

**Minutes of the meeting of the Property, Policy & Resources Committee held on
29 June 2026 at 7pm at Hellesdon Parish Council Offices, Diamond Jubilee Lodge,
Woodview Road, Hellesdon, Norwich, NR6 5QB**

Present:

Cllr Shelagh Gurney (Chair)
Cllr David Britcher
Cllr Ian Duckett
Cllr Roy Forder
Cllr Sue Holland
Cllr John Knowles

Also in Attendance:

Jonathan Hall (Clerk and Responsible Financial Officer)

1. Apologies and reasons for absence

Apologies were received and accepted from Cllrs David Maidstone and Cllr Mel Maidstone. Cllrs Sue Holland and Cllrs John Knowles substituted respectively. The committee noted that Cllr Mike Hicks had resigned as Chair of the Playing Fields, Allotments and Amenities committee.

2. Declarations of Interest and Dispensations

None.

3. To Approve the Minutes of committee meeting held 26 February 2026

The minutes of the meeting held on 26 February 2026 were **approved** as a true and accurate record of the meeting and were duly signed by the Chair.

4. Public Participation

None.

5. To consider and agree a policy establishing criteria for the promotion of events on the Parish Council's noticeboards and social media channels.

The Clerk had circulated prior to the meeting a draft version of a proposed policy. This policy reflected the feedback received from community groups and residents, since the decision made in December 2025, to allow only Parish Council notices on noticeboards and social media channels.

The Committee **RESOLVED** to trial the proposed policy for a period of six months and then return the item to the committee for further consideration.

6. To consider the Committee's Terms of Reference.

The Clerk had circulated prior to the meeting some suggested changes. The committee felt it was important to have a separate budget setting meeting within the terms of the committee. Removing designated party substitutes had worked well for the meeting and it was agreed to remove the party for party agreement within the terms.

Approved.....

Date.....

It was **RESOLVED to recommend** to Full Council the changes to the committee's terms of reference. This would be considered at the next Full Council meeting on 14 July 2026.

7. To receive and note budget monitoring and earmarked reserves reports.

The earmarked reserves and budget monitoring reports were duly noted.

8. To consider report on reserves and recommendations for cash investments.

The Committee received the Clerk's report. It was noted that the reserve funds held in the Barclays Bank accounts had remained untouched for many months. The Committee therefore agreed that it was reasonable to assume that these funds would not be required for projects within the next 12 months.

Access to funds was an important consideration and the same day access provided by the CCLA Public Sector Deposit Fund was attractive given the higher rate provided against other Bank's instant access accounts.

It was **RESOLVED** to recommend to Full Council the following:

- To close the Barclays deposit accounts and to transfer the balance of monies in to Unity Trusts' 12 month fixed term deposit at a rate of 4.06%pa (£437,741 into Unity Trust 12 month fixed term deposit at 4.06%)
- To transfer £300,000 from Unity Trust's instant access deposit current rate (1.95%) into CCLA Public Sector Deposit Fund 3.7507% (net of fees) . To nominate the Council's current account number 20548209 (608301) as the transactional account. (£300,000 into CCLA PSDF at 3.7507%)

Table of proposed investments

Bank	Account	Access	Amount	Yield*
Unity Trust	Instant Deposit	Instant	£354,807	1.95%
Unity Trust	12 month fixed	12 months	£437,741	4.06%
CCLA	Public Sector Deposit Fund	Same day if requested before 11.30am	£300,000	3.7507%**
Total			£1,092,548	

*Yields are gross figures ** Yield net of management fees

9. To receive and agree quote for installation of fire doors and shutters within the Community Centre.

The report outlined the work still be undertaken to achieve full compliance with Fire Regulations. It was noted that quotes for the roller shutters in both the Majorie Lewis Hall and the main kitchen had not yet been received. Give the value of the contract the committee did not consider the works to be specialist or an extension to the contract of the previous fire door work.

It was **RESOLVED** to request two other quotes to the same specification and when received the decision should be referred to the Full Council.

Approved.....

Date.....

10. To consider application to Norfolk County Council's Bus Shelter Grant Scheme 2026/2027.

The Committee **RESOLVED** to replace the bus shelter at the junction of Reepham Road / Meadow Way subject to the County Council awarding a grant that would cover up to 80% of the total cost of the project.

11. To consider resident's request for new bench in the vicinity of The Bull Roundabout.

It was **RESOLVED** to place a bench on the grass verge outside the Co-op on Reepham Road. The bench selected should be made of recyclable material to reduce maintenance. The Clerk will approach the Co-op to see if a grant could be obtained from their Community Fund.

12. To consider grant application to the Council's Good Causes Fund from SOS Junior Badminton Club.

The committee **RESOLVED** to award £287.94 from the fund for the purchase of six lightweight Yonex rackets to lend to children who can not afford to purchase their own.

13. To consider report on damaged milestone located on Drayton High Road opposite Persimmon development.

The report was noted and would be referred to Norfolk County Council Highways for consideration.

14. To consider the date and time for the next committee meeting. Suggest Monday 28 September 2026 at 7pm.

The date and time of the next meeting was confirmed as 28 September 2026 at 7pm.

Meeting ended 8.45pm

Approved.....

Date.....