

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 19th December 2022 at 7pm at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon**

Present:

Cllr D King (Chair)
Cllr L Douglass
Cllr R Forder
Cllr S Gurney
Cllr B Johnson

Also in Attendance:

F LeBon (Clerk) and G Ellis (Finance Officer)

The Chairman welcomed members and opened the meeting at 7pm. A minutes silence was held in memory of District Councillor S Prutton.

1. Apologies and acceptance for absence

Apologies were received from Cllr Britcher and Cllr Fulcher. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

No declarations of interest made.

3. To Approve the Minutes of the Meeting Held on 26th September 2022

Minutes had been circulated from the meeting held on 26th September 2022. These were **AGREED**.

4. Public Participation

No public present at the meeting.

5. To Consider Contract for Photocopier

A report was provided for a refurbished copier to replace the current copier contract, with the intention of cost saving for the Parish Council. The committee requested to see quotes for the lease of a new copier, with the suggestion to look at the Canon Local Government Scheme. The Clerk will arrange this.

6. To Consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 7 in view of the confidential nature of the business to be transacted. This was AGREED.

Approved.....

Date.....

The Meeting was Closed to the Press and Public

7. To Consider Staffing Budget for 2023/2024

The training budget was reviewed and it was **AGREED** to run first aid, manual handling and fire warden training in this financial year. Utilisation of the Government's DBS update service is to be given consideration. The staffing budget was agreed, but with extra consideration due to be made for Grounds Staff during the peak season, should other budget savings permit this.

The Meeting was Re-Opened to the Press and Public

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

The budgets for Administration and Investment were considered and agreed. Cllr Gurney advised she would like the card in her name relinquished.

Cllr Gurney advised that she no longer wished to be a signatory for Hellesdon Parish Council.

A 15 Minute Adjournment to the Meeting was Held

Cllr King advised he supported Cllr Gurney's decision as the long standing method of making payments was bad practice. Cllr Gurney was requested to authorise payment for staff salaries due to be paid tomorrow. This was denied.

Consideration was given to the budget for planning and health and safety. Media and Communications were also discussed. It was **AGREED** to remove the 4630 and 4100 nominal codes (Health and Safety and Media Budgets respectively), and that the website re-design should commence in this financial year where possible. If not the underspend should be moved to Earmarked reserves.

The Stores and the Tractor Shed budget were agreed.

The budget for the Residents' Party was reviewed and it was **AGREED** to increase this to £1,000 in total, which is in line with the cost this year.

The Events Budget was reviewed and a nominal code for income from events acknowledged.

The play areas budget was reviewed, and spares for play equipment, such as swing shackles, should be purchased from the 2022/2023 budget.

Discussions occurred as to the condition of the hard courts and the need to fully resurface this area at some point. The possibility of utilising CIL from the hospital site along with match funding from grants should be considered in the future. The hard courts and highways budgets were agreed.

The community centre budget was agreed, with the removal of PAT testing equipment as consideration for doing this in house should be something for the future. The Clerk advised that the turnover figures for the café were conservative based upon recent sales figures.

Approved.....

Date.....

The budget for the council office was considered. It was raised that there was a problem with the hearing loop for both the chamber and reception. The Clerk is to find out if remedial works can be absorbed into nominal code 4295 for equipment.

The Grounds budget was considered. It was agreed that the 2022/2023 budget for shrubs should be spent, and the 2023/2024 budget should be £500. Further information is to be found out about Anglia in Bloom, as there has been an expression of interest from staff to enter. £150 is to be added for Bee Welfare and Insurance.

Cllr Gurney declared an interest in the apiary

Discussions occurred as to the age of the van and the cost of a replacement battery being £4,400. Other options are to be looked at, including trade in.

The budgets for trees and allotments were reviewed. And the budget for the bowling green was maintained, pending a meeting with the bowls club. The budget for memorials was also agreed.

9. Items for the Next Agenda and for Other Committees

Budget review and precept calculation

10. To confirm that date of the next meeting.

Thursday 5th January 2023 at 7pm.

The meeting closed at 10pm.

Approved.....

Date.....