

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB

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Parish Clerk: Mark Knight

Minutes of the meeting of the Policy Property & Resources Committee held on
Wednesday 3 October 2018 at 7.00pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr S Gurney Cllr D King
Cllr J Knowles Cllr S Prutton
Mark Knight – Parish Clerk

The Chairman welcomed members and opened the meeting at 7pm.

- 01 Apologies and Acceptance for Absence**
Apologies were not received from Cllr D Ghimire.
- 02 Declarations of Interest and Requests for Dispensations**
The following interests were declared:
Cllr Knowles – Hellesdon Community Choir
- 03 Minutes of Meeting held on 30 May 2018**
Minutes of the Meeting held on 30 May 2018 had been circulated, and it was
RESOLVED TO ADOPT
Minutes were signed by the Chairman.
- 04 Public Participation**
No public present
- 05 Finance**
- 5.1 To discuss the process of setting the 2019/20 budget**

It was **RESOLVED** to ensure that each standing committee receive the relevant budget figures pertaining to their remit at the Autumn quarterly meetings.

At these meetings each committee is to formulate and present budget recommendations to the Property, Policy and Resources Committee which will meet last. This committee will then combine all of these recommendations into a budget proposal to Full Council on Tuesday 4th December 2018.

It was also requested that a budget forecast column be added to the reports. The Parish Clerk would talk to the Finance Officer to see if this was possible.

06 General Matters

6.1 To receive a presentation from the Parish Clerk concerning the Strategic Plan

The Parish Clerk gave a brief presentation introducing the style and format of the 2018-23 Strategic Plan and its wider contents.

It was agreed that the level of detail in the plan was too high and that more operational items and objectives should be filtered out in a second draft.

An appendix should also be used to contain historical and operational details of the Parish and the Parish Council.

This second draft to be discussed via email with the members of this committee until it is agreed as suitable for presentation to Full Council for approval.

6.2 To discuss the associated Action Plan

It was agreed that no items in the action plan were not achievable or not in keeping with the aims and values of the Parish Council and so it was agreed that these should be kept for inclusion in the implementation of the Strategic Plan once it is adopted as a purely administrative tool.

6.3 To discuss the proposals concerning the Financial Reserves Management

It was **RESOLVED** to leave the prudent reserves account at the current level of 47.74% of the current precept instead of the recommended level of between 50% and 150% of the current precept. It was further **RESOLVED** that no monies would be spent or transferred from this balance without a resolution of the Full Parish Council.

Much discussion took place surrounding the report on Earmarked Reserves Management and associated recommendations from the Parish Clerk. It was **RESOLVED** to make the following changes to the Earmarked Reserves with immediate effect.

Account 320 – Play Equipment – to be topped up to £25,000 to update the under 9’s play area when appropriate.

Account 321 – Site Fencing – This amount to be used immediately to finish the fencing on the Recreation Ground.

Account 322 – To remain the same with research to be conducted into purchasing a shredder to reduce on skip hire after problems with fly tipping and increased waste from Cottinghams and Mountfield Park and more work clearing allotment plots.

Account 323 – Hard Surfaces – to remain the same.

Account 324 – Premises/Furnishing – to remain the same.

Account 325 – CCTV – to be used to upgrade the existing system.

Account 326 – Elections – to remain the same.

Account 327 – War Memorial – to remain the same.

Account 328 – Burial Ground Land – to remain the same for the present time pending the outcome of a potential land acquisition opportunity.

Account 329 – Community Centre Contingency – to be used to fund the works associated with a recent structural report.

Account 330 – Parish Poll Provision – to remain the same.

Account 331 – Mountfield Park – to remain ring-fenced but to be divided up into fencing, grounds maintenance and tree work accounts.

Account 332 – Good Causes in Hellesdon – to remain the same to be used in conjunction with an updated Grant Awarding Policy to be produced for approval by the Parish Clerk.

Account 333 – Interest on prev 9m deposit – this amount to be reallocated to the Play Equipment account.

Account 334 – HEL2 - £10,000 of this account to be allocated to the implementation of the Green Grid detailed in the Hellesdon Neighbourhood Plan. The remaining top up of the Play Equipment Account. The top up of account 340 for signage. The remaining monies to be retained in a Land Acquisition account.

Account 335 – this account to be reallocated to account 334.

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Approved.....

Date.....

Account 337 – Driveway Sinkage – for this project to be carried out immediately by the Head Groundsman.

Account 338 Grit Bins – to be reduced to £1500 and the remainder to be reallocated to account 334.

Account 339 – to be renamed the COMMUNITY ENGAGEMENT RESERVE and used to carry out activities and engagement events with residents and community groups.

Account 340 – PC Ownership signs – to be topped up to £2500 and used to fund a complete audit of Parish Council signage audit.

Account 341 – Precept Shortfall – to remain the same.

Account 342 – Staff Contingency Payments – to remain the same.

Account 343 – Privet Hedge Driveway – to remain the same initially following investigation by the Head Groundsman to remove the fence entirely.

Account 345 – Bus Shelter – to remain the same.

These changes to be carried out by the Parish Clerk and Finance Officer and the changes reported back to this committee when completed.

07 Exchange of Information

None.

08 Date, Time & Venue for Next Meeting

The next Ordinary Meeting of this Committee was scheduled for 21 November 2018 at 7p.m at Diamond Jubilee Lodge, but is likely to change in line with the budget setting process.

The meeting closed at 9.20 pm.