

Interests Flowchart

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

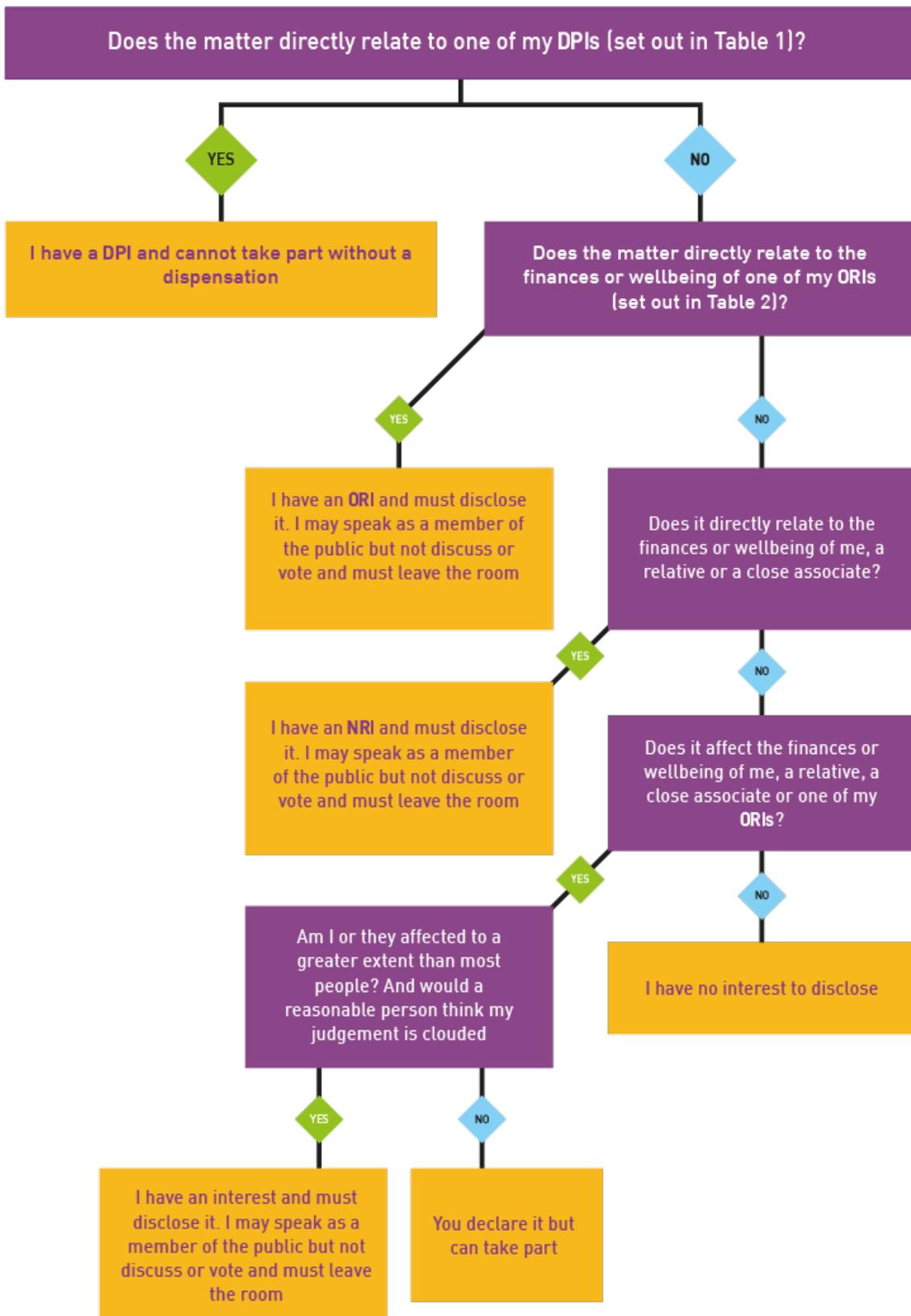


Table 1: Disclosable Pecuniary Interests

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

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (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 Full Council meeting held on Tuesday 9th December 2025 at 7pm
in The Council Chamber, Diamond Jubilee Lodge, Hellesdon.**

Present: Cllr David Maidstone – Chair of the Council
Cllr David Britcher Cllr Roy Forder
Cllr Mike Hicks Cllr Sue Holland
Cllr Sarah Smith Cllr Nigel Barker
Cllr Greg Britton Cllr Shelagh Gurney
Cllr Ian Duckett Cllr Robin Sear
Cllr Mel Maidstone Cllr Lacey Douglass

Also present Mr. Richard Bishop (Locum Clerk), Mr. H Clark (Deputy Clerk) the newly appointed Parish Clerk Mr. Jonathan Hall was present as a member of the public, welcomed by the Chairman, due to start work on 5th January 2026.

1. Apologies and acceptance for absence

Apologies were received from the following Councillors and **Accepted**.

Cllr Bill Johnson, Cllr Andrew Locke, and Cllr David Fahy

2. Declarations of Interest and Dispensations

No declarations were made or dispensations applied for.

3. Minutes from Full Council meeting held 11th November 2025

The minutes of the meeting held on 11th November 2025 had been previously circulated. It was RESOLVED TO ACCEPT these minutes as a true and accurate record of the meeting with the changes of “parish council” to be change to “PC” for PC Sam Hales, and Cllr Shelagh Gurney to be change from “Shelia” to “Shelagh”.

4. Public Participation

a) To receive questions from the public.

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

There were no questions from members of the public.

5. Council Reports

a) To Receive clerk report

The Locum Clerks report detailed issues which would relate to various items on the agenda – these would be detailed as the meeting progressed.

b) To Note verbal reports from District and County Councillors

Cllr Lacey Douglass reported that they have been addressing the S106 application before the meeting, The application relating to the Whiffler had gone through however stated “Their feet will be held to the

Approved.....

Date.....

fire". Cllr Shelagh Gurney expanded from Cllr Lacey Douglass in relation to the Whiffler application, Cllr Gurney added that Mayoral Elections are postponed for 2 years and that residents she has spoken to are requesting drop curbs.

- c) To Receive any Updates from the Chairman
Nothing to add

6. Financial Matters a-e

- a) 30th November 2025 Financial Reports is still being produced with the Deputy Clerks absence, all financial reports shall be available on Full Council Meeting of 13/01/2025.
- f) To receive and consider VAT late submission and penalty notice of one point.
Noted and accepted by council.
- g) To receive and consider CIL Annual Return for 2024-25
Deputy Clerk informed the council that the CIL Annual Return 2024-25 has been submitted. The council noted the submission.
- h) To receive and conder CIL payment of £7852.63 and proposal to allocate to Earmarjed Reserves under community Centre Extension.
Cllr David Maidstone informed the council that the CIL payment cannot be used for the extension, and proposed that the CIL money be move to an Earmarked Reverse named "CIL 2025/26", 2nd by Cllr Lacey Douglass and ACCEPTED.
- i) To receive and consider quotation for Grass Verges for 2026 season.
It was proposed by Cllr David Maidstone to get at least two more quotes for grass verges to be cut, 2nd by Cllr Shelagh Gurney and ACCEPTED.
- j) To receive and consider quotation for utility bills/contracts for 2026/27
The council were informed that the quotes are still being compiled and not currently available. Item deferred to January full council meeting.

7. Committees

- a) To receive Events committee report and to note any decisions made.
Cllr Sarah Smith reported that the Senior Citizens Christmas party is to be held on the 13th of December 2025, and that the Community Centre is booked on the 19th of December 2025 for Christmas Carol Concert. Summer Fayre 2026 planning is starting and is in talks with "Norfolk Best".
- b) To receive Playing Fields, Allotments and Amenities committee report and to note any decisions made.
Cllr Mike Hicks reported that the next meeting is to be held on 15/12/25 and will report back after that meeting. Cllr Shelagh Gurney informed the council of the "Hellesdon" sign on the Low Road. She has spoken to the facilities manager and sated that she will try and source grant money for the repairs. Cllr Shelagh Gurney continues that she has access to £10,000 of community funds and is able to use this if Hellesdon Parish Council can match fund at Approximately £2500 towards the sign. Cllr Greg Britton stated regarding signs location outside Hellesdon Parish Hall and the sign should remain where it is. Cllr Roy Forder stated that the sign should be fully replaced and not repaired.

Approved.....

Date.....

- c) To receive Environment committee report and to note any decisions made.
Cllr Ian Duckett stated that he is to put in a bid to Broadland district council and is awaiting reply from Broadland.
- d) To receive Planning committee report and to note any decisions made
Cllr Greg Britton has nothing to report.
- e) To receive Staffing committee report and to note any decisions made.
Cllr David Britcher stated to council that if staff has issues and approach councillors, the staff needs to be directed to their line managers. Cllr David Britcher had nothing further to add.
- f) To receive Community Centre & Cafe Committee report and to note any decisions made.
Cllr Roy Forder reported that a meeting occurred on 3/11/25 and referred to staffing committee for agency staff. The café was cleaned and fire doors have now been installed. The community rate letters have been sent out and applications for the community rate will be reviewed at the next Community Centre and Café meeting. After this would be shown at the next full council meeting. Cllr Roy Forder informed the council for consideration for purchasing of sound equipment for the Sylvia Watling Room that needed to be installed as part of the renovations to the centre. It was proposed by Cllr Roy Forder to purchase the equipment and 2nd by Cllr Sue Holland and ACCEPTED.
- g) To receive minutes of Neighbourhood Plan workings group meeting on 27th October 2025 and consideration of the latest version of the neighbourhood Plan at the Pre-submission stage.
Cllr Shelagh Gurney had reviewed the draft and stated it will go to referendum. She advised the council to review over Christmas period and to be discussed at the next Full Council Meeting.

8. Projects

- a) To consider the issue of Car Parking at the Community Centre following the introduction of customer only car parking at The Bull Public House. The knock-on effect caused by shoppers using the Chemist.

Cllr Shelagh Gurney suggested to write to The Bull to open car park and continue as it had prior to the change. Cllr David Britcher Proposed that a letter is to be written to The Bull to reconsider customer only parking, 2nd by Cllr Robin sear and ACCEPTED.
- b) To consider Norfolk County Council Consultation on a single unitary proposal for the county and the implications a greater Norwich unitary has for Hellesdon as a parish.
The council discussed and noted the unitary proposal.
- c) To consider request from the NHS- Lung Cancer Screening programme in Norfolk and Waveney- to site a mobile unit in the community Centre Car Park for their next scanning site mid-late April 2026.
The Council discussed the programmed and due to the size of the mobile unit, the car park is not a suitable location.
- d) To consider allowing the newly appointed Parish Clerk Jonathan Hall Permission to stay for items 10 and 11 below for the purpose of continuity; N.B. a non-disclosure agreement has been signed. Cllr David Maidstone Proposed for Jonathan Hall to remain for items 10 and 11 for the purpose of continuity, 2nd by Cllr Greg Britton. 12 for, 1 opposed and CARRIED.

Approved.....

Date.....

9. **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 10, and 11 in view of the confidential nature of the business to be transacted**

It was RESOLVED to exclude the press and public.

10. **To receive update on Staffing Matters**

Staff had been given feedback, which was received positively, Inspections of the café was complete and any issues were addressed. A report will be shared with the staffing committee. Spot checks will be conducted by facilities manager and has been delegated to staffing committee going forward.

Cllr Shelagh Gurney raised concern over staff setting up tree at The Bull Public House. The council was informed that a risk assessment was complete by facilities manager and will be passed over to staffing committee at next meeting.

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

The council discussed that Cllr David Fahy shall conduct investigation and facilities manager will give summary on staff members performance.

12. **Matters for the Next Agenda – Full Council 13th January 2026**

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

Utility contracts

Neighbourhood Plan.

Meeting closed at 8:33pm

Approved.....

Date.....

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2025	Business Current Account 2077	500.00
31/10/2025	Business savers account 4401	732,144.56
31/10/2025	Petty Cash	135.14
31/10/2025	Active Saver 7702	349,838.68
31/10/2025	Account 73554503	84,291.40
31/10/2025	Number 2 account 0958	0.00
31/10/2025	Cafe float	100.00

1,167,009.78

Receipts not on Bank Statement

0.00

Closing Balance

1,167,009.78

All Cash & Bank Accounts

1	Current Bank Account	732,644.56
2	Petty Cash	135.14
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	1,167,009.78

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/10/2025	Broadland District Council	£1,259.00	Business rate Comm Centre
01/10/2025	Broadland District Council	£384.00	Business rates Workshop
01/10/2025	Broadland District Council	£184.00	Business rates stores
01/10/2025	Public Works Loan Board	£12,602.25	PWLB
01/10/2025	Iris Software Limited	£40.80	Staffology Software
03/10/2025	Toombs Butchers	£85.74	Cafe purchases CARD PAID
03/10/2025	Toombs Butchers	£37.85	Cafe Purchases CARD PAID
03/10/2025	Toombs Butchers	£43.37	Cafe Purchases CARD PAID
06/10/2025	Barclays Bank Plc	£28.26	Charges for 13Aug-14Sept
08/10/2025	UK Fuels Ltd	£89.75	Fuel Card
10/10/2025	O2	£417.96	Telecoms invoice
13/10/2025	Anglia Culinary Suppliers Ltd	£130.23	Cafe purchases
13/10/2025	Amazon	£454.52	gloves/laundry capsules
13/10/2025	Calypso Coffee	£203.96	Cafe purchases
13/10/2025	Carl Simon Disco	£300.00	Disco entertainment Halloween
13/10/2025	Easters Norwich Ltd	£179.79	Cafe purchases
13/10/2025	Eastern Security Systems Ltd	£307.17	Sounder addr Callout 12/08/25
13/10/2025	Just Regional Publishing	£420.00	Just Hellesdon October 25
13/10/2025	PKF Littlejohn LLP	£2,016.00	External audit invoice
13/10/2025	Wrights Coaches	£1,417.00	Fri Friends transport 19/09/25
14/10/2025	Anglia Culinary Suppliers Ltd	£196.75	Cafe purchase
14/10/2025	Calypso Coffee	£110.65	Cafe purchases
14/10/2025	Easters Norwich Ltd	£92.57	Cafe purchases
14/10/2025	Eastern Security Systems Ltd	£129.00	Call out 01/10/25
14/10/2025	Hugh Crane Equipment	£281.29	Cleaning Materials
14/10/2025	Norfolk County Council	£119.34	NPLaw Fee Sept 25
14/10/2025	Osiris Technologies	£728.48	It Monthly support
14/10/2025	Pest Express Ltd	£486.00	Pest monitoring Oct25-Apr26
14/10/2025	Anglia Culinary Suppliers Ltd	£270.97	Cafe purchases
14/10/2025	Amazon	£63.46	cleaner/poster stand
14/10/2025	Calypso Coffee	£28.60	Cafe purchase w/ credit note
14/10/2025	Calypso Coffee	£95.54	Cafe purchases
14/10/2025	Norse Commercial Services Ltd	£124.80	Locking of parks September 202
14/10/2025	Norse Eastern Ltd	£1,251.46	Verge cutting September 2025
14/10/2025	KSD Events	£150.00	Halloween event
17/10/2025	Total Gas & Power	£206.46	Gas Invoice CC
21/10/2025	Total Gas & Power	£613.98	Electricity Invoice
21/10/2025	Total Gas & Power	£460.17	Electricity Invoice Office
23/10/2025	Total Gas & Power	£34.40	Electricity invoice Allotments

27/10/2025	Broadland District Council	£644.00	Business rates office & premis
27/10/2025	Biffa	£238.14	Waste Collection
28/10/2025	Veolia	£47.56	Waste Collection
	Total Payments	£26,975.27	

Cash Received between 01/10/2025 and 31/10/2025

Date	Cash Received from	Receipt Description	Receipt Total
01/10/2025	Regular Hirer	HCC Hire	£90.68
01/10/2025	Takings - Cafe	Card payments	£202.60
02/10/2025	Takings - Cafe	Card Payments	£146.50
03/10/2025	Regular Hirer	HCC Hire	£347.52
03/10/2025	Takings - Cafe	Card payments	£195.10
06/10/2025	Takings - Cafe	Cash Payments	£462.00
06/10/2025	Takings - Cafe	Card payments	£142.15
07/10/2025	Regular Hirer	HCC Hire	£126.41
07/10/2025	Regular Hirer	HCC Hire	£596.98
07/10/2025	Regular Hirer	HCC Hire	£127.25
07/10/2025	Regular Hirer	HCC Hire	£89.59
07/10/2025	Regular Hirer	HCC Hire	£37.78
07/10/2025	Regular Hirer	HCC Hire	£358.27
07/10/2025	Regular Hirer	HCC Hire	£144.24
08/10/2025	Allotment User	Allotment rent	£48.00
08/10/2025	Regular Hirer	HCC Hire	£183.62
08/10/2025	Regular Hirer	HCC Hire	£448.24
08/10/2025	Regular Hirer	HCC Hire	£143.97
08/10/2025	Regular Hirer	HCC Hire	£188.89
08/10/2025	Takings - Cafe	Card payments	£202.20
09/10/2025	Allotment User	Allotment rent	£48.00
09/10/2025	Halloween event	Halloween Tickets	£27.50
09/10/2025	Regular Hirer	HCC Hire	£99.00
09/10/2025	Regular Hirer	HCC Hire	£135.93
09/10/2025	Takings - Cafe	Card payments	£103.70
10/10/2025	Allotment User	Allotment rent	£48.00
10/10/2025	Regular Hirer	HCC Hire	£188.26
10/10/2025	Regular Hirer	HCC Hire	£105.72
10/10/2025	Regular Hirer	HCC Hire	£113.30
10/10/2025	Regular Hirer	HCC Hire	£167.80
10/10/2025	Regular Hirer	HCC Hire	£90.62
10/10/2025	Regular Hirer	HCC Hire	£45.73
10/10/2025	Takings - Cafe	Card payments	£176.20
13/10/2025	Regular Hirer	HCC Hire	£68.70
13/10/2025	Regular Hirer	HCC Hire	£136.00
13/10/2025	Regular Hirer	HCC Hire	£22.66
13/10/2025	Regular Hirer	HCC Hire	£90.64
13/10/2025	Takings - Cafe	Cash payments	£550.03

13/10/2025	Takings - Cafe	Card payments	£61.03
13/10/2025	Takings - Cafe	Card payments	£67.55
14/10/2025	Halloween event	Halloween tickets	£15.00
14/10/2025	Regular Hirer	HCC Hire	£484.46
14/10/2025	Regular Hirer	HCC Hire	£225.49
14/10/2025	Regular Hirer	HCC Hire	£85.74
14/10/2025	Regular Hirer	HCC Hire	£169.90
14/10/2025	Regular Hirer	HCC Hire	£13.99
14/10/2025	Regular Hirer	HCC Hire	£123.38
14/10/2025	Regular Hirer	HCC Hire	£183.87
15/10/2025	Takings - Cafe	Card Payments	£148.90
16/10/2025	Regular Hirer	HCC Hire	£126.41
17/10/2025	Regular Hirer	HCC Hire	£362.72
17/10/2025	Regular Hirer	HCC Hire	£271.88
17/10/2025	Regular Hirer	HCC Hire	£362.72
17/10/2025	Regular Hirer	HCC Hire	£339.85
17/10/2025	Takings - Cafe	Card payments	£98.40
20/10/2025	Halloween Event	Halloween Tickets	£22.50
20/10/2025	Regular Hirer	HCC Hire	£20.99
20/10/2025	Regular Hirer	HCC Hire	£79.34
20/10/2025	Takings - Cafe	Card Payments	£223.14
20/10/2025	Takings - Cafe	Card payments	£143.80
21/10/2025	Regular Hirer	HCC Hire	£463.33
21/10/2025	Regular Hirer	HCC Hire	£13.99
22/10/2025	Regular Hirer	HCC Hire	£101.39
22/10/2025	Takings - Cafe	Card Payments	£2.60
23/10/2025	Regular Hirer	HCC Hire	£214.75
23/10/2025	Takings - Cafe	Card payments	£126.65
24/10/2025	Broadland District Council	CIL Payment	£7,852.63
24/10/2025	Regular Hirer	HCC Hire	£55.00
24/10/2025	Takings - Cafe	Card payments	£69.90
27/10/2025	Halloween event	Halloween Tickets	£47.50
27/10/2025	Regular Hirer	HCC Hire	£317.20
27/10/2025	Regular Hirer	HCC Hire	£79.30
27/10/2025	Regular Hirer	HCC Hire	£133.48
27/10/2025	Takings - Cafe	Card payments	£76.80
28/10/2025	Regular Hirer	HCC Hire	£661.90
29/10/2025	Regular Hirer	HCC Hire	£31.49
29/10/2025	Regular Hirer	HCC Hire	£60.46
29/10/2025	Takings - Cafe	card payments	£156.70
30/10/2025	Allotment User	Allotment rent	£24.00
30/10/2025	Takings - Cafe	Card payments	£144.20

31/10/2025 Regular Hirer	HCC Hire	£334.04
31/10/2025 Takings - Cafe	Card payments	£115.20
	Total Receipts	£21,213.35

10:08

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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	18,320	0	(18,320)			0.0%	
1415 Community Centre Inc SW Room	24,423	15,479	0	(15,479)			0.0%	
1420 Community Centre Inc OH Room	13,643	10,023	0	(10,023)			0.0%	
1435 Warm room grants	500	0	0	0			0.0%	
1440 Community Centre Inc Ww Room	4,079	4,215	0	(4,215)			0.0%	
1445 Community centre kitchenette	1,425	864	0	(864)			0.0%	
1455 Community centre stage hire	589	594	0	(594)			0.0%	
1460 Hire of flasks	574	348	0	(348)			0.0%	
1470 Hire of urn	44	69	0	(69)			0.0%	
1475 Storage charge	1,018	709	0	(709)			0.0%	
1476 Rent old parish office	1,049	1,049	0	(1,049)			0.0%	
Community Centre :- Income	65,665	51,670	59,000	7,330			87.6%	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	17,787	29,500	11,713		11,713	60.3%	
4160 Repairs/Maintenance	14,163	9,289	0	(9,289)		(9,289)	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	53	11,719	36.5%	
4300 Equipment-Repair/Maintenance	1,107	1,029	700	(329)		(329)	147.0%	
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	8,792	3,500	(5,292)	325	(5,617)	260.5%	
4625 Senior Citizens club	191	787	0	(787)		(787)	0.0%	
4630 Consumables	549	329	750	421	94	327	56.4%	
4635 cleaning agents/materials	3,453	1,559	2,000	441	522	(81)	104.0%	
4645 Warm room expenditure	499	0	250	250	17	233	6.6%	
4695 community centre redevelopment	(116)	1,680	0	(1,680)	5,308	(6,988)	0.0%	
4696 community centre WC project	14,250	0	0	0		0	0.0%	
Community Centre :- Indirect Expenditure	95,697	53,592	65,114	11,522	6,375	5,147	92.1%	0
Net Income over Expenditure	(30,031)	(1,922)	(6,114)	(4,192)				
6000 plus Transfer from EMR	1,527	0	0	0				
Movement to/(from) Gen Reserve	(28,504)	(1,922)	(6,114)	(4,192)				

10:08

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
<u>110 Administration</u>								
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	7,853	0	(7,853)			0.0%	
Administration :- Income	639,108	641,889	634,037	(7,852)			101.2%	0
4065 councillor training	525	173	1,000	827		827	17.3%	
4070 Profess Fees/Agency Personnel	0	5,130	5,000	(130)		(130)	102.6%	
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	674	667	(7)		(7)	101.1%	
4480 Memberships & Subscriptions	1,970	1,493	2,374	881		881	62.9%	
4550 Insurance	11,431	12,931	12,125	(806)		(806)	106.6%	
4630 Consumables	0	23	0	(23)		(23)	0.0%	
Administration :- Indirect Expenditure	19,565	23,961	26,116	2,155	0	2,155	91.7%	0
Net Income over Expenditure	619,543	617,928	607,921	(10,007)				
6001 less Transfer to EMR	8,784	0	0	0				
Movement to/(from) Gen Reserve	610,759	617,928	607,921	(10,007)				
<u>120 Staff</u>								
4000 Admin Staff	94,931	46,398	127,393	80,995	4,698	76,296	40.1%	
4010 Groundstaff	69,402	43,093	88,424	45,331	30	45,301	48.8%	
4020 Care Takers	67,302	39,542	86,743	47,201		47,201	45.6%	
4025 Cafe Staff	29,887	19,123	34,293	15,170		15,170	55.8%	
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	18,515	38,000	19,485		19,485	48.7%	
4055 Staff training	1,645	3,715	4,500	785	2,074	(1,289)	128.7%	
4070 Profess Fees/Agency Personnel	3,011	11,943	4,127	(7,816)		(7,816)	289.4%	
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	223,341	438,470	215,129	6,899	208,231	52.5%	0
Net Expenditure	(395,115)	(223,341)	(438,470)	(215,129)				
<u>130 Council Office</u>								
1360 Electricity FIT	(2,844)	0	200	200			0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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	7,870	18,500	10,630		10,630	42.5%	
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%	
4305 Parts- Repair/Replace/Spare	0	37	0	(37)		(37)	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	144	550	406		406	26.1%	
4420 Telephone and Broadband	4,491	1,304	4,500	3,196		3,196	29.0%	
4425 IT Support and Maintenance	5,723	6,714	8,250	1,536	190	1,346	83.7%	
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	50	237	187		187	21.3%	
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	21,547	43,094	21,547		21,547	50.0%	
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	39,959	102,649	62,690	639	62,051	39.6%	0
Net Income over Expenditure	(90,049)	(39,959)	(100,449)	(60,490)				
<u>140 Neighbourhood Plan</u>								
1340 Neighbourhood Plan	35	0	0	0			0.0%	
Neighbourhood Plan :- Income	35	0	0	0				0

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
4135 Consultancy Fees	3,700	0	0	0		0	0.0%	
4600 Neighbourhood Plan	3,624	400	0	(400)		(400)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	7,324	400	0	(400)	0	(400)		0
Net Income over Expenditure	(7,289)	(400)	0	400				
<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	606	1,500	894		894	40.4%	
Investment :- Indirect Expenditure	1,252	606	1,500	894	0	894	40.4%	0
Net Income over Expenditure	12,803	5,722	2,691	(3,031)				
<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	57	300	243		243	19.0%	
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	376	1,750	1,374	0	1,374	21.5%	0
Net Expenditure	(1,472)	(376)	(1,750)	(1,374)				
6000 plus Transfer from EMR	140	0	0	0				
Movement to/(from) Gen Reserve	(1,331)	(376)	(1,750)	(1,374)				
<u>180 Media and Communications</u>								
4105 Newsletter-Printing/Distributi	4,795	1,690	4,500	2,810	140	2,670	40.7%	
4110 Website and Emails	617	0	1,774	1,774		1,774	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
4125 Other communications	0	0	0	0	150	(150)	0.0%	
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	2,305	7,574	5,269	315	4,954	34.6%	0
Net Expenditure	(5,537)	(2,305)	(7,574)	(5,269)				
<u>190 Stores</u>								
4150 Utilities & business rates	1,530	1,294	1,705	411		411	75.9%	
Stores :- Indirect Expenditure	1,530	1,294	1,705	411	0	411	75.9%	0
Net Expenditure	(1,530)	(1,294)	(1,705)	(411)				
<u>195 Tractor Shed</u>								
4150 Utilities & business rates	12,213	2,690	4,000	1,310		1,310	67.3%	
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	2,690	5,250	2,560	80	2,480	52.8%	0
Net Expenditure	(13,057)	(2,690)	(5,250)	(2,560)				
<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	1,067	6,050	4,983			17.6%	
Events :- Income	3,981	1,067	6,050	4,983			17.6%	0
4122 Events	7,027	2,756	9,000	6,244	579	5,665	37.1%	
4123 Bar trading costs	226	0	0	0		0	0.0%	
Events :- Indirect Expenditure	7,253	2,756	9,000	6,244	579	5,665	37.1%	0
Net Income over Expenditure	(3,272)	(1,689)	(2,950)	(1,261)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
<u>210</u> <u>Grounds</u>								
1200 Football Hire Charges	2,357	968	2,250	1,282			43.0%	
1210 Football Training Area Hire	825	723	1,000	277			72.3%	
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	18,673	20,467	1,794			91.2%	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	1,040	2,883	1,843		1,843	36.1%	
4205 Replacement Bins	381	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	5,210	1,414	6,700	5,286	40	5,246	21.7%	
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	9,386	11,000	1,614		1,614	85.3%	
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	16,978	47,195	30,217	1,781	28,436	39.7%	0
Net Income over Expenditure	(23,645)	1,695	(26,728)	(28,423)				
6000 plus Transfer from EMR	12,707	0	0	0				
Movement to/(from) Gen Reserve	(10,938)	1,695	(26,728)	(28,423)				
<u>220</u> <u>Machinery and Vehicles</u>								
4160 Repairs/Maintenance	1,426	170	2,000	1,830	241	1,589	20.5%	

10:08

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
4265 Fuel	1,871	1,023	3,000	1,978		1,978	34.1%	
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%	
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	11,287	19,170	7,883	560	7,323	61.8%	0
Net Expenditure	(11,540)	(11,287)	(19,170)	(7,883)				
<u>230 Trees</u>								
4240 Emergency Work	36	0	1,668	1,668	9	1,659	0.5%	
4450 Inspections	495	0	0	0		0	0.0%	
4455 work & inspections	0	0	5,000	5,000		5,000	0.0%	
Trees :- Indirect Expenditure	531	0	6,668	6,668	9	6,659	0.1%	0
Net Expenditure	(531)	0	(6,668)	(6,668)				
<u>240 Allotments</u>								
1100 Allotment Income	4,746	496	4,000	3,504			12.4%	
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	496	4,000	3,504			12.4%	0
4145 Landowner Rent	2,149	497	2,500	2,004		2,004	19.9%	
4150 Utilities & business rates	1,588	1,724	1,000	(724)		(724)	172.4%	
4170 Pest Control	0	413	600	188		188	68.8%	
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	3,867	6,200	2,333	33	2,300	62.9%	0
Net Income over Expenditure	(652)	(3,371)	(2,200)	1,171				

Detailed Income & Expenditure by Budget Heading 31/10/2025

Month No: 7

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
<u>250 Play Areas</u>								
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%	
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)				
<u>255 Hard Courts and Car Park</u>								
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)				
<u>260 Bowling Green</u>								
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)				
<u>265 Memorials</u>								
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 31/10/2025

Month No: 7

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	30,216	41,000	10,784			73.7%	
Cafe :- Income	52,031	30,216	41,000	10,784			73.7%	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	13,009	23,500	10,491	1,075	9,416	59.9%	
4711 Community fridge/ fruit & veg	119	0	250	250		250	0.0%	
Cafe :- Indirect Expenditure	27,623	17,107	25,350	8,243	1,083	7,160	71.8%	0
Net Income over Expenditure	24,408	13,110	15,650	2,540				
Grand Totals:- Income	802,062	753,552	776,739	23,187			97.0%	
Expenditure	735,899	404,118	778,738	374,620	18,457	356,163	54.3%	
Net Income over Expenditure	66,163	349,434	(1,999)	(351,433)				
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	349,434	(1,999)	(351,433)				

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 November 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/11/2025	Business Current Account 2077	500.00
30/11/2025	Business savers account 4401	675,904.09
30/11/2025	Petty Cash	123.66
30/11/2025	Active Saver 7702	349,838.68
30/11/2025	Account 73554503	84,291.40
30/11/2025	Number 2 account 0958	0.00
30/11/2025	Cafe float	100.00

1,110,757.83

Receipts not on Bank Statement

0.00

Closing Balance

1,110,757.83

All Cash & Bank Accounts

1	Current Bank Account	676,404.09
2	Petty Cash	123.66
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	1,110,757.83

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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 01/11/2025 and 30/11/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/11/2025	Barclays Bank Plc	£28.60	Commission for 15sep-21oct
03/11/2025	Broadland District Council	£184.00	Business rates Stores & prem
03/11/2025	Broadland District Council	£1,259.00	Business rates Comm Cen & Prem
03/11/2025	Broadland District Council	£384.00	Business Rates Workshop & Prem
03/11/2025	Iris Software Limited	£40.80	Staffology Invoice
03/11/2025	B&Q	£164.99	combi 40mm shackle lock
03/11/2025	Public Works Loan Board	£8,945.20	Public Works Loan
03/11/2025	Newsquest Media Group	£273.60	Vacancy advert CARD PAID
03/11/2025	Fast Fit Exhausts Ltd	£204.00	Track/Wheels replace CARD PAID
03/11/2025	The Post Office (hellesdon)	£50.40	Allotment letter CARD PAID
03/11/2025	The Rnage	£6.93	Events Halloween Item CARD PAI
03/11/2025	B&M	£46.50	Halloween event items CARD PAI
03/11/2025	AF motors	£72.21	Fuel CARD PAID
03/11/2025	Toombs Butchers	£43.25	Cafe Purchases CARD PAID
03/11/2025	Toombs Butchers	£6.33	Cafe purchases CARD PAID
03/11/2025	Toombs Butchers	£31.40	Cafe Purchases CARD PAID
03/11/2025	Toombs Butchers	£26.30	Cafe purchase CARD PAID
03/11/2025	Toombs Butchers	£49.20	Cafe Purchases CARD PAID
03/11/2025	Toombs Butchers	£24.89	Cafe Purchase CARD PAID
05/11/2025	UK Fuels Ltd	£59.10	Fuel Card
06/11/2025	Drayton Farms Ltd	£1,173.00	Allotment rent
10/11/2025	TV Licensing	£174.50	Tv Licence
11/11/2025	O2	£417.96	Telecoms invoice
12/11/2025	Easters Norwich Ltd	£465.72	Cafe purchases
12/11/2025	Calypso Coffee	£234.00	Cafe purchases
12/11/2025	Anglia Culinary Suppliers Ltd	£1,218.09	Cafe purchase
12/11/2025	Norfolk Parish Training & Supp	£5,080.80	Locum Invoice
12/11/2025	Norfolk Parish Training & Supp	£3,192.96	locum Invoice
12/11/2025	Norfolk Parish Training & Supp	£67.20	Autumn Seminar RF
12/11/2025	Amazon	£89.25	Halloween decorations
12/11/2025	Just Regional Publishing	£420.00	Just Hellesdon Oct 25
12/11/2025	Eastern Security Systems Ltd	£102.00	Call out fee 15/09/25
12/11/2025	Broadland District Council	£1,235.41	Commerical Waste HCC
12/11/2025	Collier Turf Care Ltd	£1,122.00	CTC Tru-Turf
12/11/2025	PKF Littlejohn	£2,016.00	External Audit,
12/11/2025	Norse Commercial Services Ltd	£124.80	Locking parks Oct 25
12/11/2025	Norse Eastern Ltd	£2,502.91	Verges cut Oct 25
17/11/2025	Anglian Water Business (Nation	£804.47	Water bill Comm Centre

17/11/2025	Total Gas & Power	£1,336.49	Gas invoice
21/11/2025	Total Gas & Power	£481.81	Electricity invoice
21/11/2025	Total Gas & Power	£878.91	Electricity invoice
24/11/2025	Biffa	£190.51	Waste collection
25/11/2025	Broadland District Council	£644.00	Business Rates Office & Prem
26/11/2025	Anglian Water Business (Nation	£220.30	Water bill Allotments
26/11/2025	Total Gas & Power	£34.64	Electricity Invoice
27/11/2025	Anglian Water Business (Nation	£94.17	Water bill allotments
28/11/2025	Veolia	£58.37	Waste collection
	Total Payments	£36,280.97	

Cash Received between 01/11/2025 and 30/11/2025

Date	Cash Received from	Receipt Description	Receipt Total
03/11/2025	HCC Hirer	Regular Hire	£20.98
03/11/2025	HCC Hirer	Regular Hire	£141.53
03/11/2025	Takings - Cafe	Card Payments	£206.40
03/11/2025	HCC Hirer	Regular Hire	£332.43
04/11/2025	S Hunt	Allotment Rent	£60.33
05/11/2025	HCC Hirer	Regular Hire	£96.18
05/11/2025	HCC Hirer	Regular Hire	£113.33
05/11/2025	Takings - Cafe	Card payments	£165.20
05/11/2025	HCC Hirer	Regular Hire	£218.02
06/11/2025	Takings - Cafe	Card payments	£191.25
07/11/2025	Allotment User	Allotment Rent	£24.00
07/11/2025	HCC Hirer	Regular Hire	£45.73
07/11/2025	Takings - Cafe	Card payments	£54.55
10/11/2025	HCC Hirer	Regular Hire	£12.59
10/11/2025	Takings - Cafe	card payments	£148.55
11/11/2025	HCC Hirer	Regular Hire	£109.92
11/11/2025	HCC Hirer	Regular Hire	£125.92
12/11/2025	Takings - Cafe	Card payments	£178.50
13/11/2025	HCC Hirer	Regular Hire	£49.53
14/11/2025	HCC Hirer	Regular Hire	£4.20
14/11/2025	HCC Hirer	Regular Hire	£20.98
17/11/2025	Allotment User	Allotment Rent	£48.00
21/11/2025	Allotment User	Allotment Rent	£48.00
24/11/2025	HCC Hirer	Regular Hire	£22.66
24/11/2025	HCC Hirer	Regular Hire	£143.49
26/11/2025	HCC Hirer	Regular Hire	£12.59
28/11/2025	HM Revenue & Customs	VAT refund	£5,736.52
		Total Receipts	£8,331.38

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	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	0	0	59,000	59,000			0.0%	
1410 Community Centre Inc ML Room	3,004	21,324	0	(21,324)			0.0%	
1415 Community Centre Inc SW Room	2,398	17,877	0	(17,877)			0.0%	
1420 Community Centre Inc OH Room	1,539	11,562	0	(11,562)			0.0%	
1440 Community Centre Inc Ww Room	693	4,908	0	(4,908)			0.0%	
1445 Community centre kitchenette	149	1,014	0	(1,014)			0.0%	
1455 Community centre stage hire	142	737	0	(737)			0.0%	
1460 Hire of flasks	55	403	0	(403)			0.0%	
1470 Hire of urn	18	87	0	(87)			0.0%	
1475 Storage charge	99	808	0	(808)			0.0%	
1476 Rent old parish office	0	1,049	0	(1,049)			0.0%	
Community Centre :- Income	8,097	59,768	59,000	(768)			101.3%	0
4150 Utilities & business rates	5,145	22,932	29,500	6,568		6,568	77.7%	
4160 Repairs/Maintenance	0	9,289	0	(9,289)		(9,289)	0.0%	
4240 Emergency Work	0	20	0	(20)		(20)	0.0%	
4250 PHS services	0	4,938	5,250	312		312	94.1%	
4295 Equipment - New/Replacement	4,448	11,139	18,464	7,325	273	7,051	61.8%	
4300 Equipment-Repair/Maintenance	0	1,029	700	(329)		(329)	147.0%	
4390 Materials	431	431	0	(431)	1	(432)	0.0%	
4435 Contingencies	0	0	1,500	1,500	55	1,445	3.7%	
4450 Inspections	120	288	700	413		413	41.1%	
4460 CCTV	0	50	0	(50)		(50)	0.0%	
4480 Memberships & Subscriptions	175	648	2,500	1,852		1,852	25.9%	
4560 Property Maintain/Replacement	0	8,792	3,500	(5,292)	325	(5,617)	260.5%	
4625 Senior Citizens club	0	787	0	(787)		(787)	0.0%	
4630 Consumables	23	352	750	398	94	304	59.4%	
4635 cleaning agents/materials	249	1,808	2,000	192	522	(329)	116.5%	
4645 Warm room expenditure	0	0	250	250	17	233	6.6%	
4695 community centre redevelopment	37	1,717	0	(1,717)	5,308	(7,025)	0.0%	
Community Centre :- Indirect Expenditure	10,628	64,220	65,114	894	6,595	(5,701)	108.8%	0
Net Income over Expenditure	(2,530)	(4,453)	(6,114)	(1,661)				
110 Administration								
1076 Precept	0	634,036	634,037	1			100.0%	
1099 Community Infrastructure	0	7,853	0	(7,853)			0.0%	
Administration :- Income	0	641,889	634,037	(7,852)			101.2%	0
4065 councillor training	0	173	1,000	827		827	17.3%	
4070 Profess Fees/Agency Personnel	0	5,130	5,000	(130)		(130)	102.6%	

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4465 External Audit	1,680	3,360	1,680	(1,680)		(1,680)	200.0%	
4470 Internal Audit	0	1,857	3,270	1,413		1,413	56.8%	
4475 Legal Fees	0	674	667	(7)		(7)	101.1%	
4480 Memberships & Subscriptions	0	1,493	2,374	881		881	62.9%	
4550 Insurance	0	12,931	12,125	(806)		(806)	106.6%	
4630 Consumables	0	23	0	(23)		(23)	0.0%	
Administration :- Indirect Expenditure	1,680	25,641	26,116	475	0	475	98.2%	0
Net Income over Expenditure	(1,680)	616,248	607,921	(8,327)				
120 Staff								
4000 Admin Staff	5,801	52,199	127,393	75,194	4,698	70,496	44.7%	
4010 Groundstaff	5,041	48,133	88,424	40,291	30	40,261	54.5%	
4020 Care Takers	6,090	45,633	86,743	41,110		41,110	52.6%	
4025 Cafe Staff	2,207	21,330	34,293	12,963		12,963	62.2%	
4030 Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040 PAYE	2,770	20,136	0	(20,136)		(20,136)	0.0%	
4045 Pension Scheme	2,742	21,258	38,000	16,742		16,742	55.9%	
4055 Staff training	0	3,715	4,500	785	2,074	(1,289)	128.7%	
4070 Profess Fees/Agency Personnel	4,234	16,177	4,127	(12,050)		(12,050)	392.0%	
4080 Employer NI	3,654	26,053	39,040	12,987		12,987	66.7%	
4090 Protective clothing/workwear	0	66	2,500	2,434	79	2,354	5.8%	
4345 Surface Clean Chemicals	0	391	0	(391)		(391)	0.0%	
4480 Memberships & Subscriptions	0	0	0	0	17	(17)	0.0%	
Staff :- Indirect Expenditure	32,539	255,880	438,470	182,590	6,899	175,692	59.9%	0
Net Expenditure	(32,539)	(255,880)	(438,470)	(182,590)				
130 Council Office								
1360 Electricity FIT	0	0	200	200			0.0%	
1365 Misc office income	0	0	2,000	2,000			0.0%	
Council Office :- Income	0	0	2,200	2,200			0.0%	0
4112 Advertising	0	428	500	72		72	85.6%	
4150 Utilities & business rates	1,046	8,916	18,500	9,584		9,584	48.2%	
4160 Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240 Emergency Work	0	0	0	0	45	(45)	0.0%	
4250 PHS services	0	0	136	136		136	0.0%	
4295 Equipment - New/Replacement	0	16	2,066	2,050	7	2,042	1.1%	
4300 Equipment-Repair/Maintenance	0	57	0	(57)		(57)	0.0%	
4305 Parts- Repair/Replace/Spare	0	37	0	(37)		(37)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	2	100	98		98	1.8%	
4415 Refreshments	4	147	550	403		403	26.8%	
4420 Telephone and Broadband	186	1,490	4,500	3,010		3,010	33.1%	
4425 IT Support and Maintenance	607	7,321	8,250	929	190	739	91.0%	
4430 Photocopier	0	364	1,500	1,136		1,136	24.3%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	175	650	1,000	350	0	350	65.0%	
4445 Postage	6	57	237	180		180	24.0%	
4450 Inspections	0	0	1,300	1,300		1,300	0.0%	
4485 Other Licences/Fees	392	715	3,750	3,035	204	2,831	24.5%	
4500 PWLB	8,945	30,493	43,094	12,601		12,601	70.8%	
4560 Property Maintain/Replacement	0	627	5,750	5,124	4	5,119	11.0%	
4565 Elections/Parish Poll	0	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%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	11,361	51,320	102,649	51,329	639	50,690	50.6%	0
Net Income over Expenditure	(11,361)	(51,320)	(100,449)	(49,129)				
<u>140 Neighbourhood Plan</u>								
4600 Neighbourhood Plan	0	400	0	(400)		(400)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	400	0	(400)	0	(400)		0
Net Expenditure	0	(400)	0	400				
<u>150 Investment</u>								
1080 Bank Interest Received	0	6,328	4,051	(2,277)			156.2%	
1090 Monthly Loyalty Rewards	0	0	92	92			0.0%	
1091 Cash back rebates	0	0	48	48			0.0%	
Investment :- Income	0	6,328	4,191	(2,137)			151.0%	0
4060 Bank Charges & card fees	45	651	1,500	849		849	43.4%	
Investment :- Indirect Expenditure	45	651	1,500	849	0	849	43.4%	0
Net Income over Expenditure	(45)	5,677	2,691	(2,986)				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>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</u> <u>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	0	0	400	400		400	0.0%	
4295 Equipment - New/Replacement	0	57	300	243		243	19.0%	
4390 Materials	0	171	0	(171)		(171)	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	0	376	1,750	1,374	0	1,374	21.5%	0
Net Expenditure	0	(376)	(1,750)	(1,374)				
<u>180</u> <u>Media and Communications</u>								
4105 Newsletter-Printing/Distributi	545	2,235	4,500	2,265	140	2,125	52.8%	
4110 Website and Emails	0	0	1,774	1,774		1,774	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	
4125 Other communications	0	0	0	0	150	(150)	0.0%	
4155 IT Infrastructure	34	299	600	301	25	276	54.0%	
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure	579	2,884	7,574	4,690	315	4,375	42.2%	0
Net Expenditure	(579)	(2,884)	(7,574)	(4,690)				
<u>190</u> <u>Stores</u>								
4150 Utilities & business rates	184	1,478	1,705	227		227	86.7%	
Stores :- Indirect Expenditure	184	1,478	1,705	227	0	227	86.7%	0
Net Expenditure	(184)	(1,478)	(1,705)	(227)				
<u>195</u> <u>Tractor Shed</u>								
4150 Utilities & business rates	384	3,074	4,000	926		926	76.9%	
4450 Inspections	0	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	0	0	750	750	80	670	10.7%	
Tractor Shed :- Indirect Expenditure	384	3,074	5,250	2,176	80	2,096	60.1%	0
Net Expenditure	(384)	(3,074)	(5,250)	(2,176)				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	600	600	17	583	2.8%	
4120 Over 65 Entertainment	0	(798)	250	1,048		1,048	(319.0%)	
4630 Consumables	0	0	100	100	40	60	40.0%	
Residents' Parties :- Indirect Expenditure	0	(798)	950	1,748	57	1,691	(78.0%)	0
Net Expenditure	0	798	(950)	(1,748)				
205 Events								
1480 Events income	0	1,067	6,050	4,983			17.6%	
Events :- Income	0	1,067	6,050	4,983			17.6%	0
4122 Events	0	2,756	9,000	6,244	579	5,665	37.1%	
Events :- Indirect Expenditure	0	2,756	9,000	6,244	579	5,665	37.1%	0
Net Income over Expenditure	0	(1,689)	(2,950)	(1,261)				
210 Grounds								
1200 Football Hire Charges	413	1,381	2,250	869			61.4%	
1210 Football Training Area Hire	194	918	1,000	82			91.8%	
1215 Grass cutting agreement	0	16,982	17,187	205			98.8%	
1270 Floodlights Income	0	0	30	30			0.0%	
Grounds :- Income	607	19,280	20,467	1,187			94.2%	0
4160 Repairs/Maintenance	0	629	0	(629)	1,365	(1,994)	0.0%	
4195 Keys/Locks	30	85	212	127	84	43	79.6%	
4200 Locking parks	0	1,040	2,883	1,843		1,843	36.1%	
4205 Replacement Bins	0	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	205	1,620	6,700	5,080	40	5,041	24.8%	
4215 Seats - Repair/Replacement	0	0	1,500	1,500		1,500	0.0%	
4220 Signage - New/Replacement	0	0	500	500		500	0.0%	
4225 Floodlights Maintenance/Repair	0	15	0	(15)		(15)	0.0%	
4235 grounds alarm system	0	215	0	(215)	60	(275)	0.0%	
4245 Highway grass verge cutting	0	9,386	11,000	1,614		1,614	85.3%	
4255 Skip hire	0	374	1,500	1,126	303	822	45.2%	
4260 Shrub/Tree/Hedge	0	64	1,500	1,436	15	1,421	5.3%	
4270 Fertilisers/Weed & Moss Killer	0	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	0	2,384	4,000	1,616		1,616	59.6%	
4300 Equipment-Repair/Maintenance	0	0	0	0	69	(69)	0.0%	
4320 Small tools	0	16	1,000	984	25	958	4.2%	
4325 fence repairs	3,774	3,774	5,000	1,226		1,226	75.5%	

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Various Equipment	0	0	0	0	10	(10)	0.0%	
4390 Materials	695	813	4,000	3,187	517	2,670	33.3%	
4395 Wetting Agents/Preservatives	0	0	250	250		250	0.0%	
4435 Contingencies	0	522	2,500	1,978		1,978	20.9%	
4635 cleaning agents/materials	64	64	450	386		386	14.1%	
Grounds :- Indirect Expenditure	4,768	21,746	47,195	25,449	3,124	22,325	52.7%	0
Net Income over Expenditure	(4,160)	(2,465)	(26,728)	(24,263)				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	170	2,000	1,830	241	1,589	20.5%	
4265 Fuel	0	1,023	3,000	1,978		1,978	34.1%	
4290 Servicing	0	756	3,500	2,744	782	1,962	44.0%	
4295 Equipment - New/Replacement	0	7,969	5,700	(2,269)	13	(2,282)	140.0%	
4305 Parts- Repair/Replace/Spare	0	545	0	(545)		(545)	0.0%	
4310 Hire of Machinery & vehicles	0	825	3,970	3,145	99	3,046	23.3%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	0	11,287	19,170	7,883	1,135	6,748	64.8%	0
Net Expenditure	0	(11,287)	(19,170)	(7,883)				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,668	1,668	9	1,659	0.5%	
4455 work & inspections	0	0	5,000	5,000		5,000	0.0%	
Trees :- Indirect Expenditure	0	0	6,668	6,668	9	6,659	0.1%	0
Net Expenditure	0	0	(6,668)	(6,668)				
<u>240 Allotments</u>								
1100 Allotment Income	180	677	4,000	3,323			16.9%	
Allotments :- Income	180	677	4,000	3,323			16.9%	0
4145 Landowner Rent	1,173	1,670	2,500	831		831	66.8%	
4150 Utilities & business rates	347	2,072	1,000	(1,072)		(1,072)	207.2%	
4170 Pest Control	0	413	600	188		188	68.8%	
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	0	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	16	16	300	284		284	5.4%	
Allotments :- Indirect Expenditure	1,537	5,404	6,200	796	33	764	87.7%	0
Net Income over Expenditure	(1,356)	(4,727)	(2,200)	2,527				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Play Areas								
4160 Repairs/Maintenance	0	2,028	0	(2,028)		(2,028)	0.0%	
4295 Equipment - New/Replacement	0	0	1,500	1,500		1,500	0.0%	
4300 Equipment-Repair/Maintenance	0	0	2,000	2,000		2,000	0.0%	
4335 Wooden Fence Repair/Maintain	98	98	0	(98)		(98)	0.0%	
4450 Inspections	0	300	350	50		50	85.7%	
Play Areas :- Indirect Expenditure	98	2,425	3,850	1,425	0	1,425	63.0%	0
Net Expenditure	(98)	(2,425)	(3,850)	(1,425)				
255 Hard Courts and Car Park								
1225 Outside courts	0	1,125	1,816	691			61.9%	
Hard Courts and Car Park :- Income	0	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	0	0	500	500		500	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	1,125	(184)	(1,309)				
260 Bowling Green								
1240 Bowls Hire Charges	0	2,088	2,090	2			99.9%	
Bowling Green :- Income	0	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	0	0	2,200	2,200	30	2,170	1.4%	
Bowling Green :- Indirect Expenditure	0	1,804	2,400	596	30	566	76.4%	0
Net Income over Expenditure	0	284	(310)	(594)				
265 Memorials								
4360 Rose Renewal	0	0	400	400		400	0.0%	
4370 Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575 War Memorial	0	0	350	350	7	343	1.9%	
Memorials :- Indirect Expenditure	0	61	750	689	19	670	10.7%	0
Net Expenditure	0	(61)	(750)	(689)				

Detailed Income & Expenditure by Budget Heading 30/11/2025

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>270</u> <u>Traffic Highways/Environment</u>								
1350 Parish Partnership grant	0	0	1,888	1,888			0.0%	
Traffic Highways/Environment :- Income	0	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	0	0	3,777	3,777		3,777	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	0	18	4,777	4,759	0	4,759	0.4%	0
Net Income over Expenditure	0	(18)	(2,889)	(2,871)				
<u>300</u> <u>Cafe</u>								
1500 Café Income	673	30,889	41,000	10,111			75.3%	
Cafe :- Income	673	30,889	41,000	10,111			75.3%	0
4295 Equipment - New/Replacement	0	3,551	0	(3,551)		(3,551)	0.0%	
4300 Equipment-Repair/Maintenance	0	102	700	598		598	14.6%	
4450 Inspections	0	444	0	(444)		(444)	0.0%	
4630 Consumables	0	0	750	750		750	0.0%	
4635 cleaning agents/materials	0	0	150	150	8	142	5.3%	
4710 Café Purchases	1,104	14,113	23,500	9,387	1,075	8,312	64.6%	
4711 Community fridge/ fruit & veg	50	50	250	200		200	20.2%	
Cafe :- Indirect Expenditure	1,155	18,261	25,350	7,089	1,083	6,006	76.3%	0
Net Income over Expenditure	(482)	12,628	15,650	3,022				
Grand Totals:- Income	9,558	763,110	776,739	13,629			98.2%	
Expenditure	64,956	469,074	778,738	309,664	20,595	289,069	62.9%	
Net Income over Expenditure	(55,399)	294,035	(1,999)	(296,034)				
Movement to/(from) Gen Reserve	(55,399)	294,035	(1,999)	(296,034)				

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	Business Current Account 2077	740.75
31/12/2025	Business savers account 4401	636,020.91
31/12/2025	Petty Cash	227.10
31/12/2025	Active Saver 7702	350,859.44
31/12/2025	Account 73554503	84,537.34
31/12/2025	Number 2 account 0958	0.00
31/12/2025	Cafe float	100.00

1,072,485.54

All Cash & Bank Accounts

1	Current Bank Account	636,761.66
2	Petty Cash	227.10
3	Active Saver 7702	350,859.44
4	Active Saver Emergency 4503	84,537.34
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	1,072,485.54

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
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 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/12/2025	B&Q	£8.97	Hex NUTA2 SS6X X10
01/12/2025	Broadland District Council	£184.00	Business rates stores and prem
01/12/2025	Broadland District Council	£1,259.00	Business Rates comm cen & prem
01/12/2025	Broadland District Council	£384.00	Business rates workshop & Prem
03/12/2025	Iris Software Limited	£40.80	Staffology Invoice
03/12/2025	Toombs Butchers	£37.79	Cafe Purchase CARD PAID
03/12/2025	Toombs Butchers	£48.86	Cafe purchases CARD PAID
03/12/2025	Toombs Butchers	£5.72	Cafe purchases
03/12/2025	Toombs Butchers	£19.48	Cafe purchase CARD PAID
03/12/2025	Nisbets Catering Equipment	£27.33	Tap for repairs CARD PAID
03/12/2025	Toombs Butchers	£50.39	Cafe purchase CARD PAID
03/12/2025	Toombs Butchers	£44.24	Cafe purchases CARD PAID
03/12/2025	CANVA	£100.00	Canva Subscription CARD PAID
03/12/2025	Zurich Insurance PLC	£100.00	Insurance Excess
05/12/2025	Barclays Bank Plc	£16.08	Charges 13oct-12nov
10/12/2025	O2	£417.96	telecoms Invoice
10/12/2025	UK Fuels Ltd	£111.75	Fuel Card November
11/12/2025	Barclaycard Commercial	£300.90	funds for Senior xmas party
16/12/2025	Anglia Culinary Suppliers Ltd	£249.06	cafe purchase
16/12/2025	Active HR	£98.42	Report & Overview
16/12/2025	Amazon	£136.89	Bug zapper lamp
16/12/2025	Calypso Coffee	£109.44	coffee machine repair
16/12/2025	Broadland UK Ltd	£30.00	Keys cut
16/12/2025	Collier Turf Care Ltd	£834.00	Prestige col-mark sport white
16/12/2025	Dazzle Cleaning	£220.00	Window cleaning HCC
16/12/2025	DD Health & Safety Supplies Lt	£144.66	Cleaning materials and PPE
16/12/2025	Easters Norwich Ltd	£182.02	Cafe purchase
16/12/2025	G & G Fencing Ltd	£4,528.56	Supply and fit V mesh fencing
16/12/2025	Hugh Crane Equipment	£545.19	Cleaning material
16/12/2025	Just Regional Publishing	£654.00	Just Hellesdon Dec 25
16/12/2025	The Society of Local Council C	£240.00	Clerk Advertisement Package
16/12/2025	Osiris Technologies	£728.48	Monthly IT Support
16/12/2025	Universal Carpentry & Building	£5,337.71	HCC phase 3 fire doors
16/12/2025	Viking Direct	£209.47	Stationary
16/12/2025	Total Gas & Power	£1,730.29	Gas invoice
17/12/2025	Barclaycard Commercial	£614.00	Sound equipment SW funds
22/12/2025	Biffa	£198.93	Waste collection
23/12/2025	Total Gas & Power	£1,088.28	Electricity Invoice

23/12/2025 Total Gas & Power	£34.37	Electricity invoice
23/12/2025 Total Gas & Power	£773.75	Electricity Invoice
23/12/2025 Anglia Culinary Suppliers Ltd	£317.00	Cafe Purchase
23/12/2025 Amazon	£240.04	spoons, saucers, and cups
23/12/2025 Annie Threadkell	£230.00	Senior citizens xmas entertain
23/12/2025 Canon UK Ltd	£253.40	Photocopier Rent
23/12/2025 Calypso Coffee	£267.50	Cafe purchases
23/12/2025 Collective Community Planning	£240.00	NDP meeting 27/10/25
23/12/2025 Dazzle Cleaning	£80.00	Window cleaning
23/12/2025 Easters Norwich Ltd	£180.63	Cafe purchases
23/12/2025 Eastern Security Systems Ltd	£144.00	Inspection/Testing
23/12/2025 P J Plumbing Heating & Mainten	£146.42	Toilet Repairs
23/12/2025 PLG Farm Supplies Ltd	£117.00	softwood stakes
23/12/2025 The Society of Local Council C	£144.00	ILCA Fee DM
29/12/2025 Veolia	£47.56	Waste Collection
29/12/2025 Broadland District Council	£644.00	Business Rates Office & Prem
Total Payments	£24,896.34	

Cash Received between 01/12/2025 and 31/12/2025

Date	Cash Received from	Receipt Description	Receipt Total
01/12/2025	Regular Hirer	HCC Hire	£37.78
02/12/2025	Regular Hirer	HCC Hire	£140.40
02/12/2025	Regular Hirer	HCC Hire	£75.52
02/12/2025	Regular Hirer	HCC Hire	£37.78
03/12/2025	Regular Hirer	HCC Hire	£657.44
03/12/2025	Regular Hirer	HCC Hire	£85.74
05/12/2025	Allotment Holder	Allotment rent	£66.35
05/12/2025	Allotment Holder	Allotment rent	£66.35
05/12/2025	Regular Hirer	HCC Hire	£268.77
05/12/2025	Regular Hirer	HCC Hire	£75.01
05/12/2025	Regular Hirer	HCC Hire	£343.72
05/12/2025	Regular Hirer	HCC Hire	£90.64
05/12/2025	Regular Hirer	HCC Hire	£98.93
05/12/2025	Regular Hirer	HCC Hire	£101.94
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£48.00
08/12/2025	Barclays Bank Plc	Interest Paid gross 8se	£2,020.32
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£42.35
08/12/2025	Allotment Holder	Allotment Rent	£48.00
08/12/2025	Allotment Holder	Allotment rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment rent	£42.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Allotment Holder	Allotment Rent	£24.00
08/12/2025	Allotment Holder	Allotment Rent	£66.35
08/12/2025	Regular Hirer	HCC Hire	£132.15
08/12/2025	Regular Hirer	HCC Hire	£90.62
08/12/2025	Regular Hirer	HCC Hire	£68.70
08/12/2025	Regular Hirer	HCC Hire	£331.11
08/12/2025	Regular Hirer	HCC Hire	£94.95
08/12/2025	Allotment Holder	Allotment rent	£66.35

09/12/2025	Regular Hirer	HCC Hire	£30.23
09/12/2025	Regular Hirer	HCC Hire	£272.20
10/12/2025	Allotment Holder	Allotment Rent	£66.35
10/12/2025	Allotment Holder	Allotment Rent	£66.35
10/12/2025	Allotment Holder	Allotment Rent	£66.35
10/12/2025	Allotment Holder	Allotment Rent	£66.35
10/12/2025	Allotment Holder	Allotment Rent	£66.35
10/12/2025	Allotment Holder	Allotment Rent	£66.35
10/12/2025	Regular Hirer	HCC Hire	£270.81
10/12/2025	Regular Hirer	HCC Hire	£125.93
10/12/2025	Regular Hirer	HCC Hire	£592.99
10/12/2025	Regular Hirer	HCC Hire	£358.27
10/12/2025	Regular Hirer	HCC Hire	£299.45
10/12/2025	Regular Hirer	HCC Hire	£226.74
10/12/2025	Regular Hirer	HCC Hire	£127.25
10/12/2025	Regular Hirer	HCC Hire	£37.22
10/12/2025	Regular Hirer	HCC Hire	£85.74
11/12/2025	Allotment Holder	Allotment Rent	£66.35
11/12/2025	Allotment Holder	Allotment Rent	£66.35
11/12/2025	Allotment Holder	Allotment Rent	£66.35
11/12/2025	Allotment Holder	Allotment Rent	£66.35
11/12/2025	Regular Hirer	HCC Hire	£574.32
11/12/2025	Regular Hirer	HCC Hire	£79.32
11/12/2025	Regular Hirer	HCC Hire	£181.24
11/12/2025	Regular Hirer	HCC Hire	£83.95
11/12/2025	Regular Hirer	HCC Hire	£188.26
11/12/2025	Regular Hirer	HCC Hire	£90.64
11/12/2025	Regular Hirer	HCC Hire	£105.72
12/12/2025	Allotment Holder	Allotment Rent	£66.35
12/12/2025	Allotment Holder	Allotment Rent	£66.35
12/12/2025	Regular Hirer	HCC Hire	£56.67
12/12/2025	Regular Hirer	HCC Hire	£143.53
12/12/2025	Regular Hirer	HCC Hire	£118.26
12/12/2025	Regular Hirer	HCC Hire	£275.92
12/12/2025	Regular Hirer	HCC Hire	£55.21
15/12/2025	Allotment Holder	Allotment Rent	£132.70
15/12/2025	Regular Hirer	Hcc Hire	£72.93
15/12/2025	Regular Hirer	Hcc Hire	£340.06
15/12/2025	Allotment Holder	Allotment Rent	£66.35
16/12/2025	Allotment Holder	Allotment rent	£66.35
16/12/2025	Regular Hirer	HCC Hire	£180.17
16/12/2025	Takings - Cafe	Cash Payments	£2,854.72

17/12/2025	Halloween event	Halloween Event	£259.00
17/12/2025	Allotment Holder	Allotment Rent	£24.00
17/12/2025	Regular Hirer	HCC Hire	£277.70
17/12/2025	Regular Hirer	HCC Hire	£113.30
17/12/2025	Regular Hirer	HCC Hire	£160.36
17/12/2025	Regular Hirer	HCC Hire	£94.45
17/12/2025	Takings - Cafe	Cash payments	£1,123.75
18/12/2025	Allotment Holder	Allotment Rent	£66.35
18/12/2025	Regular Hirer	HCC Hire	£816.12
18/12/2025	Regular Hirer	HCC Hire	£543.76
19/12/2025	Regular Hirer	HCC Hire	£394.97
19/12/2025	Regular Hirer	HCC Hire	£50.82
19/12/2025	Regular Hirer	HCC Hire	£70.51
19/12/2025	Takings - Cafe	Card payments	£44.50
22/12/2025	Allotment Holder	Allotment Rent	£66.35
22/12/2025	Allotment Holder	allotment rent	£66.35
22/12/2025	Allotment Holder	Allotment rent	£48.00
22/12/2025	Regular Hirer	HCC Hire	£126.54
22/12/2025	Regular Hirer	HCC Hire	£200.86
22/12/2025	Regular Hirer	HCC Hire	£302.32
22/12/2025	Regular Hirer	HCC Hire	£75.01
22/12/2025	Regular Hirer	HCC Hire	£33.41
22/12/2025	Regular Hirer	HCC Hire	£102.10
22/12/2025	Regular Hirer	HCC Hire	£149.89
22/12/2025	Regular Hirer	HCC Hire	£24.75
22/12/2025	Regular Hirer	HCC Hire	£51.05
22/12/2025	Regular Hirer	HCC Hire	£24.75
22/12/2025	Regular Hirer	HCC Hire	£200.98
22/12/2025	Regular Hirer	HCC Hire	£162.18
22/12/2025	Regular Hirer	HCC Hire	£149.89
22/12/2025	Takings - Cafe	Card payments	£127.20
23/12/2025	Allotment Holder	Allotment Rent	£66.35
23/12/2025	Regular Hirer	HCC Hire	£598.15
23/12/2025	Regular Hirer	HCC Hire	£37.78
23/12/2025	Takings - Cafe	Card payments	£49.90
24/12/2025	Regular Hirer	HCC Hire	£75.52
24/12/2025	Regular Hirer	HCC Hire	£112.00
24/12/2025	Takings - Cafe	card payments	£116.25
29/12/2025	Allotment Holder	Allotment Rent	£66.35
29/12/2025	Allotment Holder	Allotment Rent	£66.35
29/12/2025	Regular Hirer	HCC Hire	£71.71
29/12/2025	Regular Hirer	HCC Hire	£353.30

29/12/2025	Takings - Cafe	Cash Payments	£2,981.26
29/12/2025	Takings - Cafe	Card Payments	£130.60
30/12/2025	Allotment Holder	Allotment Rent	£42.35
30/12/2025	Allotment Holder	Allotment Rent	£42.35
30/12/2025	Allotment Holder	Allotment Rent	£66.35
30/12/2025	Allotment Holder	Allotment Rent	£66.35
30/12/2025	Allotment Holder	Allotment Rent	£42.35
30/12/2025	Regular Hirer	HCC Hire	£113.30
30/12/2025	Takings - Cafe	Cash Payments	£180.06
31/12/2025	Allotment Holder	Allotment Rent	£66.35
31/12/2025	Regular Hirer	HCC Hire	£33.41
31/12/2025	Regular Hirer	HCC Hire	£33.41
		Total Receipts	£26,203.84

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	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	0	0	59,000	59,000			0.0%	
1410 Community Centre Inc ML Room	2,184	23,508	0	(23,508)			0.0%	
1415 Community Centre Inc SW Room	1,657	19,534	0	(19,534)			0.0%	
1420 Community Centre Inc OH Room	786	12,348	0	(12,348)			0.0%	
1440 Community Centre Inc Ww Room	615	5,522	0	(5,522)			0.0%	
1445 Community centre kitchenette	101	1,114	0	(1,114)			0.0%	
1455 Community centre stage hire	69	805	0	(805)			0.0%	
1460 Hire of flasks	54	457	0	(457)			0.0%	
1470 Hire of urn	14	101	0	(101)			0.0%	
1475 Storage charge	99	907	0	(907)			0.0%	
1476 Rent old parish office	0	1,049	0	(1,049)			0.0%	
Community Centre :- Income	5,577	65,345	59,000	(6,345)			110.8%	0
4150 Utilities & business rates	3,608	26,540	29,500	2,960		2,960	90.0%	
4160 Repairs/Maintenance	75	9,364	0	(9,364)		(9,364)	0.0%	
4240 Emergency Work	0	20	0	(20)		(20)	0.0%	
4250 PHS services	0	4,938	5,250	312		312	94.1%	
4295 Equipment - New/Replacement	383	11,522	18,464	6,942	273	6,668	63.9%	
4300 Equipment-Repair/Maintenance	464	1,493	700	(793)		(793)	213.3%	
4390 Materials	455	887	0	(887)	130	(1,016)	0.0%	
4435 Contingencies	0	0	1,500	1,500	55	1,445	3.7%	
4450 Inspections	0	288	700	413	221	192	72.6%	
4460 CCTV	0	50	0	(50)		(50)	0.0%	
4480 Memberships & Subscriptions	0	648	2,500	1,852		1,852	25.9%	
4560 Property Maintain/Replacement	0	8,792	3,500	(5,292)	675	(5,967)	270.5%	
4625 Senior Citizens club	0	787	0	(787)		(787)	0.0%	
4630 Consumables	0	352	750	398	94	304	59.4%	
4635 cleaning agents/materials	118	1,926	2,000	74	522	(448)	122.4%	
4645 Warm room expenditure	0	0	250	250	17	233	6.6%	
4695 community centre redevelopment	1,137	2,855	0	(2,855)	5,308	(8,163)	0.0%	
Community Centre :- Indirect Expenditure	6,241	70,461	65,114	(5,347)	7,294	(12,641)	119.4%	0
Net Income over Expenditure	(664)	(5,117)	(6,114)	(997)				
110 Administration								
1076 Precept	0	634,036	634,037	1			100.0%	
1099 Community Infrastructure	0	7,853	0	(7,853)			0.0%	
Administration :- Income	0	641,889	634,037	(7,852)			101.2%	0
4065 councillor training	0	173	1,000	827		827	17.3%	
4070 Profess Fees/Agency Personnel	0	5,130	5,000	(130)		(130)	102.6%	

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4465 External Audit	0	3,360	1,680	(1,680)		(1,680)	200.0%	
4470 Internal Audit	0	1,857	3,270	1,413		1,413	56.8%	
4475 Legal Fees	0	674	667	(7)		(7)	101.1%	
4480 Memberships & Subscriptions	810	2,303	2,374	71	380	(309)	113.0%	
4550 Insurance	100	13,031	12,125	(906)		(906)	107.5%	
4630 Consumables	0	23	0	(23)		(23)	0.0%	
Administration :- Indirect Expenditure	910	26,551	26,116	(435)	380	(815)	103.1%	0
Net Income over Expenditure	(910)	615,338	607,921	(7,417)				
120 Staff								
4000 Admin Staff	6,128	58,327	127,393	69,066	4,698	64,368	49.5%	
4010 Groundstaff	7,180	55,313	88,424	33,111	230	32,881	62.8%	
4020 Care Takers	6,100	51,733	86,743	35,010		35,010	59.6%	
4025 Cafe Staff	3,243	24,573	34,293	9,720		9,720	71.7%	
4030 Additional Staff	0	789	13,450	12,661		12,661	5.9%	
4040 PAYE	5,840	25,976	0	(25,976)		(25,976)	0.0%	
4045 Pension Scheme	4,867	26,125	38,000	11,875		11,875	68.8%	
4050 Staff Expenses	1	1	0	(1)		(1)	0.0%	
4055 Staff training	0	3,715	4,500	785	2,074	(1,289)	128.7%	
4070 Profess Fees/Agency Personnel	3,031	19,208	4,127	(15,081)		(15,081)	465.4%	
4080 Employer NI	7,830	33,883	39,040	5,157		5,157	86.8%	
4090 Protective clothing/workwear	0	66	2,500	2,434	79	2,354	5.8%	
4345 Surface Clean Chemicals	0	391	0	(391)		(391)	0.0%	
4480 Memberships & Subscriptions	0	0	0	0	17	(17)	0.0%	
Staff :- Indirect Expenditure	44,220	300,099	438,470	138,371	7,099	131,272	70.1%	0
Net Expenditure	(44,220)	(300,099)	(438,470)	(138,371)				
130 Council Office								
1360 Electricity FIT	0	0	200	200			0.0%	
1365 Misc office income	0	0	2,000	2,000			0.0%	
Council Office :- Income	0	0	2,200	2,200			0.0%	0
4112 Advertising	0	428	500	72		72	85.6%	
4150 Utilities & business rates	1,289	10,205	18,500	8,295		8,295	55.2%	
4160 Repairs/Maintenance	0	0	0	0	188	(188)	0.0%	
4240 Emergency Work	0	0	0	0	45	(45)	0.0%	
4250 PHS services	0	0	136	136		136	0.0%	
4295 Equipment - New/Replacement	0	16	2,066	2,050	7	2,042	1.1%	
4300 Equipment-Repair/Maintenance	0	57	0	(57)		(57)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Parts- Repair/Replace/Spare	0	37	0	(37)		(37)	0.0%	
4400 Chairman's Budget	0	0	1,500	1,500		1,500	0.0%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	2	100	98		98	1.8%	
4415 Refreshments	9	156	550	394		394	28.4%	
4420 Telephone and Broadband	187	1,677	4,500	2,823		2,823	37.3%	
4425 IT Support and Maintenance	641	7,962	8,250	288	191	97	98.8%	
4430 Photocopier	211	575	1,500	925		925	38.4%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	0	650	1,000	350	0	350	65.0%	
4445 Postage	0	57	237	180		180	24.0%	
4450 Inspections	0	0	1,300	1,300		1,300	0.0%	
4485 Other Licences/Fees	0	715	3,750	3,035	204	2,831	24.5%	
4500 PWLB	0	30,493	43,094	12,601		12,601	70.8%	
4560 Property Maintain/Replacement	20	647	5,750	5,104	4	5,099	11.3%	
4565 Elections/Parish Poll	0	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%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	2,356	53,677	102,649	48,972	640	48,333	52.9%	0
Net Income over Expenditure	(2,356)	(53,677)	(100,449)	(46,772)				
<u>140 Neighbourhood Plan</u>								
4600 Neighbourhood Plan	2,450	2,850	0	(2,850)		(2,850)	0.0%	
Neighbourhood Plan :- Indirect Expenditure	2,450	2,850	0	(2,850)	0	(2,850)		0
Net Expenditure	(2,450)	(2,850)	0	2,850				
<u>150 Investment</u>								
1080 Bank Interest Received	3,287	9,615	4,051	(5,564)			237.3%	
1090 Monthly Loyalty Rewards	0	0	92	92			0.0%	
1091 Cash back rebates	0	0	48	48			0.0%	
Investment :- Income	3,287	9,615	4,191	(5,424)			229.4%	0
4060 Bank Charges & card fees	28	679	1,500	821		821	45.3%	
Investment :- Indirect Expenditure	28	679	1,500	821	0	821	45.3%	0
Net Income over Expenditure	3,259	8,936	2,691	(6,245)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160</u> <u>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</u> <u>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	0	0	400	400		400	0.0%	
4295 Equipment - New/Replacement	0	57	300	243		243	19.0%	
4390 Materials	0	171	0	(171)		(171)	0.0%	
4630 Consumables	0	0	50	50		50	0.0%	
Health and Safety :- Indirect Expenditure	0	376	1,750	1,374	0	1,374	21.5%	0
Net Expenditure	0	(376)	(1,750)	(1,374)				
<u>180</u> <u>Media and Communications</u>								
4105 Newsletter-Printing/Distributi	0	2,235	4,500	2,265	140	2,125	52.8%	
4110 Website and Emails	0	0	1,774	1,774		1,774	0.0%	
4112 Advertising	0	350	0	(350)		(350)	0.0%	
4125 Other communications	0	0	0	0	150	(150)	0.0%	
4155 IT Infrastructure	0	299	600	301	25	276	54.0%	
4460 CCTV	0	0	500	500		500	0.0%	
4685 Noticeboards	0	0	200	200		200	0.0%	
Media and Communications :- Indirect Expenditure	0	2,884	7,574	4,690	315	4,375	42.2%	0
Net Expenditure	0	(2,884)	(7,574)	(4,690)				
<u>190</u> <u>Stores</u>								
4150 Utilities & business rates	184	1,662	1,705	43		43	97.5%	
Stores :- Indirect Expenditure	184	1,662	1,705	43	0	43	97.5%	0
Net Expenditure	(184)	(1,662)	(1,705)	(43)				
<u>195</u> <u>Tractor Shed</u>								
4150 Utilities & business rates	384	3,458	4,000	542		542	86.5%	
4450 Inspections	0	0	500	500		500	0.0%	
4560 Property Maintain/Replacement	0	0	750	750	80	670	10.7%	
Tractor Shed :- Indirect Expenditure	384	3,458	5,250	1,792	80	1,712	67.4%	0
Net Expenditure	(384)	(3,458)	(5,250)	(1,792)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Residents' Parties</u>								
4115 Consumable- Food/Beverage	0	0	600	600	17	583	2.8%	
4120 Over 65 Entertainment	230	(568)	250	818		818	(227.0%)	
4630 Consumables	0	0	100	100	40	60	40.0%	
Residents' Parties :- Indirect Expenditure	230	(568)	950	1,518	57	1,461	(53.8%)	0
Net Expenditure	(230)	568	(950)	(1,518)				
<u>205 Events</u>								
1480 Events income	247	1,314	6,050	4,736			21.7%	
Events :- Income	247	1,314	6,050	4,736			21.7%	0
4122 Events	895	3,651	9,000	5,349	579	4,771	47.0%	
Events :- Indirect Expenditure	895	3,651	9,000	5,349	579	4,771	47.0%	0
Net Income over Expenditure	(648)	(2,336)	(2,950)	(614)				
<u>210 Grounds</u>								
1200 Football Hire Charges	162	1,543	2,250	707			68.6%	
1210 Football Training Area Hire	131	1,049	1,000	(49)			104.9%	
1215 Grass cutting agreement	0	16,982	17,187	205			98.8%	
1270 Floodlights Income	0	0	30	30			0.0%	
Grounds :- Income	293	19,573	20,467	894			95.6%	0
4160 Repairs/Maintenance	22	651	0	(651)	1,343	(1,994)	0.0%	
4195 Keys/Locks	67	152	212	60	84	(24)	111.3%	
4200 Locking parks	130	1,170	2,883	1,713		1,713	40.6%	
4205 Replacement Bins	0	159	2,200	2,041		2,041	7.2%	
4210 Emptying Bins/Fresheners	198	1,818	6,700	4,882	40	4,842	27.7%	
4215 Seats - Repair/Replacement	0	0	1,500	1,500		1,500	0.0%	
4220 Signage - New/Replacement	0	0	500	500		500	0.0%	
4225 Floodlights Maintenance/Repair	0	15	0	(15)		(15)	0.0%	
4235 grounds alarm system	0	215	0	(215)	60	(275)	0.0%	
4245 Highway grass verge cutting	1,043	10,429	11,000	571		571	94.8%	
4255 Skip hire	0	374	1,500	1,126	303	822	45.2%	
4260 Shrub/Tree/Hedge	0	64	1,500	1,436	15	1,421	5.3%	
4270 Fertilisers/Weed & Moss Killer	0	586	0	(586)	15	(601)	0.0%	
4275 Contractor Spray	0	0	2,000	2,000		2,000	0.0%	
4295 Equipment - New/Replacement	0	2,384	4,000	1,616		1,616	59.6%	
4300 Equipment-Repair/Maintenance	0	0	0	0	69	(69)	0.0%	
4320 Small tools	0	16	1,000	984	25	958	4.2%	
4325 fence repairs	0	3,774	5,000	1,226		1,226	75.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380 Various Equipment	0	0	0	0	10	(10)	0.0%	
4390 Materials	0	813	4,000	3,187	517	2,670	33.3%	
4395 Wetting Agents/Preservatives	0	0	250	250		250	0.0%	
4435 Contingencies	0	522	2,500	1,978		1,978	20.9%	
4635 cleaning agents/materials	0	64	450	386		386	14.1%	
Grounds :- Indirect Expenditure	1,460	23,206	47,195	23,989	2,481	21,508	54.4%	0
Net Income over Expenditure	(1,167)	(3,633)	(26,728)	(23,095)				
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	170	2,000	1,830	241	1,589	20.5%	
4265 Fuel	166	1,188	3,000	1,812		1,812	39.6%	
4290 Servicing	172	928	3,500	2,572	782	1,790	48.9%	
4295 Equipment - New/Replacement	0	7,969	5,700	(2,269)	13	(2,282)	140.0%	
4305 Parts- Repair/Replace/Spare	0	545	0	(545)		(545)	0.0%	
4310 Hire of Machinery & vehicles	0	825	3,970	3,145	99	3,046	23.3%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	338	11,625	19,170	7,545	1,135	6,410	66.6%	0
Net Expenditure	(338)	(11,625)	(19,170)	(7,545)				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,668	1,668	9	1,659	0.5%	
4455 work & inspections	0	0	5,000	5,000		5,000	0.0%	
Trees :- Indirect Expenditure	0	0	6,668	6,668	9	6,659	0.1%	0
Net Expenditure	0	0	(6,668)	(6,668)				
<u>240 Allotments</u>								
1100 Allotment Income	3,058	3,734	4,000	266			93.4%	
Allotments :- Income	3,058	3,734	4,000	266			93.4%	0
4145 Landowner Rent	0	1,670	2,500	831		831	66.8%	
4150 Utilities & business rates	33	2,105	1,000	(1,105)		(1,105)	210.5%	
4170 Pest Control	0	413	600	188		188	68.8%	
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	0	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	16	300	284		284	5.4%	
Allotments :- Indirect Expenditure	33	5,437	6,200	763	33	731	88.2%	0
Net Income over Expenditure	3,025	(1,702)	(2,200)	(498)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Play Areas								
4160 Repairs/Maintenance	0	2,028	0	(2,028)		(2,028)	0.0%	
4295 Equipment - New/Replacement	0	0	1,500	1,500		1,500	0.0%	
4300 Equipment-Repair/Maintenance	0	0	2,000	2,000		2,000	0.0%	
4335 Wooden Fence Repair/Maintain	0	98	0	(98)		(98)	0.0%	
4450 Inspections	0	300	350	50		50	85.7%	
Play Areas :- Indirect Expenditure	0	2,425	3,850	1,425	0	1,425	63.0%	0
Net Expenditure	0	(2,425)	(3,850)	(1,425)				
255 Hard Courts and Car Park								
1225 Outside courts	0	1,125	1,816	691			61.9%	
Hard Courts and Car Park :- Income	0	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	0	0	500	500		500	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
Net Income over Expenditure	0	1,125	(184)	(1,309)				
260 Bowling Green								
1240 Bowls Hire Charges	0	2,088	2,090	2			99.9%	
Bowling Green :- Income	0	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	0	0	2,200	2,200	30	2,170	1.4%	
Bowling Green :- Indirect Expenditure	0	1,804	2,400	596	30	566	76.4%	0
Net Income over Expenditure	0	284	(310)	(594)				
265 Memorials								
4360 Rose Renewal	0	0	400	400		400	0.0%	
4370 Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575 War Memorial	0	0	350	350	7	343	1.9%	
Memorials :- Indirect Expenditure	0	61	750	689	19	670	10.7%	0
Net Expenditure	0	(61)	(750)	(689)				

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	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	0	0	1,888	1,888			0.0%	
Traffic Highways/Environment :- Income	0	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	0	0	3,777	3,777		3,777	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	0	18	4,777	4,759	0	4,759	0.4%	0
Net Income over Expenditure	0	(18)	(2,889)	(2,871)				
300 Cafe								
1500 Café Income	7,246	38,135	41,000	2,865			93.0%	
Cafe :- Income	7,246	38,135	41,000	2,865			93.0%	0
4295 Equipment - New/Replacement	0	3,551	0	(3,551)		(3,551)	0.0%	
4300 Equipment-Repair/Maintenance	0	102	700	598		598	14.6%	
4390 Materials	48	48	0	(48)		(48)	0.0%	
4450 Inspections	0	444	0	(444)		(444)	0.0%	
4630 Consumables	0	0	750	750		750	0.0%	
4635 cleaning agents/materials	68	68	150	82		82	45.3%	
4710 Café Purchases	1,162	15,276	23,500	8,224	1,075	7,149	69.6%	
4711 Community fridge/ fruit & veg	0	50	250	200		200	20.2%	
Cafe :- Indirect Expenditure	1,278	19,539	25,350	5,811	1,075	4,736	81.3%	0
Net Income over Expenditure	5,968	18,596	15,650	(2,946)				
Grand Totals:- Income	19,708	782,817	776,739	(6,078)			100.8%	
Expenditure	61,007	530,081	778,738	248,657	21,223	227,434	70.8%	
Net Income over Expenditure	(41,299)	252,736	(1,999)	(254,735)				
Movement to/(from) Gen Reserve	(41,299)	252,736	(1,999)	(254,735)				

**Minutes of the Meeting of the
Playing Fields, Allotments and Amenities Committee
held on Monday 15th December 2025 - 7pm at Diamond Jubilee Lodge**

Present: Cllr Mike Hicks (Chairman)
Cllr David Maidstone
Cllr Mel Maidstone
Cllr Shelagh Gurney

Also in Attendance:

Mr Dave Marshall (Admin minute taker) Mr Kevin Sage (Facilities Manager) Mr Chris Fisher (Deputy Facilities Manager)

The Chairman welcomed all to the meeting.

1. Apologies and acceptance for absence

Apologies were received from Cllr Nigel Barker

2. Declarations of Interest and Dispensations

No Declared interests or dispensations

3. Approval of the Minutes from 5th November 2025

The draft Minutes had been circulated from the meeting of 5th November 2025. These were **AGREED** and signed by the **committee Chairman Cllr Mike Hicks**, as a true and accurate record of the meeting.

4. Public Participation

(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 the public were in attendance.

5. Items from previous Minutes to discuss

NTA meeting was aborted. We were unable to proceed with the LTA joint meeting; it is now up to them to decide on the next steps. The control gate will come into operation once the CCTV installation is completed.

6. Allotment updates

a) Emptying sheds

After 6 months from 1st January 2026, it was decided to hire skips and empty all sheds that had received eviction letters. **Proposed by Cllr Mel Maidstone and Seconded by Cllr D Maidstone.**

b) Gate Padlock

The padlock at the allotment gate will be replaced. Keys will be available for all allotment holders to purchase from the council office. A letter will be sent to all plot holders with full purchase details. All records of key purchases will be retained by the Council office. **This was proposed by Cllr Mel Maidstone and Seconded by Cllr Shelagh Gurney.**

c) Water Metre readings

Going forward there will be more regular readings being carried out.

d) Bills for 2025/26

These have now been sent out to allotment holders including charges for water and pest control.

e) Broken Sewage Pipe

This has now been repaired and will be fitted with a protective cage to cover it to prevent any further damage.

f) Boiler repairs

Awaiting contractor response. Water is off. **Cllr Shelagh Gurney proposed requesting additional estimates; seconded by Cllr Mel Maidstone and agreed by all.**

7. Cottingham's Park

a) Grant for fruit trees

Proposal to plant dwarf fruit trees is contingent upon securing grant funding.

b) Fencing works at Cottingham's Park to enable expansion of the car park.

Further research is required before committing to the car park and fencing works, however, there is a need to allocate the available budget elsewhere in the interim. **Proposed by Cllr Mel Maidstone, seconded by Cllr Mike Hicks, all agreed.**

c) Fee proposal for Tree survey & Miyawaki

To be added to the next meeting.

8. Mountfield Park

Proposal for an outside Gym

It was decided to explore alternative uses of the funding that would support future development of the park. **Proposed by Cllr Mel Maidstone, seconded by Cllr David Maidstone.**

9. Community Centre Playing area

- It was proposed that the children's play area be temporarily remediated by peeling back the existing surface and installing additional wet pour to provide a short-term solution through the winter period. Topsoil and Type 1 material would then be applied, and the surface securely reinstated.
- It was **unanimously agreed** that the area would be reviewed in the following year, subject to the availability of sufficient funds within the allocated budget.
- Yellow and black warning tape has been installed on the barriers.

10. Discuss advert proposal for Council Notice boards.

It was agreed that only Parish Council–related items may be displayed on Parish notice boards.
Proposed by Cllr Shelagh Gurney, seconded by Cllr David Maidstone

11. Chipper Shredder for next year’s budget

The acquisition of a PTO-driven chipper was discussed, which would allow the resulting chippings to be reused for mulching and similar purposes. **It was agreed** that this item should be included in the budget and that three quotations would be obtained. It was also noted that hiring a chipper may prove to be a more cost-effective option.

12. Invoice for Verges

Cllr Shelagh Gurney, in her role as County Councillor, would contact NCC to obtain updates on the increased areas of grass cutting, difficult areas, and the proposed payment from NCC for 2026. She would liaise with the **Locum Clerk** on this matter and report back to the Committee.

The maintenance of the nine alleyways in Hellesdon was also discussed. It was agreed that responsibility for these would be handed back to NCC, except for those which the Parish Council has historically been responsible for, believed to be Heath Crescent and Mountfield Avenue, as it was not considered cost-effective to transfer these. **All agreed.**

13. TT Jones quoting bulkhead around tennis courts (flood lights)

Put forward to pay for the replacement flood lights as it was a good price.

Cllr David Maidstone proposed, seconded by Cllr Mel Maidstone All agreed.

14. Updating Ownership Signs

It was agreed that the proposal, including three obtained quotations, would be submitted to the full Council for consideration on behalf of the committee.

15. Repairs quote for the van

It was agreed by all to leave the matter as it currently stands.

16. liaison group members

A meeting was held with the Allotment Group. Key points discussed included:

- The water leak has been resolved.
- The toilets are on a separate supply.
- The members expressed a desire for more allotment holders to become members of the group. This will be advertised at the allotments.

17. Items for the next agenda

- **Use of Hoses at the Allotments**
- **Quarter plots and Half plots**

- Deposits for New Allotments
- Tree Care Quotes
- Plot holders to join Liaison Group.

18. Date and time for next meeting TBC

Meeting Closed at 9.12pm

DRAFT

Minutes of the meeting of the Planning Committee meeting held on Tuesday 23 December 2025 at 6:15 pm at the Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:

Cllr Greg Britton (Chairman)
Cllr Roy Forder

Also, in attendance Mr. H. Clark (Deputy Clerk, Minute Taker)

1. Apologies and acceptance for absence

The meeting was opened by the Chairman. No apologies had been received. As there were only two members present the Chair declared the meeting was inquorate and the meeting was closed.

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

The next scheduled meeting was due on 13 January 2026 at 6.15pm.

Meeting closed at 6.16pm

Approved.....

Date.....

**Minutes of the Meeting of The Community Centre and Café Committee,
Tuesday 16th December, 7pm
Held in The Council Chamber, Diamond Jubilee Lodge, Wood View Road,
Hellesdon**

Present at the Meeting

Cllr R. Forder (Chairman)
Cllr M. Hicks
Cllr N. Barker
Cllr D. Maidstone
Cllr M. Maidstone

Also in attendance

Mr K. Sage (Facilities Manager) Mr Dave Marshall (Admin minute taker) Mr Chris Fisher (Deputy Facilities Manager)

The Chairman welcomed all attendees, and opened the meeting at 7pm

1. Apologies and acceptance for absence

Apologies received from Cllr Shelagh Gurney, Cllr Sarah Smith, Cllr Lacey Douglass

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

Draft minutes were circulated from the meeting on 8th October 2025. These were **AGREED** and signed as a true and accurate record of the meeting.

4. Public Participation

There were no members of the public in attendance.

5. Community Café

a) Review of cleanliness and café reports

Big thanks to our facilities manager Kevin Sage for implementing the checks. Cllrs Sarah Smith and Cllr Mel Maidstone also thanked for their support and who would continue to take ongoing spot checks.

b) Use of Volunteers to help with current staff absence.

We have received three names who were willing to help volunteer within the café. They would need hygiene certification, which they would get reimbursed. Cllr Mel Maidstone and Cllr Sarah Smith to arrange chats with proposed volunteers, who would also need to have DB checks. **Proposed by Cllr Mel Maidstone and seconded by Cllr Mike Hicks, all agreed.**

Approved.....

Date.....

Community Centre & Café Committee Minutes

6. Community Centre Bookings

a) Review of the latest bookings dates & proposed changes

- Booking rules to be reviewed, adjusted, and enforced.
- Deposits to be handled strictly in line with hire agreements and rules.
- Bookings to continue as normal during the review period.
- Caretakers to approve all room bookings.
- Proposed arrangements to be passed to caretakers for public display.
- Residents may view rooms, booking approval rests with caretakers.

Proposed by Cllr Mel Maidstone, seconded by Cllr Mike Hicks.

b) Review on completed applications for community rate.

All applications for discounts rates have been reviewed and letters will be sent out to confirm if they have received the discounted rate or not. **Cllr Mike Hicks**, abstained on one account, due to conflict of interest.

7. Items for the next agenda

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

Date to be confirmed.

Approved.....

Date.....

Community Centre & Café Committee Minutes

DRAFT

Approved.....

Date.....

Community Centre & Café Committee Minutes

8a To consider switching bank account provider to Unity Bank from Barclays Bank.

Over 1100 Councils in England and Wales bank with Unity including notable organisations such as the SLCC. The Bank was set up to support not for profit organisations, charities and the public sector who have banking needs that differ from personal and commercial customers.

Unity understand the complexities of how a parish council operates and provide an excellent service. For example they can add or remove signatories to the account in days rather than months it takes a clearing bank to do so.

It also has an online presence so access can be made (via the usual security and verification) remotely aiding councillors to release payments more conveniently.

The cost of the monthly fee is £2 cheaper than our current providers Barclays and transactions fees vary depending of the type of activity you are conducting (i.e. paying in cheques, drawing cash etc..) Transactions are charged at 15p. This would mean that 50 items passing through the account would be charged at £7.50 which is very similar to pricing at Barclays.

Recommendation

The Parish Council is asked to

- consider the benefits of switching to Unity Bank which will considerably speed up dealing with administration changes and make payments easier.
- Agree to switch from Barclays to Unity Bank using the account transfer system which will take 7 days or less.

Clerk.

6.1.26

Unity Trust Bank (Unity Bank)

- **Ethical and socially responsible banking:** Funds ethically support UK community and charitable projects—aligning well with parish council values.
- **Transparent, low monthly fee:** £6/month across all turnover tiers, with clear transaction charges for mid-to-higher tiers.
- **No monthly payment transfer fees (for turnover <£100k):** Tier 1 excludes transfer charges, beneficial for low-volume councils.
- **Corporate MultiPay charge cards:** Card access for staff with customizable spending limits—supports delegated payments.
- **Switch Guarantee:** Participates in the Current Account Switch Service—seamless 7-day switch process.
- **FSCS-protected:** Funds protected up to £85k.
- **Dedicated relationship manager:** Tier 3 customers (turnover > £2M) gain personalized support—which may still apply to councils if eligible.

Cons:

- **No debit card, only charge cards:** Mandates immediate settlement; no credit/debit card facility.
- **Transaction fees above £100k turnover:** 15p per transfer in Tier 2; custom charges for Tier 3.
- **No cash deposit via Barclays/other banks:** Counter services handled via NatWest, RBS, Ulster branches or Post Office—less convenient for in-person cash deposits.
- **Limited public feedback:** Few customer reviews available; mixed feedback on usability.
- **Lack of high-interest savings:** Offers 0% AER on instant-access savings.

Barclays Business Account

Pros:

- **Free for first 12 months:** New customers pay no monthly fees in the first year.
- **Card availability:** Provides debit cards—widely usable and flexible.
- **Extensive physical presence:** Over 1,500 UK branches; supports branch-based transactions and in-person teller assistance.
- **Multiple account tiers:** Tailored accounts for startups, small/medium businesses, and charities—parish councils may fit within various eligibility criteria.
- **Accounting integrations & software perks:** Includes free FreshBooks invoicing and accounting tools.
- **Access to credit services:** Overdrafts, loans, and mortgages available.
- **FSCS protection:** Deposits safeguarded up to £85k.

Summary for Hellesdon Parish Council

Consideration	Unity Trust Bank	Barclays
Ethical alignment	Strong: community-focused funding	Standard commercial banking
Monthly fee	£6 flat fee	£8–£8.50
Transaction costs	Free (<£100k), 15p thereafter	35p; plus cash/cheque fees
Card availability	Charge card (MultiPay) only	Debit cards included
Branch access	Online/Post Office/NatWest handling	Extensive branches; full in-branch support
Customer reviews	Mixed, few	App high ratings; service quality issues
Financial integrations	Standard online tools	Includes invoicing/accounting software

Conclusion

- **Choose Unity Trust Bank** if social responsibility, transparent pricing, and cost-effective transactions (within turnover limits) are key, and your council can operate smoothly with charge cards and online/Post Office access.
- **Stick with Barclays** if you value debit card access, local branch support, business tools, and initial fee-waiver benefits—recognizing higher post-promotion costs and broader transaction charges.



💡 You may also be interested in...



+ Accessories

£497.85

excluding VAT

£597.42 inc. VAT

Includes free delivery*



Quantity:

1

Left Compartment - Aperture Style & Colour :

-- Please select --

Left Compartment - Front Body Sticker :

-- Not required --

Left Compartment - Rear Body Sticker :

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Left Compartment - Front Top Aperture Sticker :

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 Add to Basket

How can I pay?

How can I get a quote?

  Quick Quote

Body Colour:

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8e) To consider switching suppliers of accounting software from RBS Rialtas to Scribe.

The current package RBS Rialtas is cumbersome and time consuming to learn. It was a software package derived from business and then converted to council use. It is not user friendly. Currently only the Deputy Clerk (who leaves 20 Jan 2026) has any user experience or knowledge of RBS Rialtas.

[Scribe](#) is a purpose built software package for Town and Parish Councils that is user friendly and provides a simpler more efficient way of processing Council administration for accounts, bookings and allotments.

It is used by over 1500 councils including

- Scribe's functions provides:
- One-click AGAR
- budgeting & forecasting
- Bank reconciliation
- Auto VAT returns
- Advanced reports

Scribe are based in North Walsham and would undertake training in house as we are local. In addition they have excellent customer service and can provide a temporary locum finance officer role if requested. Data from our current system can be switched into the new software. I have experience of Scribe at my previous Parish Councils and found it an excellent package.

Pricing

To date I have not been able to obtain a price for the software and will provide this at the meeting. However, it is comparable to the current pricing for RBS Rialtas.

Recommendation

The Parish Council is asked to consider the benefits of switching to Scribe and to agree to move across to the new software in time for the start of the new financial year 26/27.

Clerk.

6.1.26

8f) To consider temporary use of payroll provider in response to reduce staffing levels.

The Deputy Clerk is currently the only individual who knows how to use the IRIS payroll software. To relieve pressure on the Clerk, after the 20th January 2026 when Harry Clark leaves it is suggested that the payroll is outsourced for a temporary period to ensure all staff and pension contributions can be met and on time.

A number of parish councils already do this as payroll is a lengthy process. For most payroll providers all that is required is confirm hours, and additional payments such as over time and any corrections if errors have been made. This is usually provided in one sheet of A4 paper once the office checks have been completed. This is then sent to the provider and the payroll is completed on the Parish Council's behalf.

There are a large number of providers including Norfolk ALC (NALC) which many local Parish Councils use.

Pricing

I am awaiting some costings as at the date of report and will report back at Full Council but the costs is minimal when compared with the time saving.

Recommendation

The Parish Council is asked to agree to use an external payroll provider to ease the administration burden of the office, particularly when there will be a period without a Deputy Clerk.