

Minutes of the Meeting of Hellesdon Events Committee

Wednesday 28th May 2025, 3pm Held in the Olive Haseltine Room Hellesdon Community Centre

Present at the Meeting

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

Also in attendance

K Sage – Facilities Manager
D Marshall – Admin Officer

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

1. Apologies and acceptance for absence

Apologies were received from Cllr M Maidstone

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

Minutes were agreed and signed by Cllr S Smith.

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

No members of the public in attendance.

5. Debrief on the VE Day Celebrations

The event was a tremendous success, receiving excellent feedback from the attendees. The caretakers did an outstanding job, including inflating the balloons. The café performed brilliantly, and the cakes were delicious. The singer was fantastic as well, showcasing a great team effort all around.

6. Update on seniors Christmas Party

Annie Threadkell has been booked for the entertainment. The event is scheduled for December 13, 2025. Ticket sales are set to begin on November 1. It was agreed that the menu will be reviewed closer to the date of the event.

Approved.....

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

7. Summer Fayre update for 21st June 2025

Councillor Smith announced that there will be Star Wars characters walking around on the day, collecting donations for charity. KS will prepare a floor plan to designate where the stalls will be located. Namco is providing a 35-foot inflatable ten-pin bowling alley. Additionally, there will be face painting, hair braiding, a teacup roundabout, and a pipe and drum band performing in the main arena for 15 to 20 minutes, all of which will be free of charge.

The timing of the events still needs to be finalized. There will be a meet and greet with Disney princesses, and parents will be able to take photos. A new event called "Walk the Plank" will replace the Hobby Horse event.

We will need to create new timing and event sheets to be emailed to all councillors to see who can assist on the day. A notice also needs to be sent out to all stallholders, reminding them that they must be at their designated areas by 11 AM and that there is a maximum of two cars allowed per stall.

Liability insurance must be verified to ensure it covers the event. An alcohol license has been obtained in Councillor Smith's name for the one-day event on June 21st.

We need to determine what roping is required to secure the area around the alcohol stall. The risk assessment will need to be checked and signed off by someone. Councillor Britcher mentioned that it should be completed on the day of the event. Cllr Smith mentioned that there would now be Star Wars characters walking around on the day with buckets collecting for Charity. KS will prepare a floor plan for where the stall etc will be based. Namco is providing a 35ft inflatable ten-pin bowling alley, also now added there will be face painting, hair braiding, a teacup roundabout, and a pipe & drum band that will be performing in the main arena for 15-20 mins. These are all free. The timing of events still needs to be agreed. There will be a meet and greet with the Disney princesses and parents will be able to take photos. There will be a new event added 'Walk the Plank' which will replace the Hobby horse. New timing and events sheets will be needed and emailed out to all councillors to see if they can help on the day. A notice also needs to be sent out to all the stall holders that they need to be at their areas by 11 am, and a max of 2 cars per stall. Liability insurance needs to be checked to make sure it covers the event.

Cllr S Smith proposed to apply for the alcohol licence in her name, just to cover that one day 21st June. This was 2nd agreed by Cllr D Britcher and Cllr R Forder, Cllr B Johnson and everyone else in the meeting.

We need to find out what roping is required to fence off around the alcohol stall.

Risk assessment needs to be checked and signed off by someone. Cllr Britcher mentioned that it should be completed on the day of the event.

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

11th June 2025 @3pm

The meeting closed at 4.10pm.

Approved.....

Date.....