

**Notice of Property Policy & Resources Committee meeting to be held on
Monday 29 June 2026 at 7pm in The Council Chamber
Diamond Jubilee Lodge, Wood View Road, Helledon, Norwich NR6 5QB
Committee Members are summoned to attend for the purpose of
transacting the following 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. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

AGENDA

- 1. Apologies and reasons for absence**
- 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. To Approve the Minutes**
To approve the minutes of the meeting held on 26 February 2026.
- 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.
- 5. To consider and agree a policy establishing criteria for the promotion of events on the Parish Council's noticeboards and social media channels.**
- 6. To consider the Committee's Terms of Reference.**
- 7. To receive and note budget monitoring and earmarked reserves reports.**
- 8. To consider report on reserves and recommendations for cash investments.**
- 9. To receive and agree quote for installation of fire doors and shutters within the Community Centre.**
- 10. To consider application to Norfolk County Council's Bus Shelter Grant Scheme 2026/2027.**
- 11. To consider resident's request for new bench in the vicinity of The Bull Roundabout.**
- 12. To consider grant application to the Council's Good Causes Fund from SOS Junior Badminton Club.**
- 13. To consider report on damaged milestone located on Drayton High Road opposite Persimmon development.**
- 14. To consider the date and time for the next committee meeting. Suggest Monday 28 September 2026 at 7pm.**

Jonathan Hall

Jonathan Hall
Clerk to the Council
Dated 23 June 2026

**Minutes of the meeting of the Property, Policy & Resources Committee held on
26 February 2026 at 6.30pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present:

Cllr Shelagh Gurney (Chairman)
Cllr David Britcher
Cllr Ian Duckett (until 7.03pm)
Cllr Mike Hicks (from 7.36pm)
Cllr David Maidstone
Cllr Mel Maidstone
Cllr Roy Forder

Also in Attendance:

Jonathan Hall (Clerk and Responsible Financial Officer)

1. Apologies and reasons for absence

None

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. To Approve the Minutes

The minutes of the meeting held on 8 January 2026 were approved as an accurate record and signed by the Chairman. .

4. Public Participation

None

5. Budget for 2026/27

A) To receive and review the proposed budget for 26/27 for all Committees for recommendation to Full Council.

The Clerk had prepared budgets for each committee following the decision by Full Council to increase the precept for 2026/7 by 4.99%. Due to the difficulties of inconsistent coding within Rialtas the data for the current financial year was not complete and some assumptions had been made with regard to end year positions.

Approved.....

Date.....

Environment Committee

The meeting agreed to review the Environment Committee Budget first as Cllr Duckett had to leave the meeting at 7pm. The proposed budget figures were accepted with an addition of £3000 for to allow for purchase of information boards and publicity of the committee's actions via Just Hellesdon magazine and other platforms.

Property, Policies and Resources Committee (PP&R)

The budget figures were accepted after having noted that there were a number of budget lines that had been added to the cost centre for PP&R which had been incorrectly assigned to other committees. There was a carried forward figure of £2250 to be added to the budget for 26/27 financial year which related to the grant received for the Neighbourhood Plan.

Hellesdon Community Centre & Café Committee (HCC&C)

The committee noted that this another cost centre where some budget lines had been inappropriately assigned, including the rent received from the Old Parish Council Office. Agency costs to cover staffing absences and annual leave would be assigned to the staffing budget. The '*Friday Friends*' expenditure line needs to be removed as this group is no longer organised by the Parish Council.

Playing Fields, Allotments and Amenities Committee (PFA&A)

It was noted that the grass verge cutting contract related to Highways and as such the budget line would be reassigned to PP&R committee cost centre who had responsibility for Highways. The contingency line was increased to £5000. There was some anticipated expenditure due in relation to tree surveys and inspections and the budget line was increased to £3000. The emergency tree work budget was moved to earmarked reserves.

Staffing Committee

The Staffing budget had been prepared by the Locum Clerk during the precept setting process and the figures proposed were accepted, which included an inflation related increase to salaries. There was also an increase in the agency personnel/professional fees as there was a strong likleyhood that support would be required to deal with the backlog of work and to cover annual leave.

Events Committee

It was agreed to increase the events expenditure budget to £7500 to allow for both Summer Fayre and the Awards evening scheduled to be held in February 2027.

The committee accepted the overall budget position and agreed to recommend to Full Council on 10 March 2026 that these figures be approved as the budget for 2026/7. A copy of the budget is attached to these minutes as appendix A.

To receive and review proposed Earmarked and General Reserves for 26/27 for recommendation to Full Council.

The Clerk had prepared a review of the earmarked reserves to ascertain what reserves were still required, what reserves required increasing and reserve funds no longer needed.

Approved.....

Date.....

During discussion of the earmarked reserves the Committee agreed to extend the meeting in line with Standing Order 9.12.

The Property Policy and Resources Committee recommend the following changes to the earmarked reserves as outlined:

- To close the reserve of Premises/Furnishings as this was no longer required.
- To close the reserve of CCTV as the invoice for the project in the Community Centre was about to be paid and would take the balance of the fund to nil.
- To add £2,000 to the Burial Ground Land reserve as historically the Council had added to the reserve to help acquire the purchase of additional burial land if appropriate.
- To close the reserve of Community Centre Contingency as this was being held as the contingency for the new roof project which has now been completed.
- To increase the reserve balance of Good Causes in Hellesdon to £5000 to encourage Hellesdon groups, societies and organisations to apply for grant funding.
- To increase the reserve balance of Land Contingency to £100,000 as further opportunities may present itself where the Parish Council will have to move swiftly to acquire land. This increase in reserve would provide some flexibility.
- To close the reserve of Green Grid as the fund was no longer required. It was felt that green policies can be embedded within other council priorities as projects and funded through the precept.
- To reduce the balance of Land Acquisition reserve to £50,000. It was felt the Land Contingency reserve gave the Council the flexibility required.
- To increase the balance of the reserve of Community Engagement to £5000 as the Council are aware that additional consultations may be required with regard to future developments.
- To close the Events Reserve. Future events requirements should be funded through the annual budget.
- To increase the reserve balance of Community Centre extension to £182,401.84 to help attract other funding for the project.
- To close the reserve of Community Fridge as the community fridge project has ended.
- To close the reserve of Neighbourhood Plan as the plan is in its closing stages and the grant funding to be received should cover all final costs.
- To close the reserve of Rainwater Harvester as this project was considered no longer viable. The project maybe able to get reconsidered with the Community Centre Extension Project.
- To close the Biodiversity Duty reserve. The duty to biodiversity to be picked up in projects through the annual precept.

The Committee agreed to recommend to Full Council that the following adjustments above are made and accepted as the Earmarked Reserves for 2026/7. A copy of the earmarked reserves is attached to these minutes at Appendix B

6. To consider the date and time for the next committee meeting.

The Chairman advised she would work with the Clerk to determine the best date for the next meeting of the committee.

The meeting closed at 9.53pm

Approved.....

Date.....

Appendix A

Hellesdon Parish Council Budget 26/27

Income			Income without precept
Environment	0		0.00
Events	1,500.00		1,500.00
General (PP&R)	703,196.00		37,521.00
HCC & Café	129,250.00		129,250.00
PFA&A	12,551.00		12,551.00
Planning	0		0.00
Staffing	0		0.00
	846,497.00		180,822.00
Expenditure			
Environment	500.00		500.00
Events	8,450.00		8,450.00
General (PP&R)	162,860.00		162,860.00
HCC & Café	43,820.00		43,820.00
PFA&A	35,606.00		35,606.00
Planning	0.00		0.00
Staffing	496,045.00		496,045.00
	747,281.00		747,281.00
Income minus expenditure	99,216.00		-566,459.00

Cash Position 24.2.26

Unity Current	20,115.18
Unity Deposit	570,000.00
Barclays Prem	350,859.44
Barclays Prem	84,537.34
Total	1,025,511.96
EMR	670,071.00
Minus EMR	355,440.96
o/s Payments	25,892.17
Minus o/s payments	329,548.79
o/s invoices	9,560.45
Add o/s invoices	339,109.24
39k to play equipment EMR	39,000.00
	300,109.24
General Reserve	300,109.24

04/02/2026 Hellesdon Parish Council Current Year
 18:21 Annual Budget - By Centre (Actual YTD Month 10)
 Note: Budget 2026/2027

General (PP&R)

			2024/2025		2025/2026			2026/2027	
			Budget	Actual	Agreed	Actual YTD	Estimated Year End	Carried Forward	Budget
100	Community Centre								
1476	Rent old parish office		0.00	1,049.00	0.00	1,049.00	2,850.00	0.00	2,850.00
	Total Income		0.00	1,049.00	0.00	1,049.00	2,850.00	0.00	2,850.00
110	Administration								
1076	Precept		0.00	598,827.00	634,037.00	634,036.00	634,037.00	0.00	665,675.00
1085	Grants received		0.00	31,497.00	0.00	0.00	14,000.00	0.00	0.00
1099	Community Infrastructure		0.00	8,784.00	0.00	8,784.00	8,784.00	0.00	0.00
	Total Income		0.00	639,108.00	634,037.00	642,820.00	656,821.00	0.00	665,675.00
130	Council Office								
1360	Electricity FIT		604.00	-2,844.00	200.00	0.00	600.00	0.00	600.00
1365	Misc office income		0.00	3.00	2,000.00	0.00	0.00	0.00	0.00
1490	Misc donations received		0.00	60.00	0.00	20.00	24.00	0.00	0.00
	Total Income		604.00	-2,781.00	2,200.00	20.00	624.00	0.00	600.00
140	Neighbourhood Plan								
1340	Neighbourhood Plan		0.00	35.00	0.00	2,250.00	2,250.00	2,250.00	2,250.00
	Total Income		0.00	35.00	0.00	2,250.00	2,250.00	2,250.00	2,250.00
150	Investment								
1080	Bank Interest Received		4,051.00	13,891.00	4,051.00	9,615.00	10,538.00	0.00	12,000.00
1090	Monthly Loyalty Rewards		92.00	117.00	92.00	0.00	0.00	0.00	0.00
1091	Cash back rebates		48.00	47.00	48.00	0.00	0.00	0.00	0.00
	Total Income		4,191.00	14,055.00	4,191.00	9,615.00	10,538.00	0.00	12,000.00
270	Traffic Highways/Environment								
1350	Parish Partnership grant		6,143.00	6,143.00	1,888.00	0.00	2,500.00	0.00	2,500.00

From HCC & Café

1215	Grass cutting agreement		16,735.00	14,282.00	17,187.00	16,982.00	16,982.00	0.00	17,321.00	FROM PFA&A
	Total Income		22,878.00	20,425.00	19,075.00	16,982.00	19,482.00	0.00	19,821.00	
	Total General Income								703,196.00	
130	Council Office									
4070	Profess Fees/Agency Personnel		0.00	12.00	0.00	0.00	0.00	0.00	0.00	
4112	Advertising		360.00	12.00	500.00	866.00	1,039.20	0.00	0.00	
4150	Utilities & business rates		17,750.00	13,118.00	18,500.00	11,024.00	11,024.00	0.00	0.00	
4150	Utilities & business rates		192.00	1,588.00	1,000.00	2,139.00	2,139.00	0.00	0.00	FROM PFA&A
4150	Utilities & business rates		3,466.00	12,213.00	4,000.00	3,842.00	3,842.00	0.00	0.00	FROM PFA&A
4150	Utilities & business rates		26,581.00	30,473.00	29,500.00	30,471.00	30,471.00	0.00	32,400.00	FROM HCC & Café
4160	Repairs/Maintenance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4160	Repairs/Maintenance		0.00	14,163.00	0.00	9,364.00	11,236.80	0.00	9,300.00	FROM HCC & Café
4240	Emergency Work		0.00	105.00	0.00	0.00	0.00	0.00	0.00	
4250	PHS services		130.00	101.00	136.00	0.00	0.00	0.00	0.00	
4295	Equipment - New/Replacement		1,968.00	204.00	2,066.00	518.00	621.60	0.00	0.00	
4300	Equipment-Repair/Maintenance		0.00	0.00	0.00	57.00	68.40	0.00	0.00	
4305	Parts- Repair/Replace/Spare		0.00	0.00	0.00	37.00	44.40	0.00	0.00	
4400	Chairman's Budget		1,500.00	10.00	1,500.00	0.00	0.00	0.00	1,500.00	
4405	Expense/Mileage Members & Staff		100.00	0.00	100.00	0.00	0.00	0.00	250.00	
4410	Expense/Mileage Staff		100.00	95.00	100.00	2.00	2.40	0.00	0.00	
4415	Refreshments		524.00	416.00	550.00	156.00	187.20	0.00	200.00	
4420	Telephone and Broadband		3,379.00	4,491.00	4,500.00	1,677.00	2,012.40	0.00	2,100.00	
4425	IT Support and Maintenance		6,689.00	5,723.00	8,250.00	8,609.00	10,330.80	0.00	10,500.00	
4430	Photocopier		1,338.00	890.00	1,500.00	575.00	690.00	0.00	1,200.00	
4435	Contingencies		500.00	0.00	500.00	0.00	0.00	0.00	500.00	
4440	Stationery		966.00	788.00	1,000.00	855.00	1,026.00	0.00	1,000.00	
4445	Postage		237.00	77.00	237.00	57.00	68.40	0.00	100.00	
4450	Inspections		1,237.00	410.00	1,300.00	0.00	0.00	0.00	0.00	
4450	Inspections		473.00	390.00	500.00	0.00	0.00	0.00	0.00	FROM PFA&A
4480	Memberships & Subscriptions		0.00	64.00	0.00	0.00	0.00	0.00	0.00	
4480	Memberships & Subscriptions		2,500.00	1,931.00	2,500.00	2,490.00	2,988.00	0.00	3,000.00	FROM HCC & Café
4485	Other Licences/Fees		2,881.00	4,357.00	3,750.00	2,657.00	3,188.40	0.00	3,200.00	

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170	Health and Safety								
4070	Profess Fees/Agency Personnel		0.00	0.00	0.00	148.00	177.60	0.00	0.00
4135	Consultancy Fees		1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00
4140	Defibrillator		357.00	984.00	400.00	0.00	0.00	0.00	0.00
4295	Equipment - New/Replacement		250.00	268.00	300.00	57.00	68.40	0.00	0.00
4390	Materials		0.00	0.00	0.00	171.00	205.20	0.00	0.00
4630	Consumables		27.00	25.00	50.00	0.00	0.00	0.00	0.00
4635	cleaning agents/materials		0.00	194.00	0.00	0.00	0.00	0.00	0.00
	Overhead Expenditure		1,634.00	1,471.00	1,750.00	376.00	451.20	0.00	0.00
180	Media and Communications								
4105	Newsletter-Printing/Distributi		5,124.00	4,795.00	4,500.00	2,235.00	2,682.00	0.00	0.00
4110	Website and Emails		1,690.00	617.00	1,774.00	0.00	0.00	0.00	0.00
4112	Advertising		0.00	0.00	0.00	350.00	420.00	0.00	0.00
4125	Other communications		0.00	0.00	0.00	0.00	0.00	0.00	0.00
4155	IT Infrastructure		600.00	125.00	600.00	333.00	399.60	0.00	0.00
4460	CCTV		0.00	0.00	0.00	1,000.00	1,200.00	0.00	0.00
4460	CCTV		0.00	0.00	0.00	50.00	60.00	0.00	100.00
4460	CCTV		500.00	0.00	500.00	0.00	0.00	0.00	0.00
4685	Noticeboards		150.00	0.00	200.00	0.00	0.00	0.00	275.00
	Overhead Expenditure		8,064.00	5,537.00	7,574.00	3,968.00	4,761.60	0.00	375.00
190	Stores								
4150	Utilities & business rates		1,623.00	1,530.00	1,705.00	1,846.00	1,846.00	0.00	1,940.00
	Overhead Expenditure		1,623.00	1,530.00	1,705.00	1,846.00	1,846.00	0.00	1,940.00
270	Traffic Highways/Environment								
4390	Materials		0.00	0.00	0.00	18.00	21.60	0.00	0.00
1215	Grass cutting agreement		16,735.00	14,282.00	17,187.00	16,982.00	16,982.00	0.00	11,263.00
4650	SAM		0.00	0.00	500.00	0.00	0.00	0.00	0.00
4655	Bus Shelters		596.00	0.00	500.00	0.00	0.00	0.00	550.00
4670	Parish Partnership Scheme		12,286.00	12,286.00	3,777.00	0.00	0.00	0.00	5,000.00
	Overhead Expenditure		29,617.00	26,568.00	21,964.00	17,000.00	17,003.60	0.00	16,813.00

FROM PFA&A
FROM HCC & Café

FROM HCC&Café

FROM PFA&A

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04/02/2026 Hellesdon Parish Council Current Year

18:21 Annual Budget - By Centre (Actual YTD Month 10)

Note: Budget 2026/2027

HCC & Cafe

			2024/2025		2025/2026		2026/2027	
			Budget	Actual	Agreed	Actual YTD	Estimated Year End	Carried Forward Budget
100	Community Centre							
1400	Community Centre Income		53,500.00	-9,716.00	59,000.00	31.00	37.20	0.00 0.00
1410	Community Centre Inc ML Room		0.00	28,039.00	0.00	23,729.00	28,474.80	0.00 29,000.00
1415	Community Centre Inc SW Room		0.00	24,423.00	0.00	19,534.00	23,440.80	0.00 24,000.00
1420	Community Centre Inc OH Room		0.00	13,643.00	0.00	12,453.00	14,943.60	0.00 15,000.00
1435	Warm room grants		0.00	500.00	0.00	0.00	0.00	0.00 0.00
1440	Community Centre Inc WW Room		0.00	4,079.00	0.00	5,562.00	6,674.40	0.00 7,000.00
1445	Community centre kitchenette		0.00	1,425.00	0.00	1,152.00	1,382.40	0.00 1,400.00
1455	Community centre stage hire		0.00	589.00	0.00	835.00	1,002.00	0.00 1,000.00
1460	Hire of flasks		0.00	574.00	0.00	457.00	548.40	0.00 600.00
1470	Hire of urn		0.00	44.00	0.00	101.00	121.20	0.00 150.00
1475	Storage charge		0.00	1,018.00	0.00	907.00	1,088.40	0.00 1,100.00
1476	Rent old parish office		0.00	1,049.00	0.00	1,049.00	2,850.00	0.00 2,850.00
		Total Income	53,500.00	74,883.00	59,000.00	65,808.00	78,969.60	0.00 79,250.00
300	Cafe							
1500	Café Income		36,000.00	52,031.00	41,000.00	39,192.00	47,030.40	0.00 50,000.00
		Total Income	36,000.00	52,031.00	41,000.00	39,192.00	47,030.40	0.00 50,000.00
		Total Income HCC & Café	89,500.00	126,914.00	100,000.00	105,000.00	126,000.00	0.00 129,250.00
100	Community Centre							
4070	Profess Fees/Agency Personnel		0.00	2,705.00	0.00	0.00	0.00	0.00 0.00
4112	Advertising		0.00	350.00	0.00	0.00	0.00	0.00 0.00
4150	Utilities & business rates		26,581.00	30,473.00	29,500.00	30,471.00	30,471.00	0.00 32,400.00
4160	Repairs/Maintenance		0.00	14,163.00	0.00	9,364.00	11,236.80	0.00 9,300.00
4240	Emergency Work		0.00	269.00	0.00	20.00	24.00	0.00 0.00
4250	PHS services		4,000.00	4,661.00	5,250.00	4,938.00	5,925.60	0.00 6,100.00
4295	Equipment - New/Replacement		8,860.00	3,893.00	18,464.00	11,522.00	13,826.40	0.00 3,100.00
4300	Equipment-Repair/Maintenance		700.00	1,107.00	700.00	1,493.00	1,791.60	0.00 1,000.00
4305	Parts- Repair/Replace/Spare		0.00	72.00	0.00	0.00	0.00	0.00 0.00
4390	Materials		0.00	74.00	0.00	887.00	1,064.40	0.00 1,000.00

To PP&R

General

General

Note: Budget 2026/2027

		2024/2025		2025/2026			2026/2027	
		Budget	Actual	Agreed	Actual YTD	Estimated Year End	Carried	Budget
210	Grounds							
1200	Football Hire Charges	2,106.00	2,357.00	2,250.00	1,543.00	1,543.00	0.00	1,600.00
1210	Football Training Area Hire	986.00	825.00	1,000.00	1,049.00	1,049.00	0.00	1,100.00
1215	Grass cutting agreement	16,735.00	14,282.00	17,187.00	16,982.00	16,982.00	0.00	17,321.00
1270	Floodlights Income	26.00	30.00	30.00	0.00	0.00	0.00	200.00
	Total Income	3,118.00	3,212.00	3,280.00	2,592.00	2,592.00	0.00	2,900.00
240	Allotments							
1100	Allotment Income	3,220.00	4,746.00	4,000.00	4,332.00	5,200.00	0.00	5,000.00
1110	Water Recharge	0.00	-908.00	0.00	0.00	0.00	0.00	0.00
1111	Electricity Recharge	0.00	39.00	0.00	0.00	0.00	0.00	0.00
1115	Pest control Recharge	0.00	-390.00	0.00	0.00	0.00	0.00	0.00
	Total Income	3,220.00	4,746.00	4,000.00	4,332.00	5,200.00	0.00	5,000.00
255	Hard Courts and Car Park							
1220	No longer in use	0.00	0.00	0.00	25.00	30.00	0.00	0.00
1225	Outside courts	1,816.00	892.00	1,816.00	1,125.00	1,350.00	0.00	1,400.00
1230	No longer in use	0.00	14.00	0.00	0.00	0.00	0.00	0.00
	Total Income	1,816.00	906.00	1,816.00	1,150.00	1,380.00	0.00	2,500.00
260	Bowling Green							
1240	Bowls Hire Charges	1,900.00	1,900.00	2,090.00	2,088.00	2,088.00	0.00	2,151.00
	Total Income	1,900.00	1,900.00	2,090.00	2,088.00	2,088.00	0.00	2,151.00
265	Memorials							
1280	Memorial Garden Income	0.00	38.00	0.00	0.00	0.00	0.00	0.00
	Total Income	0.00	38.00	0.00	0.00	0.00	0.00	0.00
	Total Income	10,054.00	10,802.00	11,186.00	10,162.00	11,260.00	0.00	12,551.00

TO General

4160	Repairs/Maintenance		1,433.00	1,426.00	2,000.00	170.00	204.00	0.00	1,000.00	
4265	Fuel		2,640.00	1,871.00	3,000.00	1,188.00	1,425.60	0.00	1,500.00	
4290	Servicing		4,725.00	1,836.00	3,500.00	928.00	1,113.60	0.00	5,500.00	
4295	Equipment - New/Replacement		57.00	557.00	5,700.00	7,969.00	9,562.80	0.00	1,000.00	EMR ?
4300	Equipment-Repair/Maintenance		0.00	70.00	0.00	0.00	0.00	0.00	0.00	
4305	Parts- Repair/Replace/Spare		0.00	0.00	0.00	545.00	654.00	0.00	500.00	
4310	Hire of Machinery & vehicles		6,690.00	5,538.00	3,970.00	825.00	990.00	0.00	1,000.00	
4555	Vehicles		0.00	241.00	0.00	0.00	0.00	0.00	0.00	
4680	Depreciation		0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	
	Overhead Expenditure		15,545.00	11,539.00	19,170.00	11,625.00	13,950.00	0.00	10,500.00	
230	Trees									
4240	Emergency Work		1,668.00	36.00	1,668.00	0.00	0.00	0.00	4,000.00	TO EMR
4450	Inspections		0.00	495.00	0.00	0.00	0.00	0.00	3,000.00	
4455	work & inspections		8,067.00	0.00	5,000.00	0.00	0.00	0.00	4,000.00	
	Overhead Expenditure		9,735.00	531.00	6,668.00	0.00	0.00	0.00	7,000.00	
240	Allotments									
4145	Landowner Rent		1,550.00	2,149.00	2,500.00	1,670.00	1,670.00	0.00	1,670.00	To PP&R ?
4150	Utilities & business rates		192.00	1,588.00	1,000.00	2,139.00	2,566.80	0.00	0.00	To PP&R
4170	Pest Control		0.00	0.00	600.00	413.00	495.60	0.00	550.00	
4295	Equipment - New/Replacement		0.00	0.00	0.00	68.00	81.60	0.00	0.00	
4300	Equipment-Repair/Maintenance		0.00	0.00	0.00	539.00	646.80	0.00	0.00	
4390	Materials for projects		1,238.00	402.00	1,200.00	0.00	0.00	0.00	1,500.00	
4435	Contingencies		613.00	0.00	600.00	0.00	0.00	0.00	0.00	
4460	CCTV		0.00	0.00	0.00	1,000.00	1,200.00	0.00	0.00	To PP&R
4560	Property Maintain/Replacement		600.00	0.00	300.00	16.00	19.20	0.00	0.00	
	Overhead Expenditure		4,001.00	2,551.00	5,200.00	2,706.00	2,913.20	0.00	3,720.00	
250	Play Areas									
4160	Repairs/Maintenance		0.00	0.00	0.00	2,028.00	2,433.60	0.00	4,875.00	
4295	Equipment - New/Replacement		2,000.00	32.00	1,500.00	0.00	0.00	0.00	0.00	
4300	Equipment-Repair/Maintenance		2,500.00	87.00	2,000.00	0.00	0.00	0.00	0.00	
4335	Wooden Fence Repair/Maintain		0.00	0.00	0.00	98.00	117.60	0.00	0.00	
4450	Inspections		250.00	294.00	350.00	300.00	360.00	0.00	400.00	
	Overhead Expenditure		4,750.00	413.00	3,850.00	2,426.00	2,911.20	0.00	5,275.00	

255	Hard Courts and Car Park								
4300	Equipment-Repair/Maintenance		1,000.00	0.00	500.00	0.00	0.00	0.00	0.00
4340	Surface - Repair		500.00	0.00	500.00	0.00	2,111.00	0.00	0.00
4345	Surface Clean Chemicals		365.00	0.00	500.00	0.00	0.00	0.00	2,100.00
4560	Property Maintain/Replacement		675.00	344.00	500.00	0.00	0.00	0.00	0.00
4580	Car Park/ Pathways		0.00	83.00	0.00	0.00	0.00	0.00	4,485.00
	Overhead Expenditure		2,540.00	427.00	2,000.00	0.00	2,111.00	0.00	2,100.00
260	Bowling Green								
4160	Repairs/Maintenance		200.00	0.00	200.00	0.00	0.00	0.00	0.00
4300	Equipment-Repair/Maintenance		0.00	0.00	0.00	1,804.00	2,164.80	0.00	3,300.00
4390	Materials		2,445.00	1,595.00	2,200.00	0.00	0.00	0.00	2,811.00
	Overhead Expenditure		2,645.00	1,595.00	2,400.00	1,804.00	2,164.80	0.00	6,111.00
265	Memorials								
4360	Rose Renewal		400.00	110.00	400.00	0.00	0.00	0.00	0.00
4370	Bedding Plants		0.00	0.00	0.00	61.00	73.20	0.00	100.00
4575	War Memorial		350.00	125.00	350.00	0.00	0.00	0.00	800.00
	Overhead Expenditure		750.00	235.00	750.00	61.00	73.20	0.00	900.00

To PP&R

Total Expenditure for PFA&A

35,606.00

Net Expenditure for PFA&A

23,055.00

04/02/20: Hellesdon Parish Council Current Year

18:21 Annual Budget - By Centre (Actual YTD Month

Staffing

Note: Budget 2026/2027

			2024/2025		2025/2026			2026/2027	
			Budget	Actual	Agreed	Actual YTD	Estimated Year End	Carried	Budget
120	Staff								
4000	Admin Staff		128,356.00	94,931.00	127,393.00	58,327.00	69,992.40	0.00	129,591.00
4010	Groundstaff		87,139.00	69,402.00	88,424.00	55,313.00	66,375.60	0.00	109,496.00
4020	Care Takers		89,764.00	67,302.00	86,743.00	51,733.00	62,079.60	0.00	104,611.00
4025	Cafe Staff		31,721.00	29,887.00	34,293.00	24,573.00	29,487.60	0.00	33,993.00
4030	Additional Staff (Norse)		0.00	0.00	13,450.00	789.00	946.80	0.00	4,252.00
4040	PAYE		0.00	47,566.00	0.00	25,976.00	31,171.20	0.00	32,417.00
4045	Pension Scheme		44,443.00	54,282.00	38,000.00	26,125.00	31,350.00	0.00	36,383.00
4050	Staff Expenses		0.00	0.00	0.00	1.00	1.20	0.00	200.00
4055	Staff training		4,500.00	1,645.00	4,500.00	4,469.00	4,990.00	0.00	6,500.00
4070	Profess Fees/Agency Personnel		4,645.00	3,011.00	4,127.00	19,208.00	23,049.60	0.00	25,000.00
4080	Employer NI		28,376.00	25,252.00	39,040.00	33,883.00	40,659.60	0.00	45,019.00
4091	Uniform		0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
4090	Protective clothing/workwear		2,500.00	1,755.00	2,500.00	66.00	79.20	0.00	0.00
4345	Surface Clean Chemicals		0.00	0.00	0.00	391.00	469.20	0.00	0.00
4480	Memberships & Subscriptions		0.00	83.00	0.00	0.00	0.00	0.00	0.00
	Overhead Expenditure		421,444.00	395,116.00	438,470.00	300,854.00	360,652.00	0.00	496,045.00
	Net Expenditure for Staffing								496,045.00

To PP&R

04/02 Hellesdon Parish Council Current Year

18:21 Annual Budget - By Centre (Actual YTD Month 10)

Environment

Note: Budget 2026/2027

			2024/2025		2025/2026		Estimated	2026/2027	
			Budget	Actual	Agreed	Actual YTD	Year End	Carried	Budget
400	Environment								
4100	Environment Income		0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
	Total Income		0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
	Total Events Income		0.00	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00
410	Projects								
4100	Mini Forest Future for Nature		0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
New	Info boards and publicity		0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
4120	Wildflowers/ Birdboxes		0.00	0.00	0.00	0.00	0.00	0.00	500.00
	Overhead Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	8,500.00
	Total Events Expenditure		0.00	0.00	0.00	0.00	0.00	0.00	8,500.00

Net Expenditure for Environment

3,500.00

04/02 Hellesdon Parish Council Current Year

18:21 Annual Budget - By Centre (Actual YTD Month 10)

Events

Note: Budget 2026/2027

		2024/2025		2025/2026		Estimated	2026/2027	
		Budget	Actual	Agreed	Actual YTD	Year End	Carried	Budget
205	Events							
1480	Events income	1,550.00	3,981.00	6,050.00	1,314.00	1,314.00	0.00	1,500.00
	Total Income	1,550.00	3,981.00	6,050.00	1,314.00	1,314.00	0.00	1,500.00
	Total Events Income	1,550.00	3,981.00	6,050.00	1,314.00	1,314.00	0.00	1,500.00
200	Residents' Parties							
4115	Consumable- Food/Beverage	595.00	646.00	600.00	0.00	0.00	0.00	600.00
4120	Over 65 Entertainment	160.00	220.00	250.00	-568.00	-681.60	0.00	250.00
4630	Consumables	148.00	36.00	100.00	0.00	0.00	0.00	100.00
	Overhead Expenditure	903.00	902.00	950.00	-568.00	-681.60	0.00	950.00
205	Events							
4122	Events	4,709.00	7,027.00	9,000.00	3,651.00	4,381.20	0.00	7,500.00
4123	Bar trading costs	0.00	226.00	0.00	0.00	0.00	0.00	0.00
	Overhead Expenditure	4,709.00	7,253.00	9,000.00	3,651.00	4,381.20	0.00	7,500.00
	Total Events Expenditure	5,612.00	8,155.00	9,950.00	3,083.00	3,699.60	0.00	8,450.00
	Net Expenditure for Events							6,950.00

Appendix B

Proposed Reserves

Earmarked Reserves

	Account		Current Balance	Net Transfers in 25/26	Closing Balance after transfers	Proposed Balance	Committee
320	EMR Play Equipment		£ 20,000.00		£ 20,000.00	£ 20,000.00	PFA&A
321	EMR Site Fencing		£ 1,000.00		£ 1,000.00	£ 1,000.00	PP&R
322	EMR Machinery		£ 7,293.00		£ 7,293.00	£ 7,293.00	PFA&A
323	EMR Hard Surface Area		£ 66,500.00	-£ 2,120.00	£ 64,380.00	£ 64,380.00	PFA&A
324	EMR Premises/Furnishing		£ 1,900.00		£ 1,900.00	£0.00	PP&R
325	EMR CCTV		£ 22,000.00		£ 22,000.00	£0.00	PP&R
326	EMR Elections		£ 6,500.00		£ 6,500.00	£ 6,500.00	PP&R
327	EMR War Memorial		£ 4,500.00		£ 4,500.00	£ 4,500.00	PP&R
328	EMR Burial Ground Land		£ 10,000.00		£ 10,000.00	£ 12,000.00	PP&R
329	EMR Com Centre Contingency		£ 6,212.68		£ 6,212.68	£0.00	PP&R
330	EMR Parish Poll Provision		£ 6,000.00		£ 6,000.00	£ 6,000.00	PP&R
331	EMR Mountfield Park		£ 35,462.99		£ 35,462.99	£ 35,462.00	PFA&A
332	EMR Good Causes in Hellesdon		£ 4,609.76		£ 4,609.76	£ 5,000.00	PP&R
334	EMR Land Contingency		£ 53,127.24		£ 53,127.24	£ 100,000.00	PP&R
335	EMR Car Park/Paths / Driveway		£ 5,000.00		£ 5,000.00	£ 5,000.00	PP&R
336	EMR Car Park/Paths / Driveway		£ 10,000.00		£ 10,000.00	£ 10,000.00	PP&R
337	EMR Car Park/Paths / Driveway		£ 5,000.00		£ 5,000.00	£ 5,000.00	PP&R
338	EMR Grit bins		£ 1,000.00		£ 1,000.00	£ 1,000.00	PP&R
340	EMR PF Ownership signs		£ 1,508.45		£ 1,508.45	£ 1,508.00	PFA&A
342	EMR Staff contingency payments		£ 10,000.00		£ 10,000.00	£ 10,000.00	Staffing
345	EMR Bus shelter		£ 3,000.00		£ 3,000.00	£ 3,000.00	PP&R
346	EMR Green Grid		£ 5,140.00		£ 5,140.00	£0.00	PP&R
347	EMR Land Acquisition account		£ 59,752.17		£ 59,752.17	£ 50,000.00	PP&R
348	EMR Community Engagement Reserve		£ 2,350.00		£ 2,350.00	£ 5,000.00	PP&R
349	EMR IT Reserve		£ 10,000.00		£ 10,000.00	£ 10,000.00	PP&R
351	EMR Events		£ 2,500.00		£ 2,500.00	£0.00	Events
352	EMR HCC extension		£ 100,000.00		£ 100,000.00	£ 182,401.84	PP&R
361	EMR CIL 23/24 CC Ext (28/29)		£ 62,242.78		£ 62,242.78	£ 62,242.78	PP&R
362	EMR Comm fridge/cafe improves		£ 1,686.68		£ 1,686.68	£0.00	HCC&Café
363	EMR Neighbourhood Plan		£ 10,000.00		£ 10,000.00	£0.00	PP&R
364	EMR Rainwater Harvester		£ 25,000.00		£ 25,000.00	£ 25,000.00	PP&R
365	EMR Biodiversity duty		£ 5,000.00		£ 5,000.00	£0.00	Environment
366	EMR Refurb Westward WC's		£ 20,000.00		£ 20,000.00	£20,000.00	PP&R
367	EMR DJL control panel		£ 2,500.00		£ 2,500.00	£ 2,500.00	PP&R
368	EMR AV in DJL		£ 2,500.00		£ 2,500.00	£ 2,500.00	PP&R
369	EMR CIL 24/25 CC Ext (29/30)		£ 8,784.04		£ 8,784.04	£ 8,784.00	PP&R
370	EMR Emergency Tree Work		£ -		£ -	£ 4,000.00	PFA&A
			£ 598,069.79	-£ 2,120.00	£ 595,949.79	£ 670,071.62	

Proposed changes in balances highlighted in yellow

Report for : Property Policy and Resources Committee

Date: 29 June 2026

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

Background and Context

On 15 December 2025 the Playing Fields, Allotments and Amenities (PFA&A) committee met and resolved the following decision:

10. Discuss advert proposal for Council Notice boards.

It was agreed that only Parish Council related items may be displayed on Parish notice boards.

It is unclear as to why PFA&A committee were discussing this issue. The responsibility for noticeboards, media and policy is the Policy, Property and Resources committee.

In addition, following the decision on 15 December 2025, residents highlighted that events promoted on the Council's Facebook site may not be following the principle.

Since the decision many individuals, groups and organisations have contacted the Council to complain of the unfairness of such a decision.

Proposal

The Committee may have made the decision with good intentions, however it is clear that the impact of such a decision has been widely felt. Whilst the workload on the Janitor has decreased, the overall position of maintaining the noticeboard has not been affected.

Recommendation

Given the intentions of the committee and the overall impact on the community, a draft policy has been drawn for consideration. The policy excludes promotions from trades, commercial activities and party political advertising. The Committee should consider the draft policy, making any appropriate alterations and adopt the policy.

Clerk

Date 22.June 2026

Hellesdon Parish Council

Policy for the Promotion of Community Events on Parish Council Noticeboards and Social Media

Purpose: This policy sets out the criteria by which Hellesdon Parish Council will consider requests to promote events, activities and notices using the Council's noticeboards and social media channels.

Policy aim: The Council wishes to support community engagement by helping non-commercial local societies, organisations, charities, clubs and groups promote events and activities that are of benefit or interest to residents of Hellesdon.

1. Eligible notices and events

- Events organised by local non-commercial societies, organisations, charities, clubs, schools, faith groups, voluntary bodies or community groups.
- Events that are open to the public or to a clearly defined section of the local community.
- Activities that promote community wellbeing, social inclusion, education, volunteering, culture, recreation, local heritage, public services or charitable fundraising.
- Notices from statutory bodies, emergency services, local authorities or recognised public service providers where the information is relevant to Hellesdon residents.

2. Excluded notices and events

- Commercial advertising, including promotion of trades, businesses, paid services, private enterprises or commercial events.
- Events or activities from which an individual or business derives income for personal gain, whether directly or indirectly.
- Sales, promotions, discounts, product launches, private lessons, courses or activities operated primarily for profit.
- Party political material, election campaigning, petitions or lobbying material unless required or permitted by law as official public information.
- Material that is offensive, discriminatory, defamatory, misleading, unlawful, inappropriate for a general audience, or contrary to the Council's policies and duties.

3. Criteria for approval

- The event or notice must have a clear local connection to Hellesdon or be likely to benefit Hellesdon residents.
- The organiser must be clearly identified and provide contact details for verification.
- Any fundraising purpose must be clearly stated, including the charity, good cause or community organisation that will benefit.
- The Council must be satisfied that the notice is accurate, appropriate and relevant to the community.

4. Submission requirements

Requests should be submitted to the Parish Clerk with reasonable notice and should include the name of the organisation, event details, date, time, venue, contact information and confirmation that the event is non-commercial and not for personal financial gain. Posters for noticeboards should normally be no larger than A4 and must be clear and legible.

5. Display and publication

Approved notices may be displayed or shared subject to available space, relevance, timing and administrative capacity. Publication by the Council does not imply endorsement, sponsorship or responsibility for the event. The Council may edit wording for clarity, remove outdated notices, and decline or remove material at its discretion.

6. Review and decision making

The Parish Clerk, or other authorised officer, may determine routine requests in accordance with this policy. This policy will be reviewed periodically to ensure it remains suitable and effective.

DRAFT



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

TERMS OF REFERENCE

PROPERTY, POLICY & RESOURCES COMMITTEE

Responsibilities specific to all committees:

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

Responsibilities specific to this committee:

Authority

The Property, Policy & Resources Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to make decisions in respect of council owned property held within Hellesdon and the parish and on non parish council owned land ~~(on H/Way land – grit bins etc)~~ subject to budget and expenditure limits.

~~1 To deal with financial policies~~

21 To advise and recommend to full council in respect of all Council Policies

32 To determine and deal with the general financial resources of the Council

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

54 Responsibility for approving Section 106 and CIL payments for projects and assets with recommendations to go to the Full Parish Council.

65 To review the replacement and upgrade of all IT equipment

Hellesdon Parish Council
Terms of Reference
Property, Policy & Resources Committee
Reviewed – 29 June~~14th May~~ 2026~~4~~
Date of Next Review – May 2027~~5~~

Membership

The committee will be made up of 7 members of the council, the committee will be made up of 7 members of the council. These will include the Chairman of all committees, plus other appointed members to bring to membership to 7.

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

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

Quorum

The committee quorum shall be no fewer than three members.

Frequency of Meetings

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

Record of Proceedings

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

Delegated Powers

1. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
2. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
3. To consider all committees proposed annual budgets, concurrent funding and precept requirements and to prepare the annual budget for recommendation to the full council
4. To regularly monitor income and expenditure and to make any recommendations to the full council
5. To consider financial policies
6. To consider the Internal Control of the Council and to make recommendations to the full council
7. To deal with and control the general revenue financial resources ~~as listed in Cost Centre 6~~ of the annual budget
8. To review and determine the Council's Insurance arrangements

9. To guide and advise on the Council's banking arrangements
10. To guide and advise the full council generally in respect of all Policies
11. To secure the implementation of any measures agreed by full council following the external auditor report
12. To ensure the proper management of all property owned by Hellesdon Parish Council
 - On parish council owned land
 - on non parish council owned landand to be responsible for the strategic and routine maintenance of such property
13. To be responsible for the Council's Financial Reserves Management
14. To consider and determine donations to organisations in line with the Council's s donation policy
15. To consider and determine all grant applications to organisations in line with the Council grants policy
16. To lead on Council projects relating to Hellesdon Parish Council owned property and approve works relating to this

Standing Items for Ordinary Meetings

First meeting –

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

Second meeting –

- to consider the financial statement summarising the council's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the financial statement summarising the council's receipts and payments for the second (July – September) financial quarter
- to consider the committee budget for recommendation to the Full Council for approval

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year
- to review the Financial Reserve Management of the council for recommendation to the Full Council.

Fourth meeting –

- to consider the financial statement summarising the council's receipts and payments for the third (October – December) financial quarter
- to consider the Statement of Internal Control and review of its effectiveness for recommendation to the Full Council

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Hellesdon Parish Council
Reserves Balance
2026 - 2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
AV in DJL	2,500.00				2,500.00
Biodiversity Duty	5,000.00	-5,000.00			0.00
Burial Ground Land	10,000.00	2,000.00			12,000.00
Bus Shelters	3,000.00				3,000.00
Car Park Soak Away	10,000.00	-10,000.00			0.00
Car Park/Paths at HCC	5,000.00	-5,000.00			0.00
CCTV	22,000.00	-22,000.00			0.00
CIL 23/24 CC Ext 28/29	62,242.78				62,242.78
CIL 24/25 CC Ext 29/30	8,784.04				8,784.04
Community Centre Contingency	6,212.68	-6,212.68			0.00
Community Centre Extension	100,000.00	82,401.84			182,401.84
Community Engagement Fund	2,350.00	2,650.00			5,000.00
Community Fridge	1,686.68	-1,686.68			0.00
DJL Control Panel	2,500.00				2,500.00
Driveway Sinkage	5,000.00	-5,000.00			0.00
Elections	6,500.00				6,500.00
Emergency Tree Work		4,000.00			4,000.00
Events	2,500.00	-2,500.00			0.00
Good Causes in Hellesdon	4,609.76	390.24			5,000.00
Green Grid	5,140.00	-5,140.00			0.00
Grit Bins	1,000.00				1,000.00
Hard Surfaces at Hellesdon Cor		20,000.00			20,000.00
IT Reserve	10,000.00				10,000.00
Land Acquisition Account	59,752.17	-9,752.17			50,000.00
Land Contingency	53,127.24	46,872.76			100,000.00
Machinery	7,293.00	-2,269.00			5,024.00
Machinery	7,293.00	-7,293.00			0.00
Mountfield Park	35,462.99				35,462.99
Neighbourhood Plan	10,000.00	-10,000.00			0.00
Parish Poll Provision	6,000.00				6,000.00
PF Ownership signs	1,508.45				1,508.45
Play Equipment	20,000.00	39,000.00			59,000.00
Play equipment	20,000.00	-20,000.00			0.00
Premises/Furnishing	1,900.00	-1,900.00			0.00
Rainwater Harvester	10,000.00	-10,000.00			0.00
Rainwater Harvester 2	15,000.00	-15,000.00			0.00

Hellesdon Parish Council
Reserves Balance
2026 - 2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Refurb WestWood WC's	20,000.00				20,000.00
Site Fencing	1,000.00				1,000.00
Site Fencing	1,000.00	-1,000.00			0.00
Staff contingency payments	10,000.00				10,000.00
Tennis / Netball Courts surface	64,380.00				64,380.00
War Memorial	4,500.00				4,500.00
Total Earmarked	624,242.79	57,561.31			681,804.10
TOTAL RESERVE	624,242.79	57,561.31			681,804.10
GENERAL FUND					468,531.94
TOTAL FUNDS					1,122,043.25

Hellesdon Parish Council

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Council Administration	668,525.00	344,171.34	-324,353.66 (-48%)			0.00 (N/A)	-324,353.66
Property Policy & Resources	34,671.00	2,769.07	-31,901.93 (-92%)	172,175.10	88,548.23	83,626.87 (48%)	51,724.94
Playing Fields, Allotments & Amenit	11,451.00	3,770.94	-7,680.06 (-67%)	62,106.00	12,763.49	49,342.51 (79%)	41,662.45
Planning			0.00 (N/A)			0.00 (N/A)	0.00
Community Centre & Cafe	129,250.00	27,445.65	-101,804.35 (-78%)	30,220.00	8,574.32	21,645.68 (71%)	-80,158.67
Staffing			0.00 (N/A)	524,010.00	119,278.54	404,731.46 (77%)	404,731.46
Events	1,500.00		-1,500.00 (-100%)	8,350.00	2,467.03	5,882.97 (70%)	4,382.97
Environment			0.00 (N/A)	8,500.00		8,500.00 (100%)	8,500.00
NET TOTAL	845,397.00	378,157.00	-467,240.00 (-55%)	805,361.10	231,631.61	573,729.49 (71%)	106,489.49

Total for ALL Cost Centres	378,157.00	231,631.61
V.A.T.	6,390.52	13,291.50
GROSS TOTAL	384,547.52	244,923.11

Hellesdon Parish Council

Net Position by Cost Centre and Code (Between 01/04/2026 and 29/06/2026) - All Cost Centres and Codes

Cost Centre Name

<u>Council Administration</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
101	Precept		665,675.00	332,837.50			-332,837.50
102	Community Infrastructure L			3,327.81			3,327.81
103	Grants Received						
104	Other Income		600.00				-600.00
105	Neighbourhood Plan		2,250.00				-2,250.00
106	VAT			8,006.03			8,006.03
			668,525.00	£344,171.34			-324,353.66

<u>Property Policy & Resources</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
201	Interest Received		12,000.00				-12,000.00
202	Parish Partnership Grant		2,500.00		5,000.00		2,500.00
203	Grass Verge Cutting		17,321.00		11,263.10	2,252.62	-8,310.52
204	Utilities			405.00	12,940.00	9,522.03	3,822.97
205	Business Rates				23,500.00	4,636.04	18,863.96
206	Repairs & Maintenance				14,300.00	6,863.22	7,436.78
207	Sanitary Services				6,100.00		6,100.00
208	Equipment - New / Replace					4,256.03	-4,256.03
209	Equipment - Repair/ Mainte			9.13		2,898.38	-2,899.25
210	Chairman's budget				1,500.00		1,500.00
211	Member Expenses				250.00	31.50	218.50
212	Staff Expenses				200.00		200.00
213	Refreshments				200.00		200.00
214	IT Support & Maintenance				10,500.00	4,679.57	5,820.43
215	Photocopier / Printer				1,200.00	425.53	774.47
216	Stationery & Postage			311.84	1,100.00	717.78	694.06
217	Inspections					231.00	-231.00
218	Membership & Subscriptor			235.00	5,700.00	4,762.11	1,172.89
219	Licences & Fees				3,200.00	751.55	2,448.45
220	Public Works Loan Board				43,100.00	21,547.45	21,552.55
221	Hard Surfaces Car Park & i				4,485.00		4,485.00
222	St Mary's Grounds Mainteh				800.00		800.00
223	Misc contributions				200.00		200.00
224	Grants Awarded						
225	Consumables / Cleaning M				3,600.00	2,234.95	1,365.05
226	Councillor Training				1,000.00	196.00	804.00
227	PPE				400.00	280.46	119.54
228	External / Internal Audit				4,350.00	2,095.00	2,255.00
229	Legal Fees				500.00		500.00
230	Insurance				15,637.00	13,424.61	2,212.39
231	Bank Charges & Fees				500.00	171.80	328.20
232	H&S Consultancy						
233	Printed Communications					1,430.00	-1,430.00
234	Social Media & Website						
235	CCTV				100.00	80.00	20.00
236	Noticeboards						
237	Grass Verge Cutting						
238	Speed Activated Message f						
239	Bus Shelters				550.00		550.00
240	Dog / Litter Bins					4,199.00	-4,199.00
241	Alarm Systems					861.60	-861.60
242	Old Parish Council Office R		2,850.00	1,808.10			-1,041.90
			34,671.00	£2,769.07	172,175.10	£88,548.23	51,724.94

<u>Playing Fields, Allotments & Amenities</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
301	Football Pitch Hire		1,600.00	575.58			-1,024.42
302	Football Training Area Hire		1,100.00	504.88			-595.12
303	Tennis / Netball Court Hire		1,600.00	1,058.51			-541.49
304	Allotment Rents		5,000.00	394.47			-4,605.53
305	Bowling Green Hire		2,151.00	1,200.00			-951.00
306	Memorial Garden Income			37.50			37.50
307	Keys & Locks				200.00	850.24	-650.24
308	Locking Parks Contractor				2,000.00	1,560.00	440.00
309	Replacement / New Bins				500.00		500.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Hellesdon Parish Council

Net Position by Cost Centre and Code (Between 01/04/2026 and 29/06/2026) - All Cost Centres and Codes

Cost Centre Name

310 Bin Waste Removal	2,500.00	495.46	2,004.54
311 Seats Repair/Maintenance/	2,500.00		2,500.00
312 Signage Repair/Replaceme	500.00		500.00
313 Floodlights Maintenance/R	2,500.00		2,500.00
315 Skip Hire	1,800.00	677.15	1,122.85
316 Tree/Shrub/Plant Purchase	2,000.00	29.70	1,970.30
317 Chemical Controls	1,000.00	123.50	876.50
318 Equipment New/ Replace	4,000.00	2,983.97	1,016.03
319 Equipment Maintenance/ R	5,500.00	2,484.74	3,015.26
320 Small Tools Purchase	1,000.00	5.42	994.58
321 Fencing Repairs/ Installatio	5,000.00	10.42	4,989.58
322 Project Materials	4,000.00	1,201.62	2,798.38
323 Misc. Purchases		986.43	-986.43
324 Fuel	1,500.00		1,500.00
325 Van / Vehicle expenditure	1,000.00	407.41	592.59
326 Hire of Machinery	1,000.00		1,000.00
327 Tree Inspections	3,000.00		3,000.00
328 Tree Work	4,000.00	460.00	3,540.00
329 Land Rent	1,670.00	271.00	1,399.00
330 Pest Control	550.00	45.52	504.48
331 Play Area Inspections	400.00		400.00
332 Play Area Equipment Repa	4,875.00	102.39	4,772.61
333 Play Area Equipment New /			
334 Hard Surface Repair/ Maint	2,100.00		2,100.00
335 Bowling Green Maintenanc	6,111.00		6,111.00
336 Memorial Garden Rose Rei			
337 Bedding Plants	100.00	68.52	31.48
338 War Memorial Maintenance	800.00		800.00
	11,451.00	£3,770.94	62,106.00
		£12,763.49	41,662.45

Community Centre & Cafe

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
501	Community Centre Inc ML I		29,000.00	5,478.26			-23,521.74
502	Community Centre Inc SW		24,000.00	5,029.51		94.40	-19,064.89
503	Community Centre Inc OH		15,000.00	687.31			-14,312.69
504	Community Centre Inc WW		7,000.00	1,898.29			-5,101.71
505	Community Centre Inc Kitcl		1,400.00	211.36		6.29	-1,194.93
506	Community Centre Stage F		1,000.00	32.64			-967.36
507	Community Centre Stage F			78.68			78.68
508	Community Centre Flask H		600.00	172.92			-427.08
509	Community Centre Urn Hire		150.00	32.03			-117.97
510	Community Centre Storage		1,100.00	192.22			-907.78
511	Cafe Income		50,000.00	11,354.82			-38,645.18
512	Equipment New/Replaceme			35.31	8,920.00	35.31	8,920.00
513	Cafe Purchases			1,642.30	20,000.00	7,138.32	14,503.98
514	Damage Hire Deposits			600.00		1,300.00	-700.00
515	Equipment Maintenance				1,300.00		1,300.00
			129,250.00	£27,445.65	30,220.00	£8,574.32	-80,158.67

Staffing

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
601	Admin Staff				129,591.00	25,028.25	104,562.75
602	Grounds Staff				109,496.00	23,810.98	85,685.02
603	Caretaking Staff				104,611.00	14,535.52	90,075.48
604	Cafe Staff				33,993.00	8,091.55	25,901.45
605	PAYE				32,417.00	9,888.20	22,528.80
606	Employer NI				45,019.00	10,182.99	34,836.01
607	Pension Scheme				36,383.00	11,980.78	24,402.22
608	Staff Training				6,500.00	206.00	6,294.00
609	Agency Personnel				25,000.00	9,212.07	15,787.93
610	Recruitment Costs						
611	Legal Fees					890.00	-890.00
612	Uniform				1,000.00		1,000.00
613	Employee NI					3,265.49	-3,265.49
					524,010.00	£117,091.83	406,918.17

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Hellesdon Parish Council

Net Position by Cost Centre and Code (Between 01/04/2026 and 29/06/2026) - All Cost Centres and Codes

Cost Centre Name

Events		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
701	Events Income		1,500.00			30.00	-1,530.00
702	Residents Parties Food/Be				600.00		600.00
703	Residents Parties Entertain				250.00		250.00
704	Events Expenditure				7,500.00	2,437.03	5,062.97
			1,500.00		8,350.00	£2,467.03	4,382.97

Environment		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
801	Environment Income	5,000.00					5,000.00
802	Environment Projects				5,500.00		5,500.00
803	Information Boards & Publi				3,000.00		3,000.00
		£5,000.00			8,500.00		13,500.00

NET TOTAL	£5,000.00	845,397.00	£378,157.00	805,361.10	£229,444.90	113,676.20
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Report for : Property Policy and Resources Committee

Date: 23 June 2026

Item Title: To consider report on reserves and recommendations for cash investments.

Background and Context

The Council earlier this year requested that a review of the cash balances was undertaken and monies identified that could be invested for a long term period with the aim of securing a better yield. In addition, short term instant access accounts required reviewing to see if better yields could be obtained without reducing access.

The current deposit balances held across Unity Trust Bank and Barclays Bank are as follows:

Bank	Account	Access	Amount	Yield*
Barclays	Premium Account	Instant	£352,749	1.25%
Barclays	Premium Account	Instant	£84,992	1.25%
Unity Trust	Instant Deposit	Instant	£654,807	1.95%
Total			£1,092,548	

*All yields are gross figures

Council spending per month is estimated at £50,000 (minus any large projects) so for the remainder of 26/27 budget year this would amount to £525,000. The second half of the precept is due in September 2026 from Broadland District Council which will amount to £332,837.

The relevant clauses within the Council's Reserves Management Policy are as follows:

7. Current Financial Service Provider

7.1 The current financial service provider is Barclays Bank plc. The credit rating and reputation of the provider is considered by the Property Policy & Resources Committee during the discussions held regarding the level of financial reserves.

7.2 The Council may consider other providers as appropriate in order to achieve the best return on its investments. The credit rating and reputation of the provider must be relevant to local government policies and best practice.

As the Council's annual precept is £665,674, it is above the threshold used for a "small local authority" for Financial Services Compensation Scheme (FSCS) purposes. Therefore, the Council should proceed on the basis that FSCS deposit protection does not apply to its bank deposits. This increases the importance of considering the credit rating, reputation and financial standing of any institution used, as well as the need to spread funds where appropriate to manage counterparty risk.

The Council should also ensure that the RFO and Deputy Clerk retain sufficient flexibility to move funds quickly and easily between accounts, where appropriate, in order to secure the best available rates. Any arrangements should avoid overly complicated transfer processes that could create unnecessary delays or administrative burden.

The Council should also consider that, given its future ambitions and planned spending priorities, it would not be appropriate to expose its reserves to stock market fluctuations. A cautious, cash based approach would better support the Council's need for security, liquidity and certainty over the availability of funds.

Given these parameters, I have reviewed investment cash based accounts and products offered by both Unity Trust Bank and CCLA. CCLA (Churches, Charities and Local Authorities) is an organisation that invests funds on behalf of institutions within these sectors.

The most relevant CCLA product to consider is the Public Sector Deposit Fund (PSDF). This fund was established in response to the 2008 Icelandic banking crisis, during which many local authorities, including Norfolk County Council, experienced financial losses. Its purpose is to provide a more secure investment option for local authority funds while maintaining easy access to cash when required.

Unity Trust provides several cash based products, which offer easy access if required, although some accounts have longer notice periods. A schedule of these products can be viewed at appendix A of the report.

Proposal

Unity Trust's business model enables it to remain competitive with larger high street providers. As shown above, its instant access deposit account currently offers a yield 0.7% higher than the Barclays Premium Account, while maintaining the same level of access to funds.

The Council should consider closing all of the deposit accounts held with Barclays and look to reinvest these monies elsewhere which offer better yields.

The level of funds held within the Barclay deposit accounts has remained stable for a considerable period. As a result, these balances could be invested for a longer term in order to secure a more favourable rate of return.

CCLA offers same day access to funds, provided withdrawal requests are submitted by email before 11:30am on a working day. Funds are then credited to the Council's current account before the close of business on the same day. Payments can only be made to a single pre nominated bank account, which is designated when the service is established. This arrangement ensures that funds remain within the Council's control, enhancing security and reducing the risk of fraud.

Recommendation

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 request before 11.30am	£300,000	3.7507%**
Total			£1,092,548	

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

Clerk

25 June 2026



Savings Products Table

	Variable Savings Products	Fixed Term Deposit Products					Notice Products	
	Instant Access Savings Account	30 Day Term Deposit	90 Day Term Deposit (Deposit of £85k -£10m)	90 Day Term Deposit (Deposit of £10m+)	6 Month Fixed Term Deposit	12 Month Fixed Term Deposit	32 Day Notice Account	95 Day Notice Account
Interest Rate as of 05/05/26	1.95%	2.25%	2.35%	2.45%	3.85%	4.06%	2.70%	2.90%
Term	–	30 days	90 days	90 days	6 months	12 months	-	-
Minimum Deposit	None	£85k	£85k	£10m	£85k	£85k	None	None
Maximum Deposit	None	None	£10m	None	£20m	£20m	None	None
Access	Instant	No Access	No Access	No Access	No Access	No Access	With 32 Days notice	With 95 Days notice
Fixed or Variable	Variable	Fixed for the term	Fixed for the term	Fixed for the term	Fixed for the term	Fixed for the term	Variable	Variable
Account Fee	Free	Free	Free	Free	Free	Free	Free	Free

Counterparty Exposure
24 June 2026

Total Invested £ 1,467,432,883

Source: CCLA IM

BORROWER	Exposure (£)
ABN Amro Bank N.V.	25,000,000
Australia and New Zealand Banking Group	130,000,000
Bank of Montreal	10,000,000
Bank of Nova Scotia (The)	10,000,000
BNP Paribas	55,000,000
Canadian Imperial Bank of Commerce	20,000,000
Citibank N.A.	55,000,000
Commonwealth Bank of Australia	5,000,000
Credit Agricole Corporate and Investment I	55,000,000
Credit Industriel et Commercial	46,300,000
Deutsche Zentral-Genossenschaftsbank (I	10,000,000
DNB ASA	15,000,000
Handelsbanken plc	30,000,000
HM Treasury	141,000,000
HSBC Bank plc	10,132,883
KBC Bank N.V.	10,000,000
Landesbank Baden-Wuerttemberg	120,000,000
Lloyds Bank plc	50,000,000
Mizuho Bank	40,000,000
MUFG Bank	50,000,000
National Australia Bank Limited	5,000,000
National Bank of Canada	100,000,000
NatWest Bank plc	15,000,000
NatWest Markets plc	30,000,000
Nordea Bank AB	15,000,000
Oversea Chinese Banking Corporation	30,000,000
Royal Bank of Canada	25,000,000
Santander UK plc	10,000,000
Skandinaviska Enskilda Banken AB	10,000,000
SMBC Bank	50,000,000
SMBC Bank International plc	5,000,000
Societe Generale	40,000,000
Standard Chartered Bank plc	35,000,000
Sumitomo Mitsui Trust Bank	40,000,000
Toronto Dominion Bank (The)	25,000,000
UBS AG	5,000,000
United Overseas Bank Limited	40,000,000
Yorkshire Building Society	100,000,000
	1,467,432,883

The PSDF is a low volatility net asset value money market fund, or LVNAV MMF, which is a short term MMF and is authorised as such in accordance with the provisions of the MMF Regulation. In addition to the general risk factors outlined in the Prospectus investors should also note that purchase of PSDF shares is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share, there can be no assurance that it will be maintained. Notwithstanding the policy of investing in short-term instruments, the value of the PSDF may also be affected by fluctuations in interest rates. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder.

Report for : Property Policy and Resources Committee

Date: 29 June 2026

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

Background and Context

Following a fire assessment inspection carried out by ESS at the Community Centre in 2025, a number of issues were identified relating to the prevention of fire and smoke spread within the building. Fire curtains have since been installed in the roof space, dividing the building into three separate zones. However, fire door regulations have been updated, and many of the existing doors do not meet the enhanced specification now required.

The previous Clerk had agreed a rolling programme of replacement and some doors (mainly those with exposure to the main corridor of the Centre) have already been replaced by Universal Carpentry & Building Ltd.

However, there are a further 28 doors that require replacement, although some are cupboard doors these do still need to meet the current requirements. A rolling programme will in the longer term cost more and would be acceptable if the Parish Council did not have the money to replace all of them at once.

Proposal

The rolling programme of replacement at the current rate is too slow and will take many years to achieve full compliance. However, there is only a limited budget available within the committee so any agreement to replace all doors in one go will need to be referred to Full Council to approve. There is a generous general reserve for 26/27 of £300k as the Council restructures its financial strategic position.

The required works are specialist in nature, as compliance depends not only on replacing the doors themselves but also on ensuring that the surrounding frames and structures are suitable to prevent smoke ingress. This should therefore be treated as an extension of the previous works undertaken to replace the main fire doors leading from the Centre's corridor. In addition, the new fire doors must be compatible with the existing fire alarm system. Treating the works as an extension to the existing contract will support effective installation and ongoing maintenance, while also ensuring compliance with the Council's governance arrangements.

In addition to the fire doors, the roller shutters serving the kitchen and bar area in the Marjorie Lewis Room also require replacement and enhancement to meet the updated regulations. Although the Council is still awaiting a formal quotation for this element of the work, the cost is currently estimated to be in the region of £20,000.

Recommendation

1. The Committee is advised to **recommend** to Full Council that the works required to the Community Centre to meet the following requirements and regulations should proceed:

- Fire Safety Act 2021
- Regulatory Reform (Fire Safety) Order 2005
- Building Regulations 2010
- Approved Document B – Fire Safety
- Fire risk assessment recommendations
- Fire compartmentation requirements
- Prevention of fire and smoke spread
- Protection of escape routes
- Fire-resisting doorsets, including door leaf, frame and surround
- Intumescent strips and smoke seals
- Self-closing devices on relevant fire doors
- Compatibility with the existing fire alarm system
- Fire-rated roller shutters for kitchen and bar openings
- Certified installation of fire doors and shutters
- Competent contractor installation
- Ongoing inspection, testing and maintenance
- Retention of compliance records, certificates and maintenance records
- Compliance with BS EN 16034 and BS EN 13241

2. The committee is advised to **recommend** to Full Council to accept the quote provided by Universal Carpentry & Building Ltd under the following clauses within Financial Regulations:

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;*
- ii. repairs to, or parts for, existing machinery or equipment;*
- iii. works, goods or services that constitute an extension of an existing contract;*
- iv. goods or services that are only available from one supplier or are sold at a fixed price.*

3. The Committee is advised to **recommend** to Full Council to delegate authority to the Clerk to manage and progress the quotation from Universal Carpentry & Building Ltd for the installation of the fire roller shutters required to meet the applicable regulations outlined above. The Clerk will report back to Full Council for ratification of any decisions taken.

Clerk

28 June 2026

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

Quotation

From: Simon Whitpen

Sent: Thursday, 25 June 2026 18:12:41

To: Hellesdon Parish Council - Grounds

Subject: Fire Doorsets Phase 4

Please see the estimate below, which I believe covers all remaining doorsets within the centre. An updated estimate for the shutters will follow shortly.

New Doorsets - scope of works

- **In accordance with the detailed door survey conducted on 29/04/2026, the following scope applies:**
 - 28nr Doorsets comprising:
 - 9nr Doubles.
 - 17nr Singles.
 - Door leaf total: 35.
 - 45 x 15 Square cut architraves.
 - All door linings, door stops, architraves, and unfinished doors to be primed.
 - Solid Oak door edges and glazing beads with a clear lacquer finish.
 - Oak veneered.
 - All doorsets are to match the existing installations previously completed by UCB.
 - The proposal is to replace the existing ML sliding door with a double door, with a 926mm master leaf, to achieve FD30s compliance.
 - Similarly, the Sylvia Watling Hall bi-fold doors replaced with two sets of double doors to each opening. Alternatively, if the openings are not required, they can be removed and partition walls constructed, which would offer a significant cost saving.

Item No.	Door ref	Location	Single / Double
1	Caretaker's Office Cupboard		Single
2	Spraggins Room		Single
3	Caretaker's Store		Double
4	Kitchen Store		Single
5	RH Changing Room		Single
6	RH Changing Room WC		Single
7	LH Changing Room		Single
8	LH Changing Room WC		Single
9	Sylvia Watling Hall		Double
10	Sylvia Watling Hall - Fanlight		
11	Sylvia Watling Hall – Bush Room / Store		Single
12	Sylvia Watling Hall – Bush Room / Store L/H Set A		Double
13	Sylvia Watling Hall – Bush Room / Store L/H Set B		Double
14	Sylvia Watling Hall – Bush Room / Store R/H Set A		Double
15	Sylvia Watling Hall – Bush Room / Store R/H Set B		Double
16	Bush Room – Store	Hall	Single
17	Bush Room – LH Cupboard		Single
18	Bush Room – RH Cupboard		Single
19	ML Room – Cupboard		Single
20	ML Room – Sliding Cupboard		Double
21	ML Room – Bar Cupboard		Single
22	Westwood Room		Single
23	Kitchenette		Single
24	Meter Cupboard		Double
25	Storage Cupboard – Outside Olive Haseltine	Hall	Single
26	Olive Haseltine Room		Single
27	Olive Haseltine Room - Fanlight		
28	Olive Haseltine Room Cupboard		Double

- **Ironmongery:**

- Allgood Modric or similar
- Lever Handles - Allgood Modric SS3506DN or similar
- Pull Handles - Allgood Modric (400mm fixing centres) SS6598 or similar
- Cylinder Pull - Allgood Modric Pull for Euro Profile Cylinder SS8 or similar
- Push Plates - Allgood Modric Radius Push Plate SS6802G (450 x 100 x 2.5mm) or similar
- Accessible WC Turn, Indicator & Release - Allgood Modric Disabled WC SS771Q2530 or similar
- Kick Plates & Kitchen Door Protection - SS6854 Modric Kick Plate or similar
- Escutcheons - SS796Q Modric Circular Escutcheon or similar
- Door Stop wall mounted application - Modric Wall Mounted Skirting Buffer SS2305 or similar

- Floor mounted application - Allgood Floor Mounted Door Stop SS2301 or similar
- Overhead Door Closers - Allgood Hardware Door Closer Satin Stainless Steel or similar
- Limiting Door Stay - Allgood Hardware Concealed Overhead Door Restraining Stay SS11004 or similar
- Accessible WC Grab Rail (door mounted) - Allgood Modric Grab Rail (600mm fixing centres) SS16051N or similar
- Statutory Signage (Allgood Modric or similar)
- 8448 ('Fire Door Keep Locked') to fire doors without overhead automatic closing device or similar
- 8449 ('Fire Door Keep Shut') to fire doors with overhead automatic closing device or similar
- Signage (Allgood or similar) or similar
- Female WC - Modric Self Adhesive 'Female' 76mm Sign SS8533 or similar
- Male WC - Modric Self Adhesive 'Male' 76mm Sign SS8532 or similar
- Accessible WC - Alite Self Adhesive 'Disabled' 76mm Sign XX98935SS or similar
- Staff - Modric Self Adhesive 'Staff' 76mm Sign SS8554 or similar
- Cloakroom - Modric Self Adhesive 'Cloakroom' 76mm Sign SS8558 or similar
- Agrippa sound activated fire door holder and mount to every door leaf
- Digital lock to caretakers' store.
- Kick plates both sides of every door leaf.

- **Fire stopping (including):**

- Intumescent seals, smoke seals, and drop-down seals.
- Fire-retardant foam is to be used to fill gaps of up to 10 mm between the door lining and the structural opening. Any gaps exceeding 10 mm must be packed with solid timber and rockwool to comply with door manufacturers' installation guidelines and building regulations.
- Intumescent mastic between door lining and structural opening each side of the wall, and behind architrave to wall.
- Intumescent sleeves to locks, latches, bolts, plus hinge pads.

- **Certification:**

- Certification of the fire doorset installation.

- All components, materials, products, and installation processes have been approved by the door manufacturer, ensuring full compliance with tested conditions.

- **Protection & handling:**
 - Temporary protection to every door leaf, including top and leading edge, removal when required.
 - Handling material deliveries and distributing them to the relevant areas, which will be barriered off for protection.

- **General:**
 - Supply & installation.
 - Waste will be disposed of in skips provided by UCB, or alternatively at a local recycling centre.
 - Where the existing doorsets are excessively packed out from the opening, this is not required. The new doorsets should therefore utilise the available structural opening rather than replicate the existing arrangement.
 - Door heights will utilise the full structural opening rather than a standardised height, except where overpanels are provided. In such cases, the height will match the adjacent door.
 - Where existing doorsets include timber overpanels, these will be removed and infilled with studwork, acoustic insulation, and fireline plasterboard. The finish will be taped, filled, and sanded to blend seamlessly with the surrounding walls.
 - Form new openings in Sylvia Watling Hall by removing the existing bifold door sets, to accommodate the installation of two new double door sets to each opening.
 - Making good to adjacent walls and associated timber trims.
 - If this estimate is of interest, we can provide full product data upon request.
 - O&M documentation will be submitted prior to practical completion.

- **Lead times:**
 - Delivery is approximately 19 days from placement of order and receipt of cleared deposit funds.
 - Installation is expected to take approximately four weeks from delivery, subject to the agreed programme.
 -

TOTAL		
Net £	VAT £	Gross £
84,033.30	16,806.66	100,839.96

Terms & Conditions:

- A deposit of 50% will be required upon placement of order. Procurement of materials will commence immediately upon receipt of deposit, with the balance due on completion.
- A designated will be required for the safe storage of materials, with barriers in place to prevent damage.
- Certification of the fire doorset installation will be submitted strictly following receipt of final payment.
- This quotation is strictly based on the information, drawings, schedules, and confirmations issued at the time of pricing, together with the clarifications confirmed prior to submission. The price assumes that all structural openings, wall thicknesses, fire performance requirements, acoustic requirements, finished floor levels, access arrangements, and working conditions are accurate and accepted as such.
- Any additional work arising from discrepancies, omissions, late information, design changes, or site conditions differing from those confirmed, including (but not limited to) finished floor build-ups, structural opening sizes, programme constraints, will be treated as variations and valued accordingly.
- No responsibility will be accepted for delays to material supply arising from supplier lead times, availability, or logistics, particularly where influenced by restricted or accelerated programme requirements. Such matters are outside of our control and shall not give rise to liability, delay damages, or associated costs.

Kind regards

Simon Whitpen | Senior Estimator and Director | Universal Carpentry & Building Ltd

facebook.com/UCB2007 | www.universalcarpentryandbuilding.co.uk

T: 01603 279096 |

The Beeches, 1980 Barn, Church Road, Stratton Strawless, Norwich, Norfolk, NR10 5LN

Report for : Property Policy and Resources Committee

Date: 29 June 2026

Item Title: To consider application to Norfolk County Council's Bus Shelter Grant Scheme 2026/2027

Background and Context

Following the success of the 2025/26 Bus Shelter Grant Scheme, Norfolk County Council (NCC) have announced a new funding opportunity for the 2026/27 financial year to support the installation and refurbishment of bus shelters within town and parish council areas.

The scheme will also support a range of associated improvements, including enhanced shelter lighting and the provision of cycle parking facilities at bus stops. This initiative is being delivered through NCC's Bus Grant programme as part of NCC continued commitment to improving public transport infrastructure, enhancing accessibility, and encouraging sustainable travel across the county.

This funding opportunity is intended to help local councils improve waiting facilities for bus passengers, particularly in locations where enhanced infrastructure can make a significant difference to passenger comfort, safety, and the overall travel experience. The County Council recognise that high-quality bus stop facilities play an important role in encouraging greater use of public transport and supporting more sustainable travel choices.

Providing improved facilities at bus stops aligns closely with NCC's strategic public transport objectives, which include:

- Improving the quality, reliability, and attractiveness of local bus services for both existing and potential passengers.
- Enhancing passenger comfort and accessibility, particularly for older people, those with disabilities, and passengers travelling with children.
- Supporting a shift away from private car use, helping to reduce congestion, improve air quality, and contribute towards the county's environmental ambitions.
- Strengthening connectivity for rural and underserved communities, ensuring public transport remains a practical and appealing option for all residents.

Proposal

The committee are encouraged to review the guidance and consider whether Hellesdon's community would benefit from new or upgraded bus shelter infrastructure. Any new shelter could be purchased at a 80% discount.

Recommendation

The Council should submit an application to replace the Bus Shelter at Reephams Road / Meadow Way junction as the Facilities Manager advises this shelter is in the worst condition,

is heavily used and spare parts for the shelter are no longer available as the manufacturer has gone out of business.

From the PP&R 26/27 budget some of the £5,000 allocated for Parish Partnerships could be used to pay for the 20% cost. The Parish Council did not submit a Parish Partnership application for 2026/2027.

Clerk

June 2026

Guidance for Town and Parish Councils in Norfolk: *Applying for Bus Grant Funding for Bus Shelters, Seating, Cycle Parking and Lighting.*

This guidance applies to all town and parish councils within Norfolk who wish to apply for Bus Grant funding 2026/27 to –

- **Purchase a new bus shelter.**
- **Purchase a replacement bus shelter.**
- **Refurbish an existing bus shelter.**
- **Purchase seating at the bus stop e.g. public bench.**
- **Purchase cycle parking (stands) at the bus stop.**
- **Purchase lighting for an existing bus shelter.**

If your council is interested in participating in this scheme, the information below will help guide you through the application process.

Contents

- Choosing a Bus Shelter
- Selecting a Location
- Consents and Consultation
- Grant Funding
- Bus Shelter Manufacturers

Choosing a Bus Shelter

Bus shelters are available in a range of materials including wood, brick, flint, glass, and metal, or polycarbonate and metal—ensuring options to suit every community. When selecting a shelter, consider the following:

- Ease of maintenance and repair.
- Accessibility for all users.
- Visibility of approaching buses.
- Installation requirements.
- Seating provision.
- Lighting provision.
- Impact on the local landscape, including nearby properties.
- Resistance to weather and vandalism.
- Notice board provision.
- Display options for bus stop flags and timetable information.
- Necessary consents and safety requirements.
- Sustainability including environmentally friendly materials and designs.

There are several local and national suppliers available, some of whom are listed later in this document. Alternatively, a local contractor may be able to offer a bespoke solution.

Selecting a Location

Key considerations for shelter placement include:

- Must be on an existing bus route and at a designated stop.
- Sufficient space for the shelter and a boarding area for passengers.
- A level, self-draining base is required.
- Shelters should provide clear sightlines for passengers to see approaching buses.
- Must not obstruct pedestrian access or visibility.
- Shelters on private land require the landowner's permission.
- Shelters on public highways require a **Street Furniture Licence**.

Consents and Consultation

Before proceeding, you will need:

- A **site** or **desktop assessment** by a local Highway Engineer to ensure safety and suitability (an on-site meeting with contractors may be requested).
- A **Street Furniture Licence** for shelters, seating and cycle parking located on public highways.

Apply for a Street Furniture Licence here

[https://online.norfolk.gov.uk/highwaylicencesandpermits/\(S\(kozhvd20ltvls545fmcz1o45\)\)/streetfurniture/Default.aspx](https://online.norfolk.gov.uk/highwaylicencesandpermits/(S(kozhvd20ltvls545fmcz1o45))/streetfurniture/Default.aspx)

you may need:

- Planning permission and/or conservation area consent – contact your district or borough council early in the process.

We also recommend consulting:

- Your local police officer (to address concerns about anti-social behaviour).
- Residents near the proposed shelter site.
- Local bus operator(s) for insights into passenger usage and timetable display requirements.

Grant Funding

As part of the scheme, Norfolk County Council is offering funding to support the installation, upgrade or refurbishment of bus shelters, new seating, cycle parking or shelter lighting. To be eligible:

- The Parish/Town Council must contribute 20% of the total cost*.

- The Council must agree to adopt the shelter as a community asset and take responsibility for its ongoing maintenance.
- The shelter must be fully accessible and located on a current bus route.
- The project must prioritise public safety.
- Approval from a local Highway Engineer through the completion of a Street Furniture Licence.
- Planning permission and/or conservation consent must be secured, if needed.

****Contributions can also be made from NCC Local Member Funds.***

Please note: Norfolk County Council retains discretion over final allocations based on demand. There is no set limit on the number of shelters that can be funded but we want to see a spread across Norfolk so will distribute the funding countywide.

How to Apply for Grant Funding

Applications should be submitted via email to: busshelters@norfolk.gov.uk

Your application should include the following:

1. A map showing the proposed location of the shelter.
2. A **Street Furniture Licence** (if located on public highway).
3. Evidence of consultation and support from the local bus operator(s) (desirable).
4. A quotation from your chosen supplier.
5. Total project cost, including the Parish/Town Council's percentage and monetary contribution.
6. A written commitment from the Parish/Town Council to adopt the shelter as an asset and maintain it.

Deadline for applications: **31st March 2027**

For further information about the application process, contact the **Travel Development Officer**:  robert.pratt@norfolk.gov.uk

For advice on technical aspects or location-specific queries, contact your **local Highway Engineer**.

Successful applicants will be notified within 2 weeks of funding submission.

Funds will be disbursed upon approval and provided via a purchase order, against which councils may invoice to recoup eligible costs. Further details will be provided on receipt of application.

NCC will require written email confirmation, and a photo of the new shelter(s) once installed. Please send both to the **Travel Development Officer** (details above).

Bus Shelter Manufacturers

Below is a list of suppliers who provide bus shelters locally and nationally. This list does **not** represent endorsement, recommendation, or approval by Norfolk County Council.

We strongly advise obtaining multiple quotes before selecting a supplier.

Abacus Sutton-in-Ashfield Nottinghamshire NG17 5FT	01623 511111 http://www.abacuslighting.com/
Able Engineering Ltd 1 Hamlin Way Hardwick Narrows Kings Lynn Norfolk PE30 4NG	01553 691870 http://www.ableengineering.co.uk/index.php
Bus Shelters Ltd Unit 60Dyffryn Business Park Llantwit Major Road Llandow Vale of Glamorgan South Wales, CF71 7PY	01446 795444 http://www.shelters.co.uk/
Garrick Outdoor Ltd Unit 4 Langley Place Burscough Industrial Estate Burscough Ormskirk L40 8JS	01772 816414 http://www.garrickoutdoor.org.uk/
Glasdon Manufacturing Ltd Industrial Estate Poulton-le-Fylde Lancashire FY6 8JW	01253 891131 http://www.glasdon.com/home.aspx?cid=2

Littlethorpe of Leicester Ltd Unit 2 Lakeside Business park Pinfold Road Thurmaston Leicester LE4 8AT	0116 260 3777 http://www.bus-shelters.co.uk/
Macemain + Amstad Boyle Road Willowbrook Industrial Estate Corby Northants NN17 5XU	01536 401331 http://www.macemainamstad.com/
Polydon Polydon Park Radiance Road Doncaster South Yorkshire DN1 2TE	01302 327172 http://www.polydon.co.uk/index.htm
Queensbury Fitzherbert Road Farlington Portsmouth Hampshire PO6 1SE	023 9221 0052 http://www.queensbury.org/
SMF Parnall Road Fishponds Bristol BS16 3JD	0117 965 3438 http://www.smfdisplays.com/
Westcotec Ltd. 34 Bertie Ward Way Rash's Green Industrial Estate Dereham, Norfolk. NR19 1TE	T: 01362 853124 W: www.westcotec.co.uk
Trueform Pasadena Trading Estate Pasadena Close Hayes Middlesex UV3 3NQ	020 8561 4959 http://trueform.co.uk/

Bauer Media Outdoor UK Ltd (formerly Clear Channel) 33 Golden Square London W1	T: 02074 782 256 https://www.clearchannel.co.uk/contact
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Report for : Property Policy and Resources Committee

Date: 29 June 2026

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

Background and Context

A resident emailed the Parish Council office and asked whether a bench could be sited near The Bull Roundabout to aid elderly and less mobile residents to stop and rest before carrying on their journeys. The resident suggested locations for the bench could be:

- The area next to the parish council notice board outside The Bull PH on the grass verge
- A suitable area next to the new located Co-op again on the grass verge.

Proposal

There are no public benches in the area, although the locations suggested are not particularly wide. Permission from Norfolk County Council would be required for a bench to be sited.

Recommendation

If the committee is minded to agree to the purchase and installation of a bench, the budget line of £5,000 from Parish Partnerships could be utilised, as no application to Parish Partnerships was submitted for 26/27. Any bench purchased could be manufactured with recyclable materials to reduce maintenance and reduce vandalism. However, permission would be need to be obtained first from Norfolk County Council.

Clerk

June 2026

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

HELLESDON PARISH COUNCIL

COMMUNITY GRANT SCHEME

(in excess of £200)

POLICY, GUIDELINES & APPLICATION FORM

Council Office
Hellesdon Community Centre
Middletons Lane
Hellesdon
Norwich NR6 5SR

Tel (01603) 301751

www.hellesdon-pc.gov.uk

email: [parish clerk @hellesdon-pc.gov.uk](mailto:parish_clerk@hellesdon-pc.gov.uk)

Hellesdon Parish Council

Does your organisation need grant funding?

Hellesdon Parish Council may be able to help.

Complete the form below and return to the address shown.

GRANT APPLICATION FORM

Hellesdon Parish Council Community Grant Application Form

Please fill in all sections in black ink. Should you wish to expand on a question, please enclose additional information on separate sheets, stating which question the additional information refers to.

Only one project per application.

Please ensure that the declaration at the end of the application form is signed and dated.

Grants are subject to the Parish Council's Community Grants Policy and any additional conditions imposed by the Council in making the grant.
When completed please return this application form to:

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

Telephone: 01603 301751

e-mail: parishclerk@hellesdon-pc.gov.uk

Your organisation's contact details

Name of organisation

SOS Badminton Club

Contact name

Katie Ruthen

Position in organisation

Welfare officer, secretary, lead coach, finance officer, treasurer

Address for correspondence

13 Baldric Road, Taverham, Norwich, NR86NB

Telephone number(s) day 07881828449

Email address kruthen4krm@nsix.org.uk

Details of organisation

Brief description of your organisation's aims

SOS Badminton Club aims to provide an inclusive, affordable, and high-quality badminton programme for young people in Hellesdon and the surrounding area. Getting young people involved in sport and exercise, meeting new people and being accessible to all.

Our key aims are to:

- Encourage participation in sport by offering low-cost, accessible badminton sessions for all abilities
- Promote physical health, mental wellbeing, and active lifestyles among young people
- Develop badminton skills through structured coaching delivered by experienced volunteer coaches
- Create a safe, welcoming, and supportive environment where children can build confidence and social connections
- Provide opportunities for progression into competitive badminton, including local league participation
- Ensure equality of access so that financial barriers do not prevent young people from taking part
- Strengthen community engagement by involving families and volunteers in club activities

Through these aims, we seek to support the long-term development of junior players, and also provide a pathway into adulthood with access to our senior Badminton club. We have recently made this transition successful with our first junior member moving up to the senior club after Easter!

How long has it been in existence? Is it run by a committee?

SOS Junior Badminton Club started on 24th January 2024, with only 6 members. As of March 2026, we have 18 members and run at full capacity. The club is run on a voluntary basis and is supported by a small committee of coaches and helpers.

If yes, how many committee members?

4

Can anyone join?

Yes - Anyone can join the committee

Yes - Anyone aged 8-16 years old can join the junior club.

If not, what are the restrictions?

None

How often do you meet?

The committee meets once per year formally, but have regular communication over messaging. The club players meet once per week (Wednesday evenings, 6:30 - 7:30pm) during term time.

Where are meetings held?

Hellesdon High School

Are they public meetings?

No, but open to all parents, committee members and adult members

How many members do you have?

Approximately 18, but this changes half termly.

What percentages of members live in the Hellesdon Parish Council area?

67%

Organisation's purpose

SOS Junior Badminton Club was started to provide high quality, fun, inclusive badminton coaching sessions at a minimal cost. Sparking an interest in sport for young people that will lead to lifelong habits and healthy lifestyles. There hasn't been a junior badminton club in Hellesdon for over 10 years and young people and families in the community were missing out on this fun, accessible sport.

Over the past year, the club has:

- Delivered fun, structured coaching sessions for juniors of all abilities, utilising qualified coaches and volunteers
- Encouraged participation in sport and physical activity in the local community, whilst developing a skill.
- Supported player development and confidence; many parents have since 'got back into' badminton
- Entered a team into the local U13 badminton league, enabling juniors to experience competitive play
- Built strong links with families and the local community

Describe how the local community will benefit from your organisation.

SOS Junior Badminton Club provides valuable and accessible opportunities for young people living in Hellesdon and the surrounding area, with clear benefits for both individuals and the wider community. The club is especially important for the children in this area on darker winter evenings, where children don't 'play out' and social opportunities are limited.

For local children, the club offers a safe, structured, and inclusive environment where they can be physically active on a regular basis and take a sense of belonging knowing they can thrive in their local community. This is particularly important at a time when opportunities for affordable sport are increasingly limited. By keeping session costs low, the club ensures that children from all backgrounds can participate, helping to reduce the financial barriers that can be prevalent in this area, and promote equality of access.

Participation in the club supports children's physical health, coordination, agility and fitness, while also contributing positively to their mental wellbeing (and keeping them off screens!). Regular activity, social interaction, and a sense of belonging help build confidence, resilience, and self-esteem. For many players, the club is not just a sports session but an important part of their weekly routine and social life.

Are there any individual groups or societies that are members of your organisation, if so please mention.

Yes - the children that attend come from various different backgrounds, cultures and social groups.

About the project

Please give brief details of your proposed project; what you wish to use any grant awarded for; and what amount you are requesting from the Council.

SOS Badminton Club is seeking funding to support the development of its junior section.

The grant will be used to:

- Purchase 4 badminton nets - £173.99 (£42 x 4 + £4.99 delivery)
- Purchase 6 lightweight yonex rackets (Yonex arcsaber) to lend to children if they can't afford to purchase their own, £287.94 (£47.99 x 6)
- Purchase 4 short handled rackets for the younger, inexperienced players needing adapted equipment to access badminton and experience success, £70 (£17.50 x 4)
- Purchase 4 tubes of plastic shuttles (Yonex Mavis 2000) to sustain weekly sessions and match play, £40 (4 x£10)
- Subsidise team t-shirts to promote identity, inclusion, and participation in competition. Contribution of £200
- Subsidise the cost of Badminton England affiliation for junior members (particularly over-12s at £8 per player), ensuring insurance and giving access to wider competition, £80

Currently, the club relies heavily on borrowed and donated equipment, which limits growth and sustainability. With a one off grant, we could future proof SOS junior club and build a community that offers sustainably low fees to all of our parents.

Amount requested: £851.93

What is the total project cost?

£871.93

Have you received or applied for funding from any other source for this project?

No, but in 2023-2024 Persimmon homes donated £800 to our **senior** badminton club.

Financial details

Have you, or do you receive funding from other sources and if so who?

No

Please supply accounts, budget and constitution or terms of reference, as per guidance notes.

Outgoings:

Affiliation cost per year, £80

League Entry cost per year, £180

Coaching license per year, £157

Court fees per year, £1480

Incomings:

Approximate annual Membership fees, £2128

This leaves us with a float of approximately £200

If you have previously received a grant from the Hellesdon Parish Council, please give details.

No

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in the Hellesdon Parish Council's Community Grants Policy.

On behalf of Katie Ruthen

I accept the conditions in the Hellesdon Parish Council's Community Grants Policy

Signed *KRuthen*

Date: 19th March 2026

Position in organisation Coach, Treasurer, Welfare Officer

If the person signing this form is under 18, an adult organisation member must countersign it

Signed *KRuthen*

Date: 19th March 2026

For office use only

Date received _____

Reference number _____

**Please note completion of this form does not necessarily mean
that a grant application will be successful in part or whole**

HELLESDON PARISH COUNCIL
GRANTS POLICY & GUIDELINES

OCTOBER 2008

General Principles

Hellesdon Parish Council is funded only by the local residents of Hellesdon and therefore has only limited funds available to assist community organisations located and working in Hellesdon for the benefit of Hellesdon residents.

Subject to funding being available, Hellesdon Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hellesdon residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by, Hellesdon Parish Council.

In order for this Council to be able to rationally and objectively assess applications, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council's Policy on Community Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Hellesdon. In general, the following principles apply:

- Assistance will be given on the basis need, merit and contribution to the local community
- Applicants must clearly show how any assistance given will benefit the people living in Hellesdon or will benefit the environment of Hellesdon
- Any assistance awarded will be awarded dependant on the council's budget allocation and may be subject to constraint.
- Any assistance given will be subject to monitoring and evaluation of the outcome of the grant
- Organisations should not make a presumption that funding will continue on a year to year basis 2.

The Aims of the Councils Grant making Policy

- To enable local people to participate in voluntary groups and activities
- To help the Parish's voluntary groups to improve effectiveness
- To ensure the provision of services, needed by the Parish's residents, via the voluntary sector
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all Hellesdon Parish residents to the services it provides and funds.

(The Parish Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

General Conditions

- All projects must acknowledge Hellesdon Parish Council's financial contribution
- There is no general revenue funding for projects – Grants will only be awarded for specific capital costs and funding will only be paid on receipt of an official invoice.
- No funding is available to contribute to a surplus for charitable distribution or to increase an organisations reserves
- Organisations are required to provide a report on how previous monies awarded by the Parish Council have been spent before they receive a further grant.
- The non for profit organisation must have clearly stated aims and objectives
- Activities of the organisation and in particular the project being considered for funding must be readily available to the community of Hellesdon in general.
- no award will be made where spending has taken place prior to approval
- at least 50% matched funding will be required for any level of grant funding
- costs for general routine maintenance of buildings and equipment are not eligible
- grants will not be awarded for organisations to pass on money
- grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves

What are grants available for?

Hellesdon Parish Council's **Community Grants** are available all year round. Small Grants are available to assist local organisations and groups who work with or for residents of Hellesdon.

Who can apply to the Hellesdon Parish Council Community Grant Scheme?

Groups who:

- Are voluntary or community groups based in Hellesdon
- Have a constitution or set of rules or equivalent
- Have a bank or building society account
- Have independently approved annual accounts
- Directly benefit the well being of the Hellesdon people or the environment of Hellesdon

What type of projects will be considered for Community Grant Scheme?

- Youth facilities, schemes and projects
- Cultural and arts schemes
- Heritage projects
- Leisure sports and play facilities
- Community buildings
- Village halls
- Community transport
- Elderly and disabled
- Sustainable community environmental projects

Who cannot apply to the Hellesdon Parish Council Community Grant Scheme?

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups (except where the activity requiring a grant will benefit the wider community)
- Bodies to pass on grant funding to others

How to apply to Hellesdon Parish Council for a Community Grant

Application forms are available from Hellesdon Parish Council.
Write to:

The Clerks Office
Hellesdon Parish Council
Hellesdon Community Centre
Middletons Lane
Hellesdon
Norwich
NR6 5SR

Telephone: 01603 301751

e-mail: parishclerk@hellesdon-pc.gov.uk

If you need any help or assistance with your application please contact the Parish Clerk via the above address, telephone number.

What happens after I apply to Hellesdon Parish Council for a Community Grant?

The Parish Clerk will check your application form and enclosed documents to see if it is complete. If your application is not complete you will be asked for the missing information or you may be contacted for additional information.

Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.

Applications for grants will be considered by Councillors of Hellesdon Parish Council for evaluation and a decision made to offer or refuse a grant.

Grants will be assessed using the following criteria:

- A completed application form
- If you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the resident of Hellesdon

What information will I have to provide?

- Your aims and objectives
- Your organisations constitution or set of rules and your annual report if applicable
- The most recent copy of your approved accounts
- Copies of any permissions required for third party use (e.g. licences or land rent)
- A copy of your current public liability cover
- An explanation of any reserves you hold and if these are earmarked for specific expenditure
- Demonstrate that you are actively applying for additional funding or support in kind for your organisation from external sources other than the Parish Council
- Thorough and accurate project costings

What happens if I get a grant?

Grants must be used for the purpose applied for. Projects receiving assistance will be expected to be realistic and achievable and must be completed either within a year or over a period of three years with reduced funding. A report will be provided to the Parish Council to update us on how your project has achieved its aims. Any amount not used must be repaid in full. Recognition must be given to Hellesdon Parish Council for any contribution given. **Failure to comply with any conditions attached to a grant may result in the grant being repaid or affect future grant assistance.**

If you have been successful you will receive a grant offer letter specifying the terms and conditions which you must sign and return to us within 3 weeks.

Grants will not be paid until we have received a signed grant offer letter and will only be paid on receipt of copies of official invoices. Following compliance with the above a cheque will be issued to you.

Report for : Property Policy and Resources Committee

Date: 29 June 2026

Item Title: To consider report on damaged milestone located on Drayton High Road opposite Persimmon development.

Background and Context

The Parish Council have been contacted by Carol Haines of The Milestone Society who advised the Council that the milestone rescued and restored by the Council a few years ago, located on A1067 Drayton High Road had been hit by a car and damaged.



Proposal

The milestone dates from the 1880s and was located slightly further up the A1067 originally. The Parish Council paid for its restoration and relocation. The milestone has been broken into several pieces and will cost somewhere in the region of £3,000 to repair. Milestones are the property of Norfolk County Council and they have been advised. An update will be provided once a reply is received. The milestone is currently in the possession of the Parish Council.

Recommendation

This report is to note only.

Clerk

June 2026