

# **HELLESDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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Minutes of the meeting of the Property Policy & Resources Committee held on  
Tuesday 31 May 2016 at 7.45pm in  
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

## **PRESENT**

Mrs S Gurney – Chairman

Mr A Adams

Mr D Ghimire

Mr R Grady

Mr D King

Mrs S Prutton

Mr M Walsh

Mrs P Kirby – Clerk to the Council

## **IN ATTENDANCE**

Cllr J Knowles – Hellesdon Parish Council  
Mr Kevin Sage – Head Grounds

**Cllr Gurney opened the meeting welcomed those present and invited nominations for Chairman.**

### **1. Election of Chairman**

Cllr Gurney was nominated and was happy to hold this position  
**RESOLVED** Mrs Shelagh Gurney holds position of Chairman

### **2. Election of Vice Chairman**

Cllr Grady was nominated and was happy to hold this position  
**RESOLVED** Mr Richard Grady holds position of Vice Chairman

At this point the Chairman advised an additional item would be included in the meeting. This was in respect of Horsford Manor and would be dealt at agenda item 9.4

### **3. Absence and Apologies for absence**

All members present

### **4. Declarations of Interests and Dispensations**

Cllr Adams. Agenda item 9.4  
Non pecuniary interest – Norfolk County Councillor Drayton & Horsford

Cllr Gurney. Agenda item 9.1  
Non pecuniary interest – Conservative Group hirer of HCC  
Cllr Walsh. Agenda item 9.1  
Non pecuniary interest – UKIP Group hirer of HCC

**5. Election of representative to the Finance & Operations Working Group**

Cllr Gurney was nominated and was happy to this position  
**RESOLVED** Mrs Shelagh Gurney is the representative of the Property, Policy & Resources committee for the Finance & Operations Working Group.

**6. Terms of Reference**

The draft document was considered. It was agreed to  
**RECOMMEND** to full council approval of the document.

**7. Dates of committee ordinary meetings for ensuing year**

**RESOLVED** meeting dates are Tuesday 20 September, Tuesday 22 November, Tuesday 21 March 2017.

**8. Public Participation**

No representations made

**9. General Matters**

**Property Policy & Resources**

9.1 – HCC Hire charges. The clerk and head grounds man gave a briefing on events since management take over. Much discussion took place. In respect of identified matters it was

**RESOLVED** with immediate effect no changing or persons in a state of undress allowed in the foyer.

Charges.

**RESOLVED**

- Hire charges to be in multiples of 30 minutes.
- Room rates effective 1 July 2016 and applicable to 31 March 2017 as follows

	<b>Full - per hour</b>	<b>Ex-affiliated - per hour</b>
Marjorie Lewis	£18.00	£9.00
Sylvia Watling & Bush	£16.00	£8.00
Sylvia Watling	£12.00	£6.00
Olive Haseltine	£12.00	£6.00
Spraggins	£12.00	£6.00
Bush	£12.00	£6.00
Doctors	£6.00	£3.00
Westwood	£6.00	£3.00
Kitchen	£5.00	£5.00

- Flasks charge with appropriate mugs/cups effective 1 July 2016 is £1.00 per flask
- Future charges to be considered by the committee within the budget setting process commencing October/November 2016.
- Consideration of
  - a charge for lockers and
  - to council run activities of Short mat Bowls, Whist & Bingo to be considered at a future meeting.

**RESOLVED**

**Traffic, Highways & Environment**

9.2 – Nothing for the meeting.

**Property Policy & Resources General**

9.3 – Revenue Expenditure & accounts summary. It was noted the reports for the period January to March and April to March were unavailable.

9.4 – Horsford Manor. Cllr Adams advised that the P&R Committee of NCC have decided to place the sale on the open market and invite bids to develop the land for recreation. It was agreed that it is imperative that the PC visit the site and arrange necessary valuation and give consideration to engaging an appropriate professional to prepare a business plan.

**10. Exchange of information**

None

**11. Date time and venue of the next meeting**

As agreed the next meeting would be held in  
**The Council Chamber, Diamond Jubilee Lodge on Tuesday 20 September 2016 at 7pm**

**The meeting closed at 10.06pm.**