

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 4<sup>th</sup> August 2022 at 7pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

**Present:**

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

**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 Douglass. These were **ACCEPTED**.
2. **Declarations of Interest and Dispensations**  
No declarations of interest made.
3. **To Approve the Minutes of the Meeting Held on 30<sup>th</sup> March 2022**  
Minutes had been circulated from the meeting held on 30<sup>th</sup> March 2022. These were **AGREED**.
4. **Public Participation**  
No public present at the meeting.
5. **To Receive Report into Meeting with Norfolk County Council Library Services to Discuss Barrier Protection for the Library**  
Further to the agreement at full council on 14<sup>th</sup> June 2022, a meeting was held with Norfolk County Council on 14<sup>th</sup> July to discuss protection of Hellesdon Library from further vehicle strikes. Discussions occurred as to the responsibilities of protecting a Norfolk County Council asset and it was agreed that this was, and always had been, the responsibility of Norfolk County Council. At a senior level it had already been agreed that Norfolk County Council would fund any barrier scheme and there had been no mention of the parish council contributing.  
Cllr Gurney confirmed that it was always Norfolk County Council’s intention to start the barrier scheme once the repairs to the library had been completed. Once the scheme is presented to the Parish Council, this would be opportunity to formalise parking arrangements with Norfolk County Council.

Approved.....

Date.....

**6. Policy Review**

**a) To Receive Report on Policy Review Schedule**

The Clerk provided a draft policy review schedule, created as result of recommendations by the Internal Auditor. It was **AGREED** to redesign the schedule so that a reduced amount of policies can be considered by this committee at each meeting, on an annual basis. Documents such as Standing Orders will remain with full council for review at each Annual Meeting.

**b) To Review Policies (as detailed)**

The following was **AGREED** after a proposal from Cllr King and a second from Cllr Gurney:

<b>Policies Agreed</b>	<b>Policies to be Deferred to Allow More Time for Scrutiny</b>
Accessibility to Information	Complaints
CCTV	Customer Service
Data Protection	Grant Making
Disability and Accessibility	Information Security
Filming and Recording	Media Relations
Freedom of Information	London Bridge (to review after meeting with Rev. Alder)
GDPR	Publication Scheme
Graffiti	Recruitment and Selection
Lone Working	Retention of Documents
Planning Protocol	Management of Outdoor Surfaces
	Social Media
	Subject Access Request
	Unreasonably Persistent Behaviour

The Tree policy is to be delegated to the Playing Fields, Allotments and Amenities Committee.

**7. Health and Safety**

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

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

Both these documents were considered together. Discussions occurred as to the reference to an appointed mental health first aider and how this would work in a small organisation. It was **AGREED** that mental health awareness training sessions should be investigated, which could be accessed by both staff and councillors, rather than appointing a permanent mental health first aider.

Due to the importance and size of these documents, it was **AGREED** to defer their review until the next meeting to allow extra time for scrutiny. The Staffing Committee should also have an input into their review.

**8. To Review Financial Reports (to 25<sup>th</sup> July)**

**a) Balance Sheet**

**b) Earmarked Reserves**

**c) Income and Expenditure**

**d) Budget**

All sections of item 8 were reviewed. The Clerk confirmed, in her position as RFO, that the agreed financial reserves management was in place and ringfenced. Discussions occurred as to funds available at short notice should an opportunity arise.

Approved.....

Date.....

**9. Hellesdon Community Centre Priorities (as agreed by full council on 12<sup>th</sup> July)**

**To Consider Quotations for:**

**a) Cabling Groundworks on Driveway**

These are required to complete the electrical circuit as there is currently a fault in the aged cabling that is being recorded when Empower test their works. The project manager had sought quotes and it was **AGREED** to appoint a contractor at £3,700 + VAT.

**b) Kitchenette**

To enable Hellesdon Parish Council's aspirations to open a community café, the kitchen needs to be kept hygienically clean and within the parish council's control. It is difficult to meet these conditions with hirers utilising the kitchen after hours. The doctors room is to be kitted out with a kitchenette for hirers to use for basic kitchen needs. A design has been agreed with Howdens at a cost of £3,771.68 + VAT. It was **AGREED** to purchase this kitchen and to make payment up front to enable installation on 9<sup>th</sup> August. The project manager had sought quotes for installation and it was **AGREED** to appoint a contractor at £2,900.

**c) Storage Area**

As a result of removal of the storage facilities to the east of the building, partially as a result of them being damaged by the water ingress and needing to remove the ceiling, tender prices have been obtained to kitting out the Bush Room with permanent blockwork storage facilities. These had been cost prohibitive so the project manager is in the process of obtaining alternative quotes from smaller, more local businesses. Temporary storage facilities are also being considered. This was **NOTED**.

**10. To Consider Request for a Dog Bin in the Alley Way Between Drayton Wood Road and Woodland Road**

A parishioner had raised concerns about the impact of the removal of a dog bin by Broadland Council, that was sited between Drayton Wood Road and Woodland Road. Broadland Council had advised that Hellesdon Parish Council could replace the bin and pay the emptying cost of £3.80 per week.

It was **AGREED** that the Clerk should escalate this with Broadland Council, for them to replace their bin, as the removal is causing dog waste to be left in the alleyway and on land belonging to the complainant.

**11. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to Exclude the Press and the Public for the Duration of Items 12 and 13 in View of the Confidential Nature of the Business to be Transacted.**

This was **AGREED**.

**12. To Review Pension Provision and Associated Local Government Pension Scheme Policy**

Options for pension provision for new members of staff were discussed. It was **AGREED** that new members of staff should be offered a NEST pension with a 5% employer contribution on all earnings and a 5% employee contribution. Discussions occurred as to discretion being used for senior positions should this be prohibitive to an appointment. This is to be revisited on a case by case basis and would be dependent upon prevailing market conditions.

Approved.....

Date.....

**13. To Consider Land Matter Valuation**

A quote for £1750 + VAT + reasonable disbursements was **ACCEPTED** with a £500 limit on disbursements.

**14. Items for the Next Agenda and for Other Committees**

The condition of the two bus shelters close to Asda was discussed along with their usage by Hellesdon residents, and whether this would be an appropriate project for the parish partnership scheme. Cllr Gurney will look into this further from a county perspective and report back.

**15. To confirm that date of the next meeting.**

Monday 12<sup>th</sup> September

The meeting closed at 9.55pm.

DRAFT

Approved.....

Date.....