

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Wednesday 30<sup>th</sup> March 2022 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 R Forder  
Cllr M Fulcher

**Also in Attendance:**

F LeBon – Clerk

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

**1. Apologies and acceptance for absence**

Apologies were received from Cllr Potter, Cllr King and Cllr Britcher. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

No declarations of interest made.

**3. To Approve the Minutes of the Meeting Held on 1<sup>st</sup> March 2022**

Minutes had been circulated from the meeting held on 1<sup>st</sup> March 2022. These were **AGREED**.

Cllr Gurney provided an update on the siting of new defibrillators in the parish and explained that the street light outside 85 Bush Road was installed by Hellesdon Parish Council as part of the planning conditions for the allotments and the street light is drawing electricity from the toilet block on the allotments.

In light of the fact that the outside toilets will be available at the community centre, there is no need to provide a separate port-a-loo for the bowls club this season.

**4. Public Participation**

No public present at the meeting.

**Urgent Business**

**To Consider Actions to Progress Works to the Changing Rooms, Referee's Room and Storage Area at the Community Centre**

As a result of the recent meeting with the project manager, options were provided about proceeding with additional works as a variation to the existing contract or going out to tender as a new contract. It was **AGREED** to create a separate project for these works and go out to

Approved.....

Date.....

tender at the earliest opportunity, with an intended start date for as soon as possible after the current contractual and remedial works had been completed.

**5. To Conduct Review of Risk Assessments**

The committee reviewed the council's risk assessments. Subject to wording open to interpretation, such as 'regularly' or 'frequently' being made more prescriptive, these were **ACCEPTED**. It was also **AGREED** to investigate a handheld anemometer to allow for a definitive definition of windspeed.

**6. Health and Safety**

**a) To Receive Health and Safety Audit**

A health and safety audit had been conducted by the council's contractor Worknest. The contents of the audit were **NOTED** as were the action points for the council.

**b) To Consider Adoption of the Health and Safety Policy Manual**

The Health and Safety Policy Manual created by Worknest was presented to the committee. It was **AGREED** that the Clerk should do a thorough review of this document and make recommendations to ensure that it is specific to Hellesdon Parish Council.

**c) To Consider Adoption of the Health and Safety Handbook**

The Health and Safety Handbook created by Worknest was presented to the committee. It was **AGREED** that the Clerk should do a thorough review of this document and make recommendations to ensure that it is specific to Hellesdon Parish Council.

**7. To Agree Programme for Policy Review**

The Clerk reported that there appeared to be several of the council's policies due for review, and a programme to bring these up to date would be created.

**8. To Agree Renewal of Parish Insurance Policy**

The finance officer had sought quotes for the renewal of the council's insurance policy. This had proven difficult due to the outstanding works on the community centre. It was **AGREED** to renew the insurance policy with Zurich on a 3 year long term agreement at a cost of £9,787.85, which was within the amount budgeted.

**9. To Agree Requirements for Policy on Infectious Diseases (including Covid 19)**

Discussions occurred as to the issues that may be encountered from 1<sup>st</sup> April when the government releases all Covid restrictions and free testing ceases. Government guidance is expected on 1<sup>st</sup> April. It was **AGREED** that this is to be delegated to the Clerk to review these guidelines and incorporate the committee's suggestions, where possible, to create a policy for the council. This will be emailed to the committee upon completion.

**10. Exchange of Information**

It was raised that a parishioner had complained about a smell coming from the catering at the Whiffler Pub. This was noted as a matter for Environmental Health at Broadland Council. Parking in this area was also discussed.

Date of next meeting: To be agreed

The meeting closed at 9.15pm.

Approved.....

Date.....