

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Wednesday 24<sup>th</sup> November 2021 at 7pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

**Present:**

Cllr S Gurney – Chair of the Committee  
Cllr B Johnson – Vice Chair of the Committee  
Cllr D King  
Cllr R Forder

**Also in Attendance:**

N Carver – Clerk  
G Ellis – Finance Officer

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

1. **Apologies and acceptance for absence**  
Apologies were received from Cllr Fulcher, Cllr Potter and Cllr Britcher these were **ACCEPTED**
2. **Declarations of Interest and Dispensations**  
No further declarations of interest made.
3. **To Approve the Minutes of the Meeting Held on 3<sup>rd</sup> August 2021**  
Minutes had been circulated from the meeting held on 3<sup>rd</sup> August 2021.  
It was  
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR JOHNSON AND  
SECONDED BY CLLR KING, AGREED BY ALL**

An update was given by Cllr Gurney on the Progress of the Community Centre M&E Tender Contract which was not listed elsewhere on the agenda.

4. **Public Participation**  
No public present at the meeting.
5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. PROPOSED BY THE CHAIR SECONDED BY CLLR JOHNSON AND AGREED BY ALL**

**6. Health and Safety Proposal**

This item was discussed after agenda item 9 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

**7. Budget Setting 2022/2023**

This item was discussed after agenda item 9 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

**8. Exchange of Information**

This item was discussed after agenda item 9 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

**9. To confirm the date, time and venue of the next meeting**

Look to hold a meeting in December to update on the Community Centre. Date and time to be confirmed at a later date.

The meeting was closed to press and public and the following items were discussed.

**6. Health and Safety Proposal**

The Clerk circulated information on Health and Safety Service proposal for the Council, 2 quotations had been received from consultants specialising in this service. The Committee discussed the proposals put forward. It was proposed from Chair, and Seconded by Cllr King to accept the quotation from Worknest, to come from Staff Training Budget for 2021/2022. It was  
RESOLVED TO ACCEPT AND FOR THE CLERK TO IMPLEMENT IMMEDIATELY.

**7. Budget Setting 2022/2023**

a) The budget for the committee was discussed with no changes to figures. It was **AGREED** to change the name of Cost Centre Item 180/4155 from IT Reserve to IT infrastructure.  
b) The Budget for 2022/2023 was discussed as a whole by the Committee. The Clerk presented a summary of all cost centres along with a breakdown of the full budget. The council asked at this point for both the Finance officer and Clerk to leave the room to enable discussions on staffing budget. The committee **AGREED** and asked for the staffing budget to be increased to £340,427 from £319,282. This gave a total increase to the precept of £552,939 representing an increase of 14p per week (5.28%)

It was noted that The Parish Council will hold the right for members not to claim the Parish travelling and subsistence allowance as stated in The Local Authorities (Members' Allowances) (England) Regulations 2003 Par 26.

**8. Exchange of Information**

Following the resignation of the clerk it was **AGREED** to appoint a Locum Clerk to take position from week commencing 13<sup>th</sup> December following a handover on 6<sup>th</sup> December.

The meeting closed at 9:05pm

Approved.....

Date.....