HELLESDON PARISH COUNCIL

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Minutes of the Meeting of Hellesdon Events Committee Wednesday 5th June 2024, 3pm in the Council Chamber

Present at the Meeting
Cllr S. Smith (Chairman)
Cllr L. Douglass
Cllr R. Forder
Cllr B. Johnson

Also in attendance
L. Pointin – Senior Admin Officer
K. Sage – Facilities Manager
J. Jenkins – Master of Ceremonies

The Chairman welcomed all attendees, and opened the meeting at 3pm

1. Apologies and acceptance for absence
Apologies were received from Cllr Sear.

2. Declarations of Interest and Dispensations
No declarations were made or dispensations requested.

3. Approval of the Minutes
The minutes of the meeting of the 8th May 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
No members of the public in attendance.

5. Summer Fayre 22nd June 2024
The site plan for the Summer Fayre has been agreed, there will be 2 cars permitted per stall, passes will be issued with the stall number on them and all stallholders will be advised by email prior to the 22nd.
Currently Cllr's Smith, Johnson, Sear, Douglass, Hicks, Forder, Britcher and Lock are volunteering on the day along with Richard Barnes. There will be three grounds staff and one caretaker on duty.
Cllr Britcher has advised that he will man the Coconut Shie.
The green tent will be used for the compare again this year.
There will be two sections for games, with lawn croquet at the top of the field between the arena and the stalls.
The Café will be open with two members of staff being on duty. Senior Admin Officer to check with Keith to ensure there are sufficient take-away cups.
Hellesdon History will be based in the Olive Haseltine in the Community Centre.
There will be signage around the Recreation Ground signposting the Café, Hellesdon History and the Alpacas.
Due to some reservations regarding the supply of the PA equipment from the original supplier, it was felt that we should look for an alternative source. Councillor Forder was able to secure a PA system through his contacts for a cost of £350. The provision will be for 4 stands with 2 horns on each, a wireless

headset and a handheld mic if one is required. The system can accommodate CD's along with ability to plug in tablets and phones allowing background music to be played from a device.
As there is no power source available the PA system will be from a van.
Cllr Forder to confirm the arrival time for the PA system so Jack Jenkins can ensure he is available in good time to familiarise himself with the equipment.
Forthcoming events will be advertised on the board where the images are displayed for the photo competition's.
Hard copies of the booking forms for 2025 will be printed off ahead of the event so they can be given to stall holders in preparation for next year.
AKS Skip Hire are able to provide an 8-yard skip for all waste for £288 which is inclusive of VAT, delivery will be the 21st with collection on the 25th. It will be placed in the grounds compound.
Hellesdon Horticultural Association have been advised that traffic will need to be limited as in previous years there have been a considerable amount of vehicles on and off the site in relation to their stall.
It was discussed how best to get around this issue, a mutually agreeable time slot should be arranged with HHA to bring their plants, with the tractor and trailer being ready to collect them from outside the HHA storage facility in the car park before taking them to their stall.
Permission has been granted for the use of the school car park.
Times to be confirmed with Karate and Busybodies Performance Team, also establish whether they require the changing rooms and if music is required the format they will be using.
As much as the weather is currently unpredictable we don't have the option to move anything inside. Stalls tend to have gazebo's so this should not pose a problem.
Jack has passed contact details for the Senior Admin Officer onto his NARS contact, Senior Admin Officer appears to have not received as yet but will check emails. Jack to forward contact details for Joe from NARS to Senior Admin Officer.

6. Update and Further Consideration for Upcoming Events.

Party Night – 21st September 2024
A1 Disco has been booked.
A poster has designed and will be published in Just Hellesdon. Tickets will be available from mid July 2024.
Cllr Douglass, Cllr Smith will man the bar along with some volunteers.
Cllr Smith raised her concerns regarding the windows in the Majorie Lewis Hall, the Facilities Manager advised that this is currently being priced with a view to the windows being boarded up to meet fire regulations. If this piece of work hasn't been completed by the 21st September, we will look at getting some black out film which blocks out light from both sides.
It was agreed to purchase some tall tumblers from Amazon, 6 boxes of 12.

Community Awards
Cllr Smith has done a considerable amount of work on this, no further suggestions regarding categories were received from fellow Councillors.
Cllr Smith has some trophies in mind which are 10cm crystal cut hearts, with engraving the cost would be approximately £56.40 and with 9 sponsors having been secured, this is a cost saving.
There are 8 categories, however 'It's My Party' have agreed to either sponsor an award or provide the balloons for the tables. Sponsors will be contacted in September 2024 to confirm details.
David Whitely has agreed to do the comparing for the 1st February 2025 with no fee being charged.
Cllr Smith / Cllr Forder has sourced a supplier who has provided a quote for two 55 inch TV's on gravity stands, a disco with moving heads, light and sparks which will cost £1475 including VAT.
The tables in the room would be set up in a zig formation with a red carpet down the centre of the room. The TV's would display the winner as they walk up to collect their award and certificate.
After the award ceremony, the carpet would be rolled up to make way for the dance floor to continue the celebration.

Approved…….....

Date.....

Cllr Smith has been in discussion with a number of businesses, The Bull have agreed to have QR Code on every table, this could be scanned by the customer and the code will take them directly to the nominations page, a number of shops have also agreed to have a QR code in their shop window.
The invitations will be for 3 finalists of each category plus one, or plus two if carers or parents need to accompany the nominee.
Sponsors will be invited with their plus one as well as Councillors which could bring the total number up to approximately 90, it's unlikely that all Councillors would attend. There will also be the inclusion of the judges who will not be local folk.
The budget for the event will be set at the next meeting, by which time we will have a clear understanding of the revenue the Summer Fayre has generated.

Drag Bingo 31st August 2024
Cllr Douglass and Cllr Smith will do the bar along with any other volunteers.

7. Items for the next agenda
Summer Fayre mop up.
Budget for the Community Awards.

8. To confirm the date, time and venue of the next meeting.
Wednesday 24th July 2024 at 3pm

The meeting closed at 16.40 pm

Approved…….....

Date.....