Interests Flowchart

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

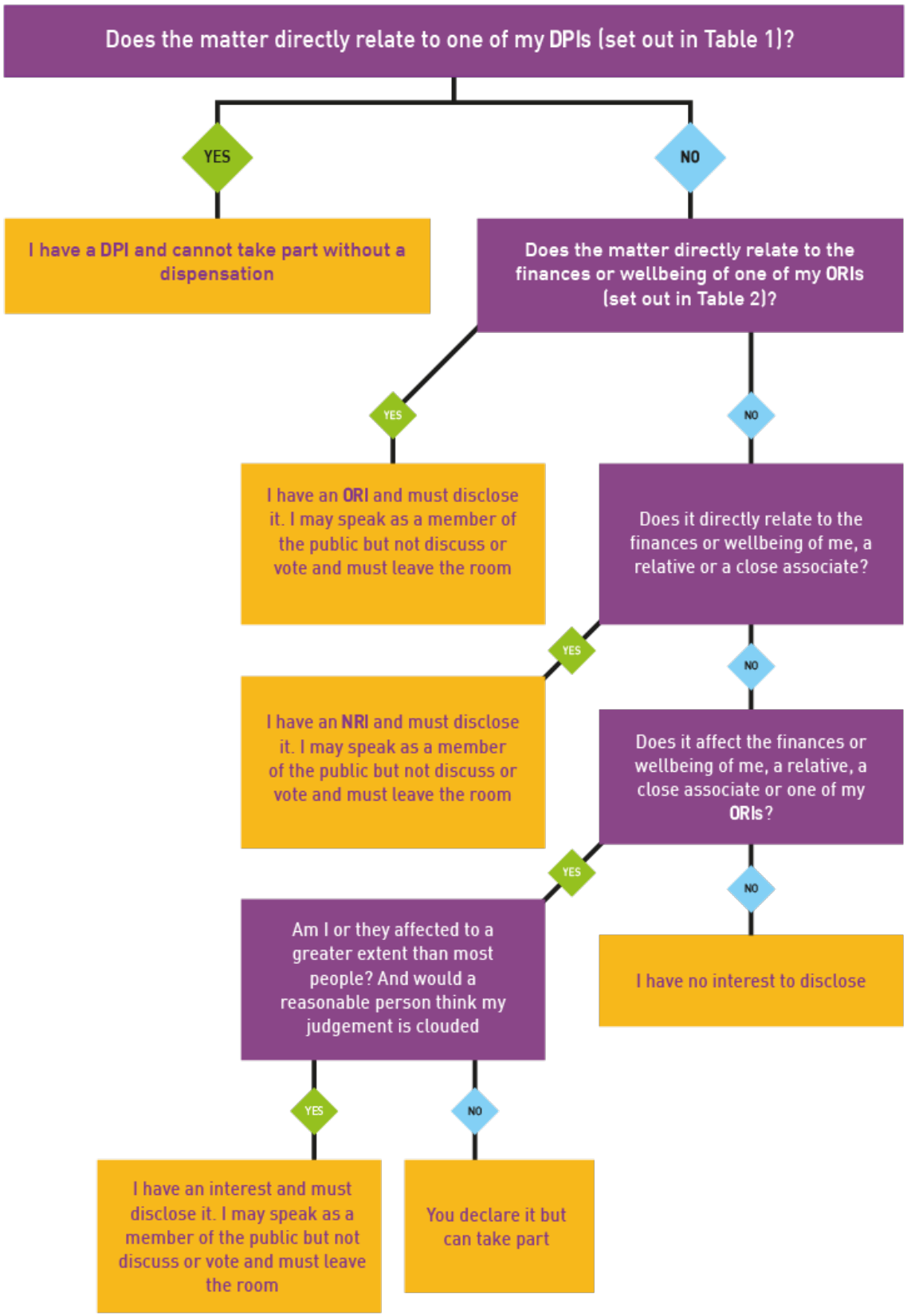

Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

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

HELLESDON PARISH COUNCIL

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

Minutes of 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

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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.

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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.

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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

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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**

Hellesdon Parish Council Current Year

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 Cou	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

Hellesdon Parish Council Current Year

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)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Administration								
1076	Precept	598,827	634,036	634,037	1			100.0%	
1085	Grants received	31,497	0	0	0			0.0%	
1099	Community Infrastructure	8,784	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)**				
120	Staff								
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)**				
130	Council Office								
1360	Electricity FIT	(2,844)	0	200	200			0.0%	

Continued over page

		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)**				
140	Neighbourhood Plan								
1340	Neighbourhood Plan	35	0	0	0			0.0%	
	Neighbourhood Plan :- Income	**35**	**0**	**0**	**0**				**0**

Continued over page

		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**				
150	Investment								
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)**				
160	Planning								
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)**				
170	Health and Safety								
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)**				
180	Media and Communications								
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%	

Continued over page

Hellesdon Parish Council Current Year

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)**				
190	Stores								
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)**				
195	Tractor Shed								
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)**				
200	Residents' Parties								
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)**				
205	Events								
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)**				

Continued over page

Hellesdon Parish Council Current Year

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
210	Grounds								
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)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	1,426	170	2,000	1,830	241	1,589	20.5%	

Continued over page

Hellesdon Parish Council Current Year

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)**				
230	Trees								
4240	Emergency Work	36	0	1,668	1,668	9	1,659	0.5%	
4450	Inspections	495	0	0	0		0	0.0%	
4455	work & inspections	0	0	5,000	5,000		5,000	0.0%	
	Trees :- Indirect Expenditure	**531**	**0**	**6,668**	**6,668**	**9**	**6,659**	**0.1%**	**0**
	Net Expenditure	**(531)**	**0**	**(6,668)**	**(6,668)**				
240	Allotments								
1100	Allotment Income	4,746	496	4,000	3,504			12.4%	
1110	Water Recharge	(908)	0	0	0			0.0%	
1111	Electricty 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**				

Continued over page

Hellesdon Parish Council Current Year

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
250	Play Areas								
4160	Repairs/Maintenance	0	2,028	0	(2,028)		(2,028)	0.0%	
4295	Equipment - New/Replacement	32	0	1,500	1,500		1,500	0.0%	
4300	Equipment-Repair/Maintenance	87	0	2,000	2,000		2,000	0.0%	
4450	Inspections	294	300	350	50		50	85.7%	
	Play Areas :- Indirect Expenditure	**413**	**2,328**	**3,850**	**1,523**	**0**	**1,523**	**60.5%**	**0**
	Net Expenditure	**(413)**	**(2,328)**	**(3,850)**	**(1,523)**				
255	Hard Courts and Car Park								
1225	Outside courts	892	1,125	1,816	691			61.9%	
1230	No longer in use	14	0	0	0			0.0%	
	Hard Courts and Car Park :- Income	**906**	**1,125**	**1,816**	**691**			**61.9%**	**0**
4300	Equipment-Repair/Maintenance	0	0	500	500		500	0.0%	
4340	Surface - Repair	0	0	500	500		500	0.0%	
4345	Surface Clean Chemicals	0	0	500	500		500	0.0%	
4560	Property Maintain/Replacement	344	0	500	500		500	0.0%	
4580	Car Park/ Pathways	83	0	0	0		0	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**427**	**0**	**2,000**	**2,000**	**0**	**2,000**	**0.0%**	**0**
	Net Income over Expenditure	**479**	**1,125**	**(184)**	**(1,309)**				
260	Bowling Green								
1240	Bowls Hire Charges	1,900	2,088	2,090	2			99.9%	
	Bowling Green :- Income	**1,900**	**2,088**	**2,090**	**2**			**99.9%**	**0**
4160	Repairs/Maintenance	0	0	200	200		200	0.0%	
4300	Equipment-Repair/Maintenance	0	1,804	0	(1,804)		(1,804)	0.0%	
4390	Materials	1,595	0	2,200	2,200	30	2,170	1.4%	
	Bowling Green :- Indirect Expenditure	**1,595**	**1,804**	**2,400**	**596**	**30**	**566**	**76.4%**	**0**
	Net Income over Expenditure	**305**	**284**	**(310)**	**(594)**				
265	Memorials								
1280	Memorial Garden Income	38	0	0	0			0.0%	
	Memorials :- Income	**38**	**0**	**0**	**0**				**0**
4360	Rose Renewal	110	0	400	400		400	0.0%	
4370	Bedding Plants	0	61	0	(61)	12	(73)	0.0%	
4575	War Memorial	125	0	350	350	7	343	1.9%	
	Memorials :- Indirect Expenditure	**234**	**61**	**750**	**689**	**19**	**670**	**10.7%**	**0**
	Net Income over Expenditure	**(197)**	**(61)**	**(750)**	**(689)**				

Continued over page

		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**

Hellesdon Parish Council Current Year

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

Hellesdon Parish Council Current Year

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%	

Continued over page

Hellesdon Parish Council Current Year

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%	

Continued over page

Hellesdon Parish Council Current Year

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)**				
140	Neighbourhood Plan								
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**				
150	Investment								
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)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160	Planning								
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)**				
170	Health and Safety								
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)**				
180	Media and Communications								
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)**				
190	Stores								
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)**				
195	Tractor Shed								
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)**				

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		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%	

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		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)**				
220	Machinery and Vehicles								
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)**				
230	Trees								
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)**				
240	Allotments								
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**				

Continued over page

Hellesdon Parish Council Current Year

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)**				

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		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	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**

Hellesdon Parish Council Current Year

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	£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

Hellesdon Parish Council Current Year

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%	

Continued over page

Hellesdon Parish Council Current Year

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%	

Continued over page

Hellesdon Parish Council Current Year

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)**				
140	Neighbourhood Plan								
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**				
150	Investment								
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)**				

Continued over page

Hellesdon Parish Council Current Year

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
160	Planning								
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)**				
170	Health and Safety								
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)**				
180	Media and Communications								
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)**				
190	Stores								
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)**				
195	Tractor Shed								
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)**				

Continued over page

Hellesdon Parish Council Current Year

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
200	Residents' Parties								
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)**				
205	Events								
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)**				
210	Grounds								
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%	

Continued over page

		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)**				
220	Machinery and Vehicles								
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)**				
230	Trees								
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)**				
240	Allotments								
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)**				

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Hellesdon Parish Council Current Year

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)**				

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		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)**				

HELLESDON PARISH COUNCIL

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

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 November2025**
   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.

Approved.....

Date.....

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.

Approved.....

Date.....

DRAFT

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**

DRAFT

- **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

HELLESDON PARISH COUNCIL

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

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

DRAFT

Approved.....

Date.....

HELLESDON PARISH COUNCIL

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

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……

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.

DRAFT

Approved…….....

Date……

DRAFT

Approved…….....

Date……

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

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🏳 **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

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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 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.