

Minutes of the Meeting of Hellesdon Events Committee

Wednesday 9th October 2024, 3pm in the Council Chamber

Present at the Meeting

Cllr S. Smith (Chairman)

Cllr R. Forder

Cllr B. Johnson

Cllr R. Sear

Cllr D. Britcher

Also in attendance

F. LeBon - Clerk

L. Pointin – Senior Admin Officer

K. Sage – Facilities Manager

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

1. Apologies and acceptance for absence

Apologies were received from Cllr Douglass.

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 24th July 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 21st June 2025

- It was Agreed that Bert's Amazing Creatures will be the special attraction for 2025, Senior Admin Officer to confirm this with Bert.
- Senior Admin Officer to provide updated list of vendors for the next meeting, if there is a requirement to find further vendors, a reach out will be made.
- A suggestion was made to include a Fish and Chips vendor. Senior Admin Officer will see if there is availability, however we do have a dedicated chips provider and although they are loaded chips, this could be over duplication as there will be at least two or possibly three vendors selling chips.
- There was a discussion at the previous meeting regarding a new race which would involve the contenders working together as a group whilst walking on planks. The Facilities Manager will price this for construction, each set would enable 4 people to work as a team, 3 sets will be required we would then do a cost comparison for purchasing similar items readymade which are called race bands. On further discussion, it was agreed that for this particular race, we would only utilise 3 of the lanes to ensure there are no accidents should a team fall over.
- A purchase order will be raised for 100 coconuts, Senior Admin Officer to provide this to Cllr Forder once it is ready.

Approved.....

Date.....

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- Senior Admin Officer has made contact with several groups who attend events in costume while fundraising, no responses have been received. Cllr Smith to see if she is able to establish contact through one of her contacts.

6. Scarecrow Festival

- We have 10 confirmed entrants, further posts have been made on both Facebook and Instagram this will be pushed again next week.

7. Update for Further Consideration for Upcoming Events Party Night

- Unfortunately, the event was cancelled due to the lack of ticket sales both online and over the counter.
- **Ideas on How to Further Promote Events**
 - It has been agreed that we need to create a mailing list, this could be done through Mailchimp or a similar client, it will incur a monthly charge to subscribe, Senior Admin Officer will look at the costs and notify the committee. The Clerk advised she had used this previously and although it takes time to build up, it does become an asset.
 - A suggestion was put forward into how we could expand our mailing list with one being to offer incentives such as a discount on a ticket entry price for signing up.
 - It is suggested that we do a survey in order to capture what residents would like to see more of, this would hopefully then allow us to target our audience.
 - The survey would be a series of questions which would be yes or no answers and a free form text box for suggestions.
 - Cllr Sear advised that he has a contact who does regular mail drops in Hellesdon. Cllr Sear will speak to his contact to obtain a price for the delivery along with the proposed date for the next drop. We will also require the costings for printing which the Senior Admin Officer will obtain.
 - The advert would be for Hellesdon Community Heart Awards with the survey on the other side, a double sided A5 drop.
 - As the 21st September cancelled, the DJ has offered to carry this over, proposed dates for the future are the 8th or 15th March 2025 for a Family Party.

8. Senior Citizens Christmas Party

- Christmas crackers will be required, Senior Admin Officer found some online, they are £19.99 for 50 however, they do only have a hat and a joke. Wilko's have an online store still so will check their prices.
- Senior Admin Officer to purchase the following for the Senior Citizens Christmas Party on the 7th December 2024:
 - 100 x Christmas Crackers
 - 5 x Harvey's Bristol Cream
 - 5 x Croft Original
 - 6 x Red Wine
 - 6 x White Wine
 - 12 x Orange Juice
 - 6 x Lemonade
 - Sausage Rolls – Greggs – 27 boxes of 4 @ £3.60
 - Mine Pies - Asda
 - Shortbread - Asda
 - Crisps Multipack - Asda
 - 2 x Vegetarian Sandwiches - £12.85 each platter
 - 7 x Classic Sandwiches – £12.85 each - Greggs
 - 7 x Variety Sandwiches – £12.85 each – Greggs
 - Tea & Coffee, Senior Admin to check the stock and purchase more if required.

Approved.....

Date.....

9. Hellesdon Community Heart Awards

- Applications forms to be made available in the Community Centre.
- Senior Admin to follow up with advertising with Winkworth, they would up their signs which would also have advertising for the Community Hearts Awards.
- It was asked that Councillors give some thought about nominations and put forward anyone they know of.
- Senior Admin Officer will obtain quotes for hiring table cloths to see if this will be more cost effective.
- Cllr Johnson made enquiries for grants but was turned down, however he was advised that he could use his members allowance which is £1000.
- Senior Admin Officer to advise the DJ that the dry sparklers will not be required.

10. Items for the Next Agenda

- V.E 80 - 8th May – Café Menu.
- Pipe Band.
- Confirm Christmas Food.
- Update on Summer Fayre.
- Community Heart Awards.
- Leaflet Drop.
- Update on DJ for March 2025.

11. To confirm the date, time and venue of the next meeting.

Wednesday 13th November 2024 at 7pm.

The meeting closed at 16.32 pm.

Approved.....

Date.....