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

MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 10 February 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon.

Councillors are summoned to attend for the purpose of transacting the following council business.

The Openness of Local Government Bodies Regulations 2014
Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

AGENDA

Welcome by the Chairman

1. Apologies and acceptance for absence

To receive and accept valid apologies for absence as previously notified to the Parish Clerk.

2. Declarations of Interest and Dispensations

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for dispensations.

3. Minutes from Full Council meeting held 13 January 2026

To agree the minutes of the meeting held on 13 January 2026 as a true and accurate record

4. Public Participation

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

5. Council Reports

a) To receive a report from the Clerk and to note.
b) To receive verbal reports from District and County Councillors and to note.
c) To receive any updates from the Chairman and to note.

6. Financial Matters

a) Approval of Payments – to 31 January 2026
b) Earmarked Reserves Summary- to 31 January 2026
c) Approval of Payments – to 31 January 2026
d) Approval of Receipts – to 31 January 2026
e) Detailed Income and Expenditure to 31 January 2026
f) To consider financial request from St Mary's Church to help with grass cutting maintenance costs.

7. Committees

a) To receive Staffing committee report and draft minutes from the meeting held on 14 January 2026 and to note any decisions made.

b) To consider the requirement for an interview panel of five councillors for the Deputy Clerk recruitment process, and to approve the appointment of Cllrs Britcher, David Maidstone and Gurney to the panel as recommended at the Staffing Committee meeting held on 14 January 2026.

Other Business

8. To receive a verbal update from Cllr Britcher concerning the Western Link meeting held on 21 January 2026 and to note.

9. To consider granting permission for the Safer Neighbourhood Action Panel (SNAP) to use the Council Chamber at no charge for the next SNAP meeting to be held 16th March 2026.

10. To consider date, time, venue and content of the 2026 Annual Parish Meeting.

11. To consider request for routine emails received by the Parish Council office to be forwarded to all members.

12. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 13 in view of the confidential nature of the business to be transacted.

13. To consider quotes from contractors for the cutting of grass verges.

Jonathan Hall

Clerk of the Council

Dated 4 February 2026

ITEM 3

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 13th January 2025 at 7pm in Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present:

Cllr Shelagh Gurney	
Cllr David Britcher	Cllr Roy Forder
Cllr Nigel Barker	Cllr Greg Britton
Cllr Shelagh Gurney	Cllr Ian Duckett
Cllr Robin Sear	Cllr Lacey Douglass
Cllr Andrew Locke	Cllr David Fahy

Also, present Mr Richard Bishop (Locum Clerk), Mr Harry Clark (Deputy Clerk), Mr Jonathan Hall (Parish Clerk), PC Sam Hales. Members of public and press present.

The Clerk addressed the council and informed them that in the absence of the Chair and Vice Chair of the Council, there would be a vote to decide whom will chair the meeting. Cllr Greg Britton proposed Cllr Shelagh Gurney to chair the meeting, seconded by Cllr Robin Sear and was **CARRIED**.

1. **Apologies and acceptance for absence**
Apologies were received from the following Councillors and Accepted: Cllr Bill Johnson, Cllr Sarah Smith, Cllr Mel Maidstone, Cllr David Maidstone, Cllr Sue Holland, Cllr Mike Hicks.

2. **Declarations of Interest and Dispensations**
Cllr David Britcher informed the council a declaration for living in Hellesdon as a dispensation. Under Section 33 of the Localism Act 2011, the Council delegated authority to the Proper Officer (Clerk) to grant dispensations to members who have a Disclosable Pecuniary Interest in the discussion and setting of the Parish Precept, otherwise the meeting would not be quorate. This is an automatic dispensation for members as council tax payers of the Parish.

3. **Minutes from Full Council meeting held 9th December 2025**
The minutes of the meeting held on 9th December 2025 had been previously circulated. It was **RESOLVED** to accept these minutes as a true and accurate record of the meeting.

4. **Public Participation**
PC Hales gave a verbal report, informing the council that recently has been a busy period in general however nothing out of ordinary to report. Cllr Shelagh Gurney had queries with regards to the road traffic orders within the area; she mentioned some residents are ignoring these orders. PC Hales informed the council to report these to the police.

PC Hales leaves at 19:21

5. **Council Reports**

a) To Receive clerk report
Report was previously circulated to Council.

b) To Note verbal reports from District and County Councillors
Cllr Shelagh Gurney inform the Council that she was able to award a match grant for environment committee with the aid of Cllr David Maidstone who completed the application and the Council had been awarded £5,000.

Approved…….....

Date.....

c) To Receive any Updates from the Chairman
Nothing to report.

6. **Financial Matters**

a) Approval of Payments – 1 October 2025 to 31 December 2025.
b) b) Earmarked Reserves Summary- 1 October to 31 December 2025.
c) Approval of Payments – 1 October 2025 to 31 December 2025.
d) Approval of Receipts – 1 October 2025 to 31 December 2025.
e) Detailed Income and Expenditure 1 October 2025 to 31 December 2025.
Proposed by Cllr Nigel Barker to approve all financial documents, seconded by Cllr Greg Britton and **ACCEPTED**.

f) To agree budget, in full or part, for 2026-27 following recommendation from Property, Policy and Resources Committee.
Proposed by Cllr Lacey Douglass to accept recommendations from Property, Policy and Resources Committee, seconded by Cllr Robin Sear and **ACCEPTED**.

g) To agree 2026-27 Parish Precept following recommendation from Property, Policy and Resources Committee.
Proposed by Cllr Lacey Douglass to agree Parish Precept recommendations from Property, Policy and Resources Committee, seconded by Cllr Robin Sear and **ACCEPTED**.

7. **Committees**

a) To receive Events committee report.
Cllr Roy Forder gave an update on senior citizen party and that it was well attended with praised given for councillors helping at the event and the committee was looking at events for 2026. Cllr Roy Forder informed council that there would be no Community Hearts Awards this year (2026) and instead will be held every other year.

b) To receive Playing Fields, Allotments and Amenities committee report and to note any decisions made.
Cllr Shelagh Gurney informed council that during the last meeting councillors reviewed the budget and house keeping issues in relation to the allotments. Cllr Shelagh Gurney informed the council regarding the current verges/grass hedges contract and whether to give the responsibility back to Norfolk County Council or to keep it with Hellesdon Parish Council. Proposed by Cllr Lacey Douglass to keep the responsibility with Hellesdon Parish Council, seconded by Cllr Robin Sear and **ACCEPTED**. Cllr David Britcher propose for the handling of alley ways, save the two to be given back to Norfolk County Council seconded by Cllr Robin Sear and **ACCEPTED**.
It was proposed by Cllr David Britcher for the Clerk to get the contact information from Norfolk County Council for who deals with footpaths and for this to be added to the Hellesdon Parish Council website seconded by Cllr Ian Duckett and **ACCEPTED.**

c) To receive Environment committee report.
Nothing to report as no meeting since last full council.

d) To receive Planning committee report and to note any decisions made.
No decisions made at meeting on 23/12/25 as was not quorate, however Cllr Britton update the meeting on the decisions made on 13/01/2025.

e) To receive Staffing committee report.
Cllr David Britcher informed the council that the committee have not meet since the last Full Council meeting. Cllr David Britcher wanted to give thanks to the Deputy Clerk for his work with the council and wished them well in their new employment. Cllr David Britcher advised that the next staffing meeting will be held on 14/01/2025.

DRAFT

Approved…….....

Date.....

f) To receive Community Centre & Cafe Committee report and to note any decisions made.

Cllr Roy Forder presented the report and provided an update on Community Centre Rate increase, which had only seen one hirer cancel their bookings.

Council were provided with an update for quotes for utilities. The Clerk received had them on 13 January 2026 and suggested that council delegated this issue to the Clerk. It was proposed Cllr Greg Britton to delegate the Clerk to arrange utilities suppliers and seconded by Cllr Nigel Barker and **ACCEPTED**.

8. **Projects/ Other Matters**

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

The Clerk informed the council that switching to Unity Trust Bank would serve the council better because Unity were designed to help not for profit organisations. It was proposed by Cllr Lacey Douglass to move the current account to Unity Trust Bank seconded by Cllr Ian Duckett and **ACCEPTED**. It was proposed by Cllr David Britcher for the Clerk to produce financial report to show best organisations for investment options for council seconded by Cllr Lacey Douglass and **CARRIED**.

b) To consider submission of the latest version of the Neighbourhood Plan to Broadland District Council and any modifications and adjustments.

The Council discussed the latest version of the Neighbourhood Plan. No further modifications or alterations had been received. Cllr Shelagh Gurney will review the land at Coronation Hall to consider adding a suggestion to the plan of a desirable use. It was agreed that Cllr Gurney and the Clerk would work together to update the plan for submission to Broadland District Council.

c) To consider report from Cllr Gurney concerning the replacement of the village sign previously situated outside Parish Hall on Low Road.

It was proposed by Cllr David Britcher for a new hard wood sign to be erected on The Bull roundabout and to have additional lighting to illuminate the sign. This was seconded by Cllr Ian Duckett and **ACCEPTED**. Proposed by Cllr Shelagh Gurney to offer existing sign on The Bull roundabout to the Parish Hall site. This was seconded by Cllr Robin Sear and **ACCEPTED**. Cllr Shelagh Gurney asked the council to allow the Clerk and Cllr Shelagh Gurney to get in contact with the sign makers and **ACCEPTED**.

d) To consider match funding from Cllr Gurney for recycling bins for Community Centre. (Cllr Gurney).

Cllr Shelagh Gurney informed the Council that in her capacity as a District Councillor she can offer match fund a grant for new bins in the Community Centre. Cllr Roy Forder suggested three bins for the Centre. Cllr Shelagh Gurney advised the Council that she would be able to offer £1000 for match funding. The proposal was seconded and **ACCEPTED** by Council.

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

It was proposed by Cllr David Britcher to accept the recommendations of the report to switch from RBS Rialtas to Scribe and seconded by Lacey Douglass and **ACCEPTED.**

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

Proposed by Cllr Shelagh Gurney to use Stephenson Smart Chartered Accountants for the next six months as a temporary payroll provider and to be reviewed at month five mark. This was seconded by Cllr David Britcher and **CARRIED**.

9. **Matters for the Next Agenda – Full Council 10th February 2026**

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

Approved…….....

Date.....

DRAFT

It was proposed by Cllr Shelagh Gurney that 'Matters for the next Agenda' to be removed from future agendas and meetings and to only note date, time and venue for the next meeting. This was seconded by Cllr Greg Britton and **ACCEPTED**.

Meeting closed at 21:16pm

DRAFT

Approved…….....

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 5a

Clerk's report for Full Council meeting 10 February 2026

Period 13 January 2026 to 3 February 2026

It has been a very busy period since my arrival on 5 January 2026 with snow, the BBC, staffing issues and an SLCC conference to occupy me. Following my email briefing to all councillors dated 22 January 2026, in which I outlined my priorities for the next couple of months, I will provide an update on some issues arising.

Rialtas to Scribe

This transfer will not take place completely until 1 April 2026. Scribe do not have capacity to ensure the end of year of process would be completed in time for the new financial year. So we will continue with Rialtas through February and March and year end. Richard Bishop (locum clerk) will be supporting us with this process as I have no experience of using Rialtas. Scribe will transfer 3 years of previous accounts to the new system. The office staff have been tasked with learning the new software ready for April.

Current account transfer to Unity Trust Bank

This is currently in place and should have been completed by the time of the Full Parish Council meeting. Thank you to Cllrs Douglass and Johnson for their time in supporting me with this transfer.

Deputy Clerk Vacancy

We have to date received 28 expressions of interest and application packs have been forwarded. However, only 4 completed applications have been returned. The closing date for applications is 12 noon on 20 February 2026. Interviews are scheduled to take place week commencing 2 March 2026.

Grants

I am currently in the process of dealing with several grants that require urgent attention to ensure we can claim before the end of the financial year. This includes Future for Nature and Parish Partnerships as well as the match funding grants from Cllr Gurney for the new village sign and recycling bins for the Community Centre.

Budget 26/27

Ahead of the Policy, Property and Resources meeting I am wrestling with Rialtas to re organise the coding and cost centres to produce a budget for each committee and help the transition to Scribe. The rearrangement will align the budgeting with committees, so greater transparency and understanding will be available for committee members on expenditure and income.

Payroll

Good progress has been made with Stevenson Smart Chartered Accountants which should mean February's payday will be less stressful.

SLCC conference

I attended the SLCC conference on 28/29 January 2026 at St George's Park in Burton upon Trent. This was an excellent conference and enabled me to catch up with a number of suppliers including Unity Trust Bank who as a result fast tracked our application forms! The conference gave a valuable insight into current topics such as proper practices in governance and accountability and devolution of services from principal authorities. There were legal updates as to the requirements of "Hillsborough Law" (Public Office Accountability Bill) and the new Code of Ethics which will come into force to complement the Code of Conduct. The conference is an essential information source as well as a chance to speak to other clerks from across England & Wales to learn of best practices and developments.

Clerk

3 February 2026

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	-2,120.00	64,380.00
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	**-2,120.00**	**595,949.79**

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 20 January 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

13/01/2026	Business Current Account 2077	754.13	
13/01/2026	Business savers account 4401	632,458.17	
13/01/2026	Petty Cash	0.00	
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	
			1,068,709.08

All Cash & Bank Accounts

1	Current Bank Account	633,212.30
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	**1,068,936.18**

List of Payments made between 01/01/2026 and 31/01/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2026	Broadland District Council	BROADLAND	184.00		Business Rates stores & prem
02/01/2026	Broadland District Council	BROADLAND	1,259.00		Business rates Comm cen & Prem
02/01/2026	Broadland District Council	BROADLAND	384.00		Business rates Workshop & Prem
02/01/2026	B&Q	2008994660	19.59		Repair to drainage
02/01/2026	Iris Software Limited	CU0000871D	40.80		Staffology Invoice
02/01/2026	Desira Group	35277799	44.99		MOT Nissan CARD PAID
02/01/2026	Desira Group	35278386	205.99		vehicle service CARD PAID
02/01/2026	Driver & Vehicle Licensing Age	1266232898	347.50		Vehicle tax Nissan CARD PAID
02/01/2026	Toombs Butchers	32895	19.20		Cafe purchase CARD PAID
02/01/2026	Toombs Butchers	32896	6.45		Cafe purchase CARD PAID
02/01/2026	Toombs Butchers	32897	62.52		Cafe Purchases CARD PAID
02/01/2026	Toombs Butchers	37.93	37.93		Cafe purchases CARD PAID
05/01/2026	Broadland UK Ltd	15	327.79		Keys/Awards/engraving
05/01/2026	Broadland UK Ltd	15	-327.79		Error correction
05/01/2026	Toombs Butchers	32829	30.36		Cafe Purchases
05/01/2026	Toombs Butchers	32855	0.01		Cafe purchases CARD PAID
05/01/2026	Toombs Butchers	32829	-30.36		Error Correction
05/01/2026	Toombs Butchers	32855	-0.01		Error Correction
05/01/2026	Easters Norwich Ltd	CN15680	-33.63		Credit note, 579854
05/01/2026	Easters Norwich LTD	CN15680	33.63		Error Correction
05/01/2026	Sum Up Payments Ltd	SUMUP	2.86		Card Fees
06/01/2026	Sum Up Payments Ltd	SUMUP	1.12		Card Fees
07/01/2026	UK Fuels Ltd	J001040100	87.40		Fuel Card December
07/01/2026	Sum Up Payments Ltd	SUMUP	1.59		Card fees
08/01/2026	Barclays Bank Plc	BARCLAY	13.96		Commission 13Nov-14Dec
08/01/2026	B Gujar	GUJAR	140.40		Refund, cancelled 2.1.26
08/01/2026	AC Leigh (Norwich) Ltd	HEL006	80.58		ABS Key Cut
08/01/2026	Anglia Culinary Suppliers Ltd	00223	334.62		Cafe purchase
08/01/2026	Amazon	A2L2WC1SU5	57.18		cafe dishes
08/01/2026	Collective Community Planning	0840	2,940.00		Neighbourhood PLan submission
08/01/2026	Easters Norwich Ltd	XHEL002	141.19		Cafe purchase
08/01/2026	Eastern Security Systems Ltd	HELLESDON	90.00		Callout fee
08/01/2026	Excel Electrical Services	6009	530.64		Faulty LEF light replacement
08/01/2026	Hugh Crane Equipment	HELL002M	521.49		Cleaning materials
08/01/2026	Huws Gray Ridgeons	H5678	35.58		Dust Mask, Sealant
08/01/2026	Norse Commercial Services Ltd	CU102129	156.00		Locking parks
08/01/2026	Norse Eastern Ltd	102129	1,251.46		Verges cut
08/01/2026	Norfolk Parish Training & Supp	30199	3,637.20		Locum Invoice
08/01/2026	Osiris Technologies	HELLESDONP	728.48		Monthly IT Support
08/01/2026	Sum Up Payments Ltd	SUMUP	3.07		Card fees
09/01/2026	O2	06081388/0	418.27		Telecoms invoice
09/01/2026	Sum Up Payments Ltd	SUMUP	1.56		Card fees
12/01/2026	Sum Up Payments Ltd	SUMUP	3.25		Card fees

Total Payments 13,780.87

		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	31	31	59,000	58,969			0.1%	
1410	Community Centre Inc ML Room	220	23,729	0	(23,729)			0.0%	
1415	Community Centre Inc SW Room	0	19,534	0	(19,534)			0.0%	
1420	Community Centre Inc OH Room	105	12,453	0	(12,453)			0.0%	
1440	Community Centre Inc Ww Room	39	5,562	0	(5,562)			0.0%	
1445	Community centre kitchenette	38	1,152	0	(1,152)			0.0%	
1455	Community centre stage hire	30	835	0	(835)			0.0%	
1460	Hire of flasks	0	457	0	(457)			0.0%	
1470	Hire of urn	0	101	0	(101)			0.0%	
1475	Storage charge	0	907	0	(907)			0.0%	
1476	Rent old parish office	0	1,049	0	(1,049)			0.0%	
	Community Centre :- Income	**464**	**65,808**	**59,000**	**(6,808)**			**111.5%**	**0**
4150	Utilities & business rates	3,932	30,471	29,500	(971)	0	(972)	103.3%	
4160	Repairs/Maintenance	0	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	0	11,522	18,464	6,942	273	6,668	63.9%	
4300	Equipment-Repair/Maintenance	0	1,493	700	(793)		(793)	213.3%	
4390	Materials	0	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	1,841	2,490	2,500	10		10	99.6%	
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	205	558	750	192	94	99	86.8%	
4635	cleaning agents/materials	124	2,050	2,000	(50)	522	(572)	128.6%	
4645	Warm room expenditure	0	0	250	250	17	233	6.6%	
4695	community centre redevelopment	0	2,855	0	(2,855)	5,308	(8,163)	0.0%	
	Community Centre :- Indirect Expenditure	**6,103**	**76,564**	**65,114**	**(11,450)**	**7,294**	**(18,744)**	**128.8%**	**0**
	Net Income over Expenditure	**(5,639)**	**(10,756)**	**(6,114)**	**4,642**				
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

		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)	1,680	1,680	0		0	100.0%	
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	380	2,683	2,374	(309)		(309)	113.0%	
4550	Insurance	0	13,031	12,125	(906)		(906)	107.5%	
4630	Consumables	0	23	0	(23)		(23)	0.0%	
	Administration :- Indirect Expenditure	**(1,300)**	**25,251**	**26,116**	**865**	**0**	**865**	**96.7%**	**0**
	Net Income over Expenditure	**1,300**	**616,638**	**607,921**	**(8,717)**				
120	Staff								
4000	Admin Staff	0	58,327	127,393	69,066	4,698	64,368	49.5%	
4010	Groundstaff	0	55,313	88,424	33,111	230	32,881	62.8%	
4020	Care Takers	0	51,733	86,743	35,010		35,010	59.6%	
4025	Cafe Staff	0	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	0	25,976	0	(25,976)		(25,976)	0.0%	
4045	Pension Scheme	0	26,125	38,000	11,875		11,875	68.8%	
4050	Staff Expenses	0	1	0	(1)		(1)	0.0%	
4055	Staff training	754	4,469	4,500	31	2,132	(2,101)	146.7%	
4070	Profess Fees/Agency Personnel	0	19,208	4,127	(15,081)		(15,081)	465.4%	
4080	Employer NI	0	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	**754**	**300,853**	**438,470**	**137,617**	**7,156**	**130,461**	**70.2%**	**0**
	Net Expenditure	**(754)**	**(300,853)**	**(438,470)**	**(137,617)**				
130	Council Office								
1360	Electricity FIT	0	0	200	200			0.0%	
1365	Misc office income	0	0	2,000	2,000			0.0%	
1490	Misc donations received	20	20	0	(20)			0.0%	
	Council Office :- Income	**20**	**20**	**2,200**	**2,180**			**0.9%**	**0**
4112	Advertising	438	866	500	(366)		(366)	173.2%	
4150	Utilities & business rates	819	11,024	18,500	7,476	0	7,476	59.6%	
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	502	518	2,066	1,548	7	1,541	25.4%	

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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
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	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	0	156	550	394		394	28.4%	
4420	Telephone and Broadband	0	1,677	4,500	2,823		2,823	37.3%	
4425	IT Support and Maintenance	647	8,609	8,250	(359)	191	(550)	106.7%	
4430	Photocopier	0	575	1,500	925		925	38.4%	
4435	Contingencies	0	0	500	500		500	0.0%	
4440	Stationery	205	855	1,000	145	0	145	85.5%	
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	1,942	2,657	3,750	1,093	204	889	76.3%	
4500	PWLB	0	30,493	43,094	12,601		12,601	70.8%	
4560	Property Maintain/Replacement	0	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	**4,553**	**58,230**	**102,649**	**44,419**	**640**	**43,779**	**57.4%**	**0**
	Net Income over Expenditure	**(4,533)**	**(58,210)**	**(100,449)**	**(42,239)**				
140	Neighbourhood Plan								
1340	Neighbourhood Plan	2,250	2,250	0	(2,250)			0.0%	
	Neighbourhood Plan :- Income	**2,250**	**2,250**	**0**	**(2,250)**				**0**
4600	Neighbourhood Plan	0	2,850	0	(2,850)		(2,850)	0.0%	
	Neighbourhood Plan :- Indirect Expenditure	**0**	**2,850**	**0**	**(2,850)**	**0**	**(2,850)**		**0**
	Net Income over Expenditure	**2,250**	**(600)**	**0**	**600**				
150	Investment								
1080	Bank Interest Received	0	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	**0**	**9,615**	**4,191**	**(5,424)**			**229.4%**	**0**
4060	Bank Charges & card fees	27	706	1,500	794		794	47.1%	
	Investment :- Indirect Expenditure	**27**	**706**	**1,500**	**794**	**0**	**794**	**47.1%**	**0**
	Net Income over Expenditure	**(27)**	**8,908**	**2,691**	**(6,217)**				

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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	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	34	333	600	267	25	242	59.7%	
4460	CCTV	0	0	500	500		500	0.0%	
4685	Noticeboards	0	0	200	200		200	0.0%	
	Media and Communications :- Indirect Expenditure	**34**	**2,918**	**7,574**	**4,656**	**315**	**4,341**	**42.7%**	**0**
	Net Expenditure	**(34)**	**(2,918)**	**(7,574)**	**(4,656)**				
190	Stores								
4150	Utilities & business rates	184	1,846	1,705	(141)		(141)	108.3%	
	Stores :- Indirect Expenditure	**184**	**1,846**	**1,705**	**(141)**	**0**	**(141)**	**108.3%**	**0**
	Net Expenditure	**(184)**	**(1,846)**	**(1,705)**	**141**				
195	Tractor Shed								
4150	Utilities & business rates	384	3,842	4,000	158		158	96.1%	
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**	**3,842**	**5,250**	**1,408**	**80**	**1,328**	**74.7%**	**0**
	Net Expenditure	**(384)**	**(3,842)**	**(5,250)**	**(1,408)**				

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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	(568)	250	818		818	(227.0%)	
4630	Consumables	0	0	100	100	40	60	40.0%	
	Residents' Parties :- Indirect Expenditure	**0**	**(568)**	**950**	**1,518**	**57**	**1,461**	**(53.8%)**	**0**
	Net Expenditure	**0**	**568**	**(950)**	**(1,518)**				
205	Events								
1480	Events income	0	1,314	6,050	4,736			21.7%	
	Events :- Income	**0**	**1,314**	**6,050**	**4,736**			**21.7%**	**0**
4122	Events	0	3,651	9,000	5,349	579	4,771	47.0%	
	Events :- Indirect Expenditure	**0**	**3,651**	**9,000**	**5,349**	**579**	**4,771**	**47.0%**	**0**
	Net Income over Expenditure	**0**	**(2,336)**	**(2,950)**	**(614)**				
210	Grounds								
1200	Football Hire Charges	0	1,543	2,250	707			68.6%	
1210	Football Training Area Hire	0	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	**0**	**19,573**	**20,467**	**894**			**95.6%**	**0**
4160	Repairs/Maintenance	2,104	2,755	0	(2,755)		(2,755)	0.0%	
4195	Keys/Locks	(328)	(176)	212	388	84	304	(43.3%)	
4200	Locking parks	208	1,378	2,883	1,505		1,505	47.8%	
4205	Replacement Bins	0	159	2,200	2,041		2,041	7.2%	
4210	Emptying Bins/Fresheners	40	1,858	6,700	4,842	40	4,803	28.3%	
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	(2,120)	(2,105)	0	2,105	2,464	(359)	0.0%	
4235	grounds alarm system	0	215	0	(215)	60	(275)	0.0%	
4245	Highway grass verge cutting	0	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%	

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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	295	1,108	4,000	2,892	517	2,375	40.6%	
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	35	98	450	352		352	21.8%	
	Grounds :- Indirect Expenditure	**234**	**23,439**	**47,195**	**23,756**	**3,602**	**20,154**	**57.3%**	**0**
	Net Income over Expenditure	**(234)**	**(3,866)**	**(26,728)**	**(22,862)**				
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	170	2,000	1,830	241	1,589	20.5%	
4265	Fuel	0	1,188	3,000	1,812		1,812	39.6%	
4290	Servicing	0	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	**0**	**11,625**	**19,170**	**7,545**	**1,135**	**6,410**	**66.6%**	**0**
	Net Expenditure	**0**	**(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	597	4,332	4,000	(332)			108.3%	
	Allotments :- Income	**597**	**4,332**	**4,000**	**(332)**			**108.3%**	**0**
4145	Landowner Rent	0	1,670	2,500	831		831	66.8%	
4150	Utilities & business rates	34	2,139	1,000	(1,139)		(1,139)	213.9%	
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	373	539	0	(539)		(539)	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	**407**	**5,844**	**6,200**	**356**	**33**	**324**	**94.8%**	**0**
	Net Income over Expenditure	**190**	**(1,512)**	**(2,200)**	**(688)**				

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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
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								
1220	No longer in use	25	25	0	(25)			0.0%	
1225	Outside courts	0	1,125	1,816	691			61.9%	
	Hard Courts and Car Park :- Income	**25**	**1,150**	**1,816**	**666**			**63.3%**	**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	**25**	**1,150**	**(184)**	**(1,334)**				
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	1,057	39,192	41,000	1,808			95.6%	
	Cafe :- Income	**1,057**	**39,192**	**41,000**	**1,808**			**95.6%**	**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	0	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	40	108	150	42		42	71.8%	
4710	Café Purchases	588	15,864	23,500	7,636	1,075	6,561	72.1%	
4711	Community fridge/ fruit & veg	0	50	250	200		200	20.2%	
	Cafe :- Indirect Expenditure	**627**	**20,167**	**25,350**	**5,183**	**1,075**	**4,108**	**83.8%**	**0**
	Net Income over Expenditure	**430**	**19,025**	**15,650**	**(3,375)**				
	Grand Totals:- Income	**4,413**	**787,230**	**776,739**	**(10,491)**			**101.4%**	
	Expenditure	**12,008**	**542,089**	**778,738**	**236,649**	**22,022**	**214,627**	**72.4%**	
	Net Income over Expenditure	**(7,595)**	**245,141**	**(1,999)**	**(247,140)**				
	Movement to/(from) Gen Reserve	**(7,595)**	**245,141**	**(1,999)**	**(247,140)**				

HELLESDON PARISH COUNCIL

ITEM NO: 6f

To consider financial request from St Mary's Church to help with grass cutting maintenance costs.

Background

Historically the Parish Council has made a contribution to St Mary's Church to help with the costs of maintaining the churchyard and burial ground. Legally, maintenance of closed churchyards, at the request of the Parochial Parish Council (PPC), revert to the Parish Council from the Parochial Parish Council[i]. Hence Parish Councils have a vested interest in ensuring churchyards are well maintained, especially if they are nearing closing.

Budget considerations

The budget for 25/26 reflects a contribution amount of £800. The budget for 24/25, again for £800, has not been used but has fallen into the general reserve.

Proposal

A letter is attached (appendix 1) from Debbie Cronk the Parish Administrator and PCC Secretary explaining the reasoning as to why no request was forthcoming for 24/25 and making a request for funding for 25/26.

Recommendation

The current general reserve level is high and the Parish Council can afford to meet both 24/25 and 25/26 contribution rate at a total cost of £1600.

Clerk

3 February 2026

[i] s.215 of LGA 1972

Hellesdon Parochial Church Council
Registered charity number 1144178
Churches of St Mary, St Michael and St Paul

Item 6f - Appendix 1

Jonathan Hall
Clerk to the Council
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Norwich
NR6 5QB

c/o St Paul's Church
Hawthorne Avenue
Hellesdon
Norwich
NR6 6LD
[redacted]

12th January 2026

Dear Jonathan

Grass cutting at St Mary's Churchyard and New Burial Ground 2024 and 2025

In previous years, Hellesdon Parish Council has made a contribution toward our substantial cost of maintaining the churchyard and burial ground at St Mary's Church, Low Road, Hellesdon. This includes monthly grass cutting from April to October and annual hedge trimming. Occasional tree maintenance is also required.

Unfortunately, because we were without a Vicar for 15months during 2024/25, I was much busier than usual, and overlooked writing to request a contribution for 2024. The total we spent on churchyard and burial ground maintenance that year was £9,176 and, although I don't yet have the total spend for 2025, it will be a similar amount or, possibly more.

Please could you ask the members of Hellesdon Parish Council to consider our request and contribute as much as they are able to for both 2024 and 2025. Payment can be made by bank transfer to the following account:

Hellesdon Parochial Church Council
[redacted](Barclays)
[redacted]

Kind regards
[redacted]

Debbie Cronk
Parish Administrator and PCC Secretary

To know Christ and make Him better known

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Clerk: Jonathan Hall

Minutes of a Staffing Committee Meeting – 14 January 2026 at 3pm

In the Council Chamber, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present: Cllr David Britcher – Chair of the Committee
Cllr Greg Britton
Cllr Roy Forder
Cllr Shelagh Gurney
Cllr Lacey Douglass
Cllr Andrew Lock

Jonathan Hall (Clerk)
Richard Bishop (Locum Clerk)

1. **Apologies and acceptance for absence**
Apologies were received and accepted from Cllrs D Maidstone and Bill Johnson.

2. **Declarations of Interest and Dispensations**
No declarations were made or dispensations applied for.

3. **Public Participation**
There were no public present.

4. **To receive and consider minutes of meetings held on 11 November 2025.**
The minutes of 11 November 2025 were **AGREED** by the Committee as a true record and signed by the Chairman.

5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the reaming duration of the meeting in view of the confidential and personal nature of the business to be transacted.**
It was **RESOLVED** to exclude the press and the public.

6. **To receive and consider outstanding issues for current vacancies, recruitment timetable/procedure and subsequent appointment:**

   a) **To receive and consider resignation from the Deputy Clerk, to finalise outstanding annual leave due, Time-off-in-lieu accrued, confirm leaving date of 20th January 2026 and address investment in CiLCA training – consider report from Locum Clerk.**

The recommendations of the report were **APPROVED.**

Approved…….....

Date.....

b) To receive and consider draft Recruitment Package for a replacement Deputy Clerk – to include advert, job description, person specification and application form; to agree timetable

The committee reviewed the draft package and suggested several amendments to provide more clarity. A privacy notice would also require to be attached to explain how data was being used within the GDPR regulations.

It was agreed to have a closing date for applications by 12 noon on 20 February 2026, with interviews being held week commencing 2 March 2026. Shortlisting would take place at the next staffing meeting which was arranged for 23 February 2026 at 6.30pm.

An exit interview would be made available to the resigning Deputy Clerk. It was suggested that the Clerk produce a checklist for leaving procedures to be followed.

The committee after due consideration it was **RESOLVED** to increase the scope of the pay banding so that the job covered bands 18 to 25.

c) To appoint an Interviewing Panel and agree dates for shortlisting – to confirm this is a Senior position i.e. two further members of the Council would be required.

The position was considered to fall under the category of a senior role and therefore 5 councillors plus the clerk would be in attendance at interviews. It was agreed that the recruitment panel would be formed of:

Cllr Britcher
Cllr D Maidstone
Cllr Gurney
(two other councillors would need to be selected)

It was agreed that interviews would be held face to face and that online interview requests would be refused.

The shortlisting would be undertaken at a meeting on 23 February 2026 at 6.30pm. The Clerk would provide a scoring checklist to aid councillors with the process.

7. **To receive and consider quotation from Council HR & Governance Support for a governance review and on-going HR Support; and whether to take this forward as a recommendation to Full Council.**

This item was deferred to a future meeting.

8. **To receive and consider Draft Staffing Budget for 2026-27.**

The Locum Clerk had prepared a report with draft figures for the staffing budget for 26/27. A discussion took place as to staffing costs for the Community Café. It was suggested this issue is discussed at the Policy, Property and Resources committee when budgets for 26/27 are discussed and recommended to Full Council.

9. **To receive and consider Work Experience request from year 10 student during the week of 11th to 15th May 2026.**

It was **AGREED** to accept the request of work experience for the week 11th to 15th May 2026. A structured work plan would be produced to ensure the student has an engaging week. The Clerk would ensure that all required DBS checks for staff are up to date.

Approved…….....

Date.....

10. **To receive an update on other on-going staffing matters as appropriate.**

(a) Report and Risk Assessment from Facilities Manager relating to the erection of a Christmas Tree for the Bull PH; to further consider report by the Locum Clerk and offer to pay any staffing costs incurred.

The report was received and **NOTED**.

(b) Locum Clerk Report on internal meeting - File note – 12/11/2025

The report was received and **NOTED**.

(c) Complaint report/incident 13/11/2025 and subsequent response from Locum Clerk.

The report was received and **NOTED**. Staff involved were praised for handling such a difficult situation with care and professionalism.

(d) Progress report on Investigation of incident(s).

The report was received and **NOTED**. Further work and a briefing to members would be provided in due course.

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

The date and time of the next meeting was agreed as 23 February 2026 at 6.30pm.

Meeting closed at 6.30pm

DRAFT

Approved…….....

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 7b

To consider the requirement for an interview panel of five councillors for the Deputy Clerk recruitment process, and to approve the appointment of Cllrs Britcher, David Maidstone and Gurney to the panel as recommended at the Staffing Committee meeting held on 14 January 2026.

Background

The current recruitment process policy defines the Deputy Clerk as a senior position and as such requires three members of the staffing committee plus two other councillors to be present on the interview panel. This is addition to the Clerk who would also be present to facilitate proceedings.

Budget considerations

None.

Proposal

The inclusion of a further two members appears to be an overkill of the requirements and does not add any further value to the decision making. Having five members present at an interview could appear to be quite daunting and intimidating for candidates, who may of course already be nervous enough! It is important that candidates establish a rapport with members of the panel, and having five members present makes this difficult.

The staffing committee have already appointed three panel members for the interviews for the Deputy Clerk vacancy. All members selected are experienced and representative of the council.

Recommendation

To agree that Cllrs Britcher, David Maidstone and Gurney form the interview panel for the position of Deputy Clerk for interviews due to held week commencing 2 March 2026.

Clerk

4 February 2026

HELLESDON PARISH COUNCIL

ITEM NO: 10

To consider date, time, venue and content of the 2026 Annual Parish Meeting.

Background

The Annual Parish Meeting (APM) is a statutory meeting[1] required by law for every parish in England. It is distinct from the Annual Parish Council Meeting and exists to allow local electors, not the council to discuss parish affairs. It is **not** a meeting of the Parish Council, and councillors attending do so as parishioners not as councillors. The meeting must be held between 1 March and 1 June each year and the meeting can not start before 6pm. Only registered electors in the parish of Hellesdon may speak and vote at the meeting. If the Chair of the Parish Council attends they will usually Chair the meeting. If the Chair does not attend the meeting then a Chair will be voted in at the beginning of the meeting. The Clerk would take minutes of the meeting. There is no compulsion upon the Parish Council to act on any matter raised at the APM, although it would be proper to consider items raised at a future meeting of the Full Parish Council or committee.

Budget considerations

I can not trace any budget line for the APM, however if the Council Chamber is chosen as the venue then there is no immediate cost to the council, unless other provisions are required.

Proposal

In 2025 the APM was held on 7th May and the previous year in 2024 it was held on 8th May. April 23rd was chosen as the date in 2023.

I have had a request from PC Matt Hill and PC Sam Hales to present an annual review of policing in Hellesdon at the APM.

A date in May 2026 would be suitable, subject to availability if the venue is chosen as a room within Hellesdon Community Centre. The Council Chamber is much more available with the exception of the second and fourth Tuesday in the month.

Recommendation

As council elections have been cancelled I would suggest 7 May 2026 at 7pm in the Council Chamber. Although some by elections have been called and may take place on 7th May 2026 this is unlikely to effect Hellesdon and will also mean the timescale of pre election period will also have passed.

Clerk

4 February 2026

[1] Schedule 12, Part III of the Local Government Act 1972.