirm that you've received this email – many thanks!

Kind regards,

[REDACTED]

Hellesdon Parish Council - Finance

[REDACTED]

Subject: FW: Hellesdon Parish Council quote for an internal audit

[REDACTED]

[REDACTED]

To: Hellesdon Parish Council - Admin <admin@hellesdon-pc.gov.uk>

[REDACTED]

Subject: Hellesdon Parish Council quote for an internal audit

Hi David

I have been informed that you need an urgent internal audit quote for the parish council. [REDACTED] are well versed in providing this service to parish and town councils so I am happy to do this without a great deal of further scoping.

The scope of the work is outlined on the attached. Essentially it is the usual terms of reference we follow to enable the AGAR to be signed off in the Spring of each year. The councils we currently act for have this work completed in April and May each year.

The fee for this work would be £3,000 plus VAT. Presumably this is for the year ended 31 March 2025 but to be honest, providing the period covered is for 12 months, it doesn't really matter to us, as long as we know. Like for like fees for subsequent years would increase in line with our inflation linked charge out rate increases and are based on the assumption that there is no material change in the structure and level of activities in your organisation.

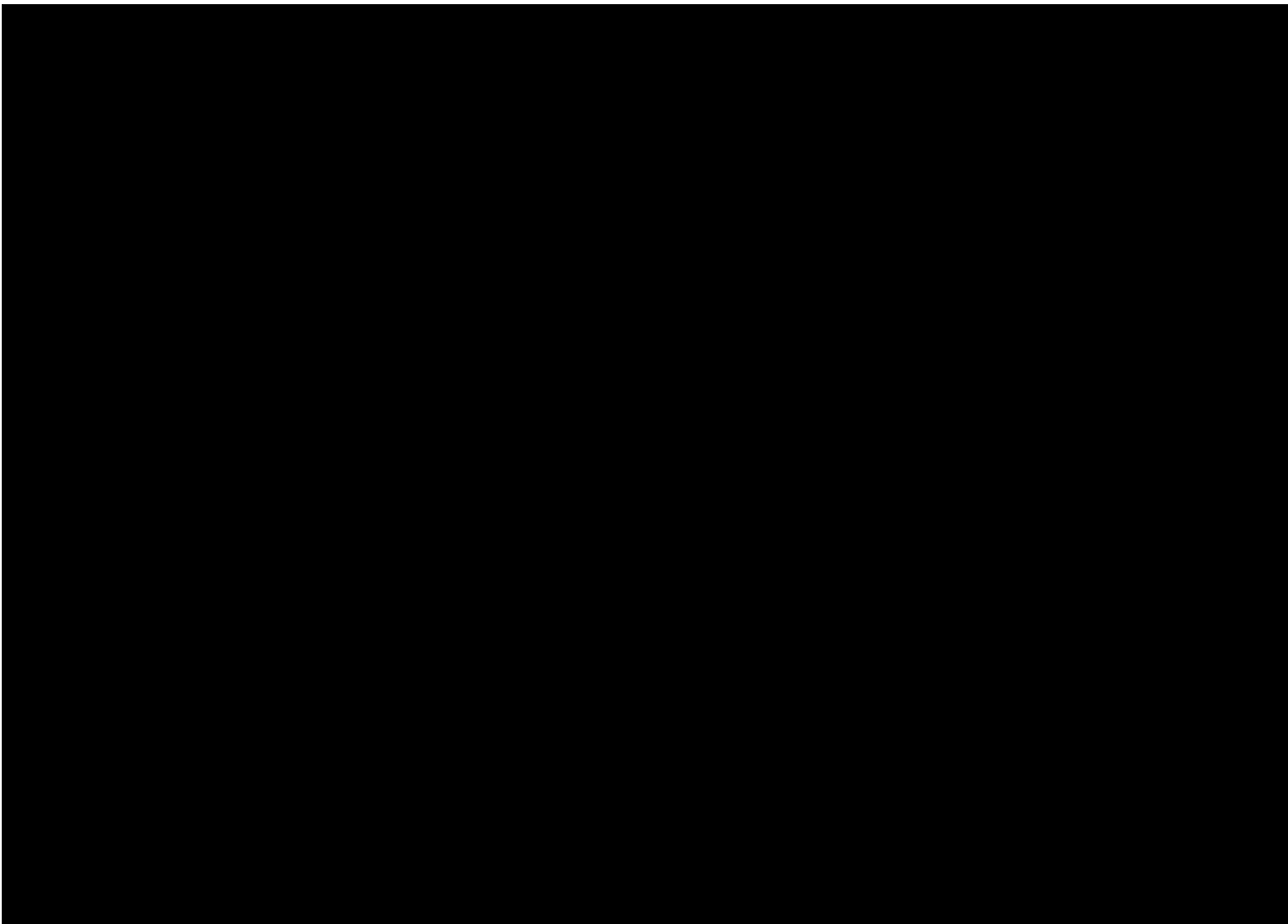
This fee proposal has been made using the following general assumptions:

- the quality of your records is good.
- you will adhere to the agreed timetable and terms of reference.
- fees are net of VAT, inclusive of expenses and invoiced during the work. Fees are payable upon presentation.
- fee incorporates all planning, fieldwork, review and reporting time.

If you have any questions for me regarding this proposal, please let me know. I have copied my colleagues [REDACTED] from our internal audit team who would be able to pick this up in my absence as I am due to be out of the country for a couple of weeks from Tuesday 14th October.

Kind regards

[REDACTED]



Hellesdon Parish Council - Finance

From: [REDACTED]
Sent: [REDACTED]
To: Hellesdon Parish Council - Finance
Subject: Ticket Update - Authorise password resets. [REDACTED]

Follow Up Flag: Follow up
Flag Status: Flagged



Ticket Update

Your ticket [REDACTED] has been updated by the Helpdesk:

Hi Harry,

Unfortunately, self-service password reset (where the password is forgotten) requires either a Microsoft 365 Business Standard (or higher) or an Entra P1 license. Currently these users all have an Exchange Online license (email only).

If you wanted to change licensing, for reference the monthly per user cost for these licenses is:

- Exchange Online - £3.72
- Entra P1 - £5.52 (required in addition to Exchange Online)
- M365 Business Standard - £11.52 (includes features of both Entra P1 and Exchange Online)

Kind regards,

[REDACTED]

[REDACTED]

Ticket Info & History

Ticket Number: [REDACTED]

Summary:	Authorise password resets.
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Good morning,

Please can the following email addresses have the capability to reset their own password without the need of going to Osiris for password res

Thank you

Kind Regards

Harry Clark
 Deputy Clerk
 Hellesdon Parish Council
 Tel: 01603 301751(Ext 43)
 Email: finance@hellesdon-pc.gov.uk



Unit 8, White Lodge Business Park, Hall Road, Norwich NR4 6DG



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