

## **Minutes of the Meeting of Hellesdon Events Committee** **Wednesday 13<sup>th</sup> November 2024, 7pm in the Council Chamber**

### **Present at the Meeting**

Cllr S. Smith (Chairman)  
Cllr R. Forder  
Cllr B. Johnson

### **Also in attendance**

F. LeBon - Clerk

**The Chairman welcomed all attendees, and opened the meeting at 7pm**

#### **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 9<sup>th</sup> October 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

It was noted that the Scarecrow Festival was very well supported by many different areas of Hellesdon, including businesses, care homes and individuals. Cllr Smith had given out the prizes and will forward the pictures in due course. Cllr Smith also reported that one project had been intergenerational and emphasised the wellbeing and community cohesion benefits of this project.

#### **4. Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)

No members of the public in attendance.

#### **5. VE 80 – 8<sup>th</sup> May 2025**

It was **AGREED** that the Clerk will apply for a £500 grant from the Norfolk Armed Forces Covenant 2025 Commemoration Fund to create an event to commemorate VE Day 80. This will cover entertainment on 8<sup>th</sup> May 2025 (1940s style) and decorations. The ML is to be booked out in the afternoon to facilitate this. The cafe will create a menu based upon the 1940s for this day as well.

#### **6. Summer Fayre**

A report had been circulated updating members on the Summer Fayre. Feedback from food vendors was that there was too much competition and not economically viable for them all to attend. It was **AGREED** that no further food vendors will be sought.

The compere and PA providers have both confirmed, as have the entertainments for the arena.

#### **7. Senior Citizens' Christmas Party**

Approved.....

Date.....

It was reported that the drinks had been purchased for the event. The fresh food is in the process of being sourced. The tickets have hit the subscription level and it was noted that this event is becoming increasingly popular and that the population of Hellesdon is growing.

There were dietary requirements on the list of attendees for 2024. It was emphasized that these would have to be prepared in separate areas of the kitchen, placed on separate plates and volunteers are to know who these attendees are to ensure there is no mix up.

The Clerk has a list of 'what went well from 2023' and will circulate as a reminder.

The Clerk is to email councillors to ask for volunteer assistance.

#### 8. Community Hearts Award

Cllr Johnson was thanked for securing £1,000 towards this project from the Broadland Council Ward Members grant. It was noted that the same group could not receive the same grant the following year. Some categories had yet to receive nominations despite there being considerable promotion. To further promote the Young Carers award, the school, the Youth Advisory Board and the Family Hub should be contacted.

An updated social media post will be put up to directly encourage nominations for local businesses.

Cllr Smith has promoted the 'cleaner and greener' award to the allotment holders.

Cllr Forder will promote to the church.

Cllr Johnson will promote to Friday Friends.

The Clerk will email councillors.

#### 9. Leaflet Drop

Feedback from the leaflet drop on types of events the people of Hellesdon were interested in, was provided to the meeting. There was strong support for a Quiz and Chips night and also for live music.

Options for an email mailing list were discussed and it was **AGREED** to subscribe to Email Octopus to help build the contacts list to promote events. Promotion for the mailing list can be done via social media and promotion within the café and warm room, and at events.

#### 10. March Disco

It was reported that the DJ originally booked for the September party night has agreed to carry forward the deposit, and has availability for 8<sup>th</sup> or 15<sup>th</sup> March. It was **AGREED** to accept the offer of 15<sup>th</sup> March and arrange a 'Family Disco'. Ticket prices to be agreed at the next meeting, with the event to be marketed starting mid January.

#### 11. Budget 2025/2026

Consideration was given to Friday Friends, in that the budget line fell appropriately with the Events Committee.

Consideration was also given to utilising the bar more for private events. Events such as comedy nights and medium nights are to be asked upon booking if they would like Hellesdon Parish Council to provide a bar service, in a similar manner to the service provided for Drag Bingo.

The budget for 2025/2026 was **AGREED** as follows:

<i>Budget Line 200 – Residents' Party</i>	<b>23/24 Budget</b>	<b>23/24 Actual</b>	<b>24/25 Budget</b>	<b>Actual to Month 7</b>	<b>Predicted to 31/03/25</b>	<b>Total to 31/03/25</b>	<b>Proposed Budget 25/26</b>
<b>EXPENDITURE</b>							
Food	550.00	436.00	595.00	£233.00	£320.00	£553.00	£600.00
Entertainment	325.00	325.00	160.00	£220.00	£0.00	£220.00	£250.00
Consumables	125.00	74.00	148.00	£36.00	£50.00	£86.00	£100.00
	<b>1000.00</b>	<b>835.00</b>	<b>903.00</b>	<b>£489.00</b>	<b>£370.00</b>	<b>£859.00</b>	<b>£950.00</b>

Approved.....

Date.....

<b>Budget Line 205 - Events</b>	<b>23/24 Budget</b>	<b>23/24 Actual</b>	<b>24/25 Budget</b>	<b>Actual to 30/09/24</b>	<b>Predicted to 31/03/25</b>	<b>Total to 31/03/25</b>	<b>Proposed Budget 25/26</b>
<b>INCOME</b>							
Summer Fayre				£558.29	£0.00	£558.29	£550.00
Bar				£1,913.83	£900.00	£2813.83	£3,000.00
Community Hearts				£451.20	£1,000.00	£1451.20	£500.00
VE 80							£500.00
Other Events				£0.00	£0.00	£0.00	£500.00
Friday Friends							£1,000.00
	<b>£550.00</b>	<b>£3,401.00</b>	<b>£1,550.00</b>	<b>£2,923.32</b>	<b>£1,900.00</b>	<b>£4823.32</b>	<b>£6,050.00</b>
<b>EXPENDITURE</b>							
Summer Fayre				£1,802.49	£250.00	£2,052.49	£2,000.00
Bar				£1,519.65	£400.00	£1,919.65	£2,000.00
Community Hearts				£401.00	£1,500.00	£1,901.00	£2,000.00
VE 80							£500.00
Other Events				£296.49	£200.00	£496.49	£1,000.00
Friday Friends				£130.00	£300.00	£430.00	£1,500.00
	<b>£3,000.00</b>	<b>£4,817.00</b>	<b>£4,709.00</b>	<b>£4,149.63</b>	<b>£2,650.00</b>	<b>£6,799.63</b>	<b>£9,000.00</b>

The cost of the Email Octopus is to be placed in the advertising budget.

**12. Items for the Next Agenda**

- Debrief on Senior Citizens Christmas Party
- Update on bar income made from Drag Bingo
- Community Hearts – agree judging panel and criteria
- Community Hearts – agree invitees
- Update on VE Day
- Confirm prices for Family Disco and marketing methods
- Review of events questionnaire (current questionnaire is still live)
- Quotes for table cloths
- Update on Summer Fayre.

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

To be confirmed

The meeting closed at 8.30pm.

Approved.....

Date.....