

Minutes of the Meeting of Hellesdon Events Committee
Wednesday 23rd April 2025, 3pm Held in the Olive Haseltine Room Hellesdon
Community Centre

Present at the Meeting

Cllr S. Smith (Chairman)
Cllr R. Forder
Cllr L. Douglass
Cllr M Maidstone

Also in attendance

H Clark - Deputy Clerk
K Sage – Facilities Manager
K Tickner- Cook Manager
D Marshall – Admin Officer
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 Britcher, Cllr B Johnson, Cllr R Sear

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

There were no minutes supplied from the previous meeting to be approved.

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

No members of the public in attendance.

5. Debrief on the Community Heart Awards

Great work via KS's team. It was suggested that the next function should start at 7.30pm, also the budget did not cover the buffet food. Cllr Douglass suggested that the first complimentary drink as you arrive should be handed out at the bar.

6. Update re Drag Bingo Bar on 6th June 2025

Decision was made that alcohol would be brought in by the public as the office are very busy/understaffed to Order beer and keep stock of it. Vendor to make guests aware.

Approved.....

Date.....
HPC Events Committee Minutes 23rd April 2025

7. VE 80 – 8th May 2025

The Café will be open usual hours, suppling inspired menu including 'Spam Fritters'. There will also be a singer Kitty Collins who will be performing from 11.30am- 1.30pm in the ML room, where tables and chairs will be set up. Cllr S Smith said that any additional help on the day would be much appreciated.

8. Summer Fayre update for 21st June 2025

Cllr Smith mentioned that there was a good variety of vendors attending and the Fayre would start off with the Demonstration Dancers. DM has applied for the First Aid and Medical Cover Quotation to be supplied and is currently waiting for the application to be received with quotation. KS will make contact regarding hiring a skip and this will be brought up at the next meeting. KS suggested roping off an area where the beer tents are so this will not exceed more than 499 people which allows us to apply for a TEN license. DM is currently sorting this out.

KS reminded everyone about the new food laws and to jog the minds of the vendors. It was suggested to use the biggest bio gradable bags as food waste needs to go in a separate bin. DM to contact Hellesdon high school regarding car parking for the public. Cllr S Smith asked about buying trophies, Cllr Douglass suggested contacting Mike in the Dixon centre as he has provided trophies previously. Cllr S Smith asked if anyone had any ideas for prizes, several people suggested vouchers. JJ to send over details to Cllr S Smith about ambulances being on site.

9. Items for the Next Agenda

- Update on Summer Fayre.

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

28th May 2025 @3pm

The meeting closed at 4.21pm.

Approved.....

Date.....