

HELLESDON PARISH COUNCIL

Minutes of the meeting of the Property, Policy & Resources Committee held on
Tuesday 24 March 2015 at 7.30pm in
The Council Chamber, Diamond Jubilee Lodge, Helleston

PRESENT

Mrs S Gurney – Chairman

Mr A Adams

Mr P Balcombe

Mr D Jones-Blackett

Mrs S Hiestand

Mr M Walsh

Mrs P Kirby - Parish Clerk

IN ATTENDANCE

No other attendees

Cllr Gurney opened the meeting and welcomed those present.

1. Absence and Apologies for absence

Cllr Britcher - apologies received and accepted

2. Declarations of Interest and Dispensations

None declared.

3. Approval of the minutes of the meeting held 21 January 2015

The minutes, having previously been circulated, were approved by those members present at the held meeting and signed by the Chairman as a correct record.

4. Public Participation

No attendees

5. General Matters

Property Policy & Resources

5.1 – Donation requests. The Chairman indicated consideration in the first instance would apply to the first request and that in view of the likely outcome of agenda item 5.2 a decision on the second would follow after such consideration.

RESOLVED to decline donation to Magpas.

5.2 – Norfolk CAB Outreach provision. The proposal was considered and much discussion took place. It was agreed to

RECOMMEND to full council acceptance of a fortnightly outreach CAB provision from Diamond Jubilee Lodge at a cost of £2000.00 p.a. The days to be decided by the volunteer and have an agreement of feedback in respect of location of those using the service.

The request for a donation was therefore declined in principle in view of the likely outcome of the recommendation.

5.3 – Replacement PTZ camera. The meeting 25 November had agreed to purchase a replacement PTZ at a cost of £300.00. This was considered by the committee in view of a decision to purchase on a like for like basis or for two fixed cameras. The cost indicated was incorrect and a quote of £1347.00 has been received from the security contractors.

RESOLVED to replace at the quoted cost.

Traffic, Highways & Environment

5.4 – There were no matters of discussion however the Chairman advised members of the successful bids made for the 2015/2016 parish partnership scheme. These would be presented to a future committee meeting.

Property Policy & Resources General

5.5 – Revenue Expenditure & accounts summary. The monthly identified expenditure and the reports for the period October to December and April to December were noted.

5.6 – Safeguarding of reserves. The advice from the Internal Auditor was considered.

RESOLVED to accept the approach to maintain ongoing awareness of the providers credit rating and to include reference to such in the Financial Reserves Document so this would be considered and reflected in the minutes

5.7 – Banking arrangements in respect of Earmarked Reserves

RESOLVED to delegate the consideration of and the opening of any new bank account to the Clerk

5.8 – Statement of Internal Control & Review of Effectiveness. The presented document was considered and reviewed as appropriate. It was agreed to

RECOMMEND to full council acceptance of the Statement.

5.9 – H&S Management System. Documents were presented to support the system revamp and redeveloped in line with the councils responsibilities. A revised employee H&S handbook had also been produced in line with such responsibilities.

RESOLVED to ratify the management system.

6. Exchange of information

The Clerk

- clarified the budget position in respect of a previous concern of the cost of money identified to replace roses in the driveway. There are currently 150 bushes and the cost of replacing was calculated at a cost of £7.00 each less a nominal discount. This was noted.
- Advised HMRC undertook a VAT review of the council dating back to 2012. This review had been concluded satisfactorily. This however was a limited review with no implication of a full review or that no other tax errors had occurred. A report had been prepared by the Finance Officer and held on file. This was noted

The Chairman advised NCC had received funding in respect of drainage work and she was working with highway representatives to identify locations.

7. Date time and venue of the next meeting

It was agreed the next meeting would be set at the **First Meeting of the Council** in May in accordance with Standing Order 5kxi

The meeting closed at 8.01pm.