

## **Minutes of the Meeting of Hellesdon Events Committee** **Wednesday 4<sup>th</sup> December 2024, 3pm in the Council Chamber**

### **Present at the Meeting**

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

### **Also in attendance**

L. Pointin – Senior Admin Officer

**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 13<sup>th</sup> November 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. VE 80 – 8<sup>th</sup> May 2025**

Although deferred to the next meeting, Cllr Forder raised this as an item which needed to be discussed as a matter of urgency as there is concern that we could lose the opportunity to secure a singer. Senior Admin Officer confirmed that details were sent to the Clerk 14<sup>th</sup> November 2024 for Kitty Collins but had not received any feedback. After some discussion it was **AGREED** that should Kitty Collins be available, she would be booked for the 8<sup>th</sup> May 2025.

**6. Community Heart Awards**

Four judges have been secured to sit on the panel and review all nominations for the Community Heart Awards on the Tuesday 10<sup>th</sup> December 2024.

- Michael Lake – Skyplane
- PC Matt Hill – Norfolk Constabulary
- Kylee Moore – Winkworth
- Jamie – Winkworth

Refreshments and nibbles to be provided for the judges as they are giving up their time.

It was **AGREED** that individual packs will be provided for the judges, along with a form for each category so the judges are able to make notes and recommendations.

Approved.....

Date.....

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It was **AGREED** that self-nominations would not be accepted as it would appear that we received a few of these. All nominees are residents of Hellesdon and as we have received several from out of the catchment area, the nominator has been advised the ineligibility.

Judges will agree the winners of each category on the 10<sup>th</sup> December 2024, with the winners being sealed in an envelope.

The names of the winners will be published on Facebook on Friday 13<sup>th</sup> December 2024 along with notifying them by email along with those who were not successful.

All nominee's will be invited to the Hellesdon Community Heart Award Evening on the 1<sup>st</sup> February 2025.

Cllr Smith will meet with the Senior Admin Officer to discuss judges decisions and guest list on the 11<sup>th</sup> December 2024, it would be preferable for the Facilities Manager to be in attendance also.

Cllr Forder advised that he had found some cheaper tablecloths on Amazon and will forward the link to the Senior Admin Officer. Agreement needs to be made as the number of invitations being sent, to establish how many tables would be required, this will then determine the number of tablecloths are required.

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

An email was sent by the Deputy Clerk seeking councillor volunteers for the 7<sup>th</sup> December 2024. Senior Admin Officer to establish who has responded prior to updating volunteers with an attendance time of between 12 – 12.30 pm.

Senior Admin Officer has contacted the attendees who have specific dietary requirements, it was agreed that for one, we will provide a tuna salad, the other attendee has yet to provide details, as their requirements are gluten and dairy free, it's imperative that we obtain some suggestions from them.

We advertised for on Facebook raffle prizes donation however we have only received one donation. Cllr Smith has donated a few items, it was **AGREED** that we would not purchase further items.

Sandwiches and sausage rolls are being collected by Cllr Sear as these have been ordered through Gregg's.

#### **8. Items for the Next Agenda**

- Debrief on Senior Citizens Christmas Party.
- Update on bar income made from Drag Bingo.
- Confirm prices for Family Disco and marketing methods.
- Update on VE Day.
- Review of events questionnaire.
- Update on Summer Fayre.

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

8<sup>th</sup> January 2025.

The meeting closed at 4.23pm.

Approved.....

Date.....