

**Minutes of the meeting of the Property, Policy & Resources Committee held on  
Thursday 5<sup>th</sup> January 2023 at 7pm at  
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

**Present:**

Cllr B Johnson (Chaired the Meeting)  
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, Cllr Fulcher and Cllr King. These were **ACCEPTED**.

**2. Declarations of Interest and Dispensations**

Cllr Gurney declared an interest in the apiary, as a volunteer helper.

**3. To Approve the Minutes of the Meeting Held on 19<sup>th</sup> December 2022**

Minutes had been circulated from the meeting held on 19<sup>th</sup> December 2022. Cllr Gurney requested that the following be added [item 8 para 1] 'Cllr Gurney advised she would like the card in her name relinquished.' These minutes were **AGREED**, as amended.

Cllr Gurney asked if the terms relating to her card under Financial Regulation 6.17 had been removed as a result of this discussion. The Clerk advised that Financial Regulations could not be amended as a delegated authority, but this could be done at the next Full Council meeting.

**4. Public Participation**

No public present at the meeting.

**5. To Receive Financial Projection for any Underspend or Overspend for the Current Budget 2022/2023**

A report was provided for members showing a potential underspend for 2022/2023 of approximately £60,000. This was primarily due to an underspend in the staffing budget because of recruiting later in the financial year for various positions than anticipated. It was noted that there still remain uncertainties in relation to the community centre refurbishment that may require a funding resolution before financial year end, but the council's Project Manager is working hard to ensure it does not reach this stage.

Approved.....

Date.....

It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Forder to recommend to full council that, should the predicated underspend from the 22/23 budget remain, £50,000 should be moved to an earmarked reserve to start the community centre extension project. Cllr Britcher abstained from the vote.

**6. To Consider Forward Planning and Strategic Ambitions for 2023/2024 Including Growth Opportunities.**

Consideration was given to a forward plan of projects. The following would be recommended to full council as part of the forward plan, but on the understanding that this could be overturned by a new council after the elections in May:

- The community centre extension
- Starting a new Neighbourhood Plan
- Upgrading of the fire doors in the community centre
- Monitoring of the Permission s106 planning obligations and associated build out that may affect the Parish Council's CL and community facilities.

The Clerk is to create a forward plan using these ideas, to ensure that they are achievable in respect of resource – financial or otherwise.

Cllr Britcher advised that he would prefer the forward plan to be based upon public consultation. It was noted that for some projects, such as the Neighbourhood Plan, that public consultation is an essential element. The same is true of other larger projects that require grant funding.

**7. To Consider Installation of a Suitable Camera/Audio System to Allow the Live Streaming of Council Meetings for Public Viewing**

The Clerk had met with a potential supplier of this equipment which would suit the needs of the council. The quote was for £5,839.99 plus VAT. In addition to this there was an optional cost of £1,049 for a new projector. The current projector was now eight years old and was utilising outdated technology.

Example recordings had been provided by this contractor, and these are to be circulated to members. The same company also provided the set up for Thetford Town Council.

The project is to be recommended to Full Council, with the possibility of additional microphones, with the funds being utilised from general reserves.

**8. To Consider Updating of the Hellesdon Neighbourhood Plan**

It had previously been agreed under item 6 to place the updating of the Neighbourhood Plan in the forward plan for Full Council to consider. The Clerk advised that Locality had been contacted and there was a grant of up to £10,000 available for this project. It was acknowledged that the project is likely to cost more than this, therefore it is to be recommended to Full Council that £7,500 be moved from general reserves to an earmarked reserve for this purpose.

**9. To Consider the Planning of Phase Two of the Modification of the Community Centre Including the Plans and Potential Timeline for the Extension of the Building.**

As discussed under item 6, this is to be recommended to Full Council to be added to the forward plan.

Approved.....

Date.....

**10. To Consider Contract for Photocopier**

The Canon Local Government Scheme and the council's current contractor had been contacted about the lease of a new machine. Due to the Christmas period, proposals had yet to be received. It was **AGREED** to defer this item and the Clerk will chase both contractors.

**11. To Consider Full Budget for 2023/2024 for Recommendation to Full Council.**

The updates to be budget requested from the meeting of 19<sup>th</sup> December had been actioned, resulting in a 0.32% increase for a Band D property. It was **AGREED** that a balanced budget would be preferable in difficult economic times for local people. The balance would be £1,781.06 taken from Earmarked reserves for machinery and vehicles and added to the Machinery and Vehicles Budget.

It was **AGREED** to recommend to Full Council that the precept request should be £561,227.22. At a tax base of 3866 this equates to a Band D property paying £145.17. This is on parity to 2022/2023

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

Nothing raised

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

To be confirmed.

The meeting closed at 8.45pm.

Approved.....

Date.....