HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Notice of a Meeting of Hellesdon Community Centre Committee to be held on Wednesday 30th July 2025 3pm in The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon Committee members are summoned to attend for the purpose of transacting the following business.

Under the Openness of Local Government Bodies Regulations 2014, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.

WELCOME

1. **Appointment of Chairman, Vice Chairman and members of Committee.**

2. **To Receive Apologies for Absence**
   a) To receive and accept valid apologies for absence as previously notified to the Parish Clerk

3. **Declarations of Interest and Dispensations**
   In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda.**
   (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence ***– Please contact the office should any item need clarification)***

4. **Approval of the Minutes**
   To approve the minutes of the meeting held on 5th November 2024

5. **Public Participation**
   Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

6. **Building Maintenance and Improvements**
   a) Update on Signage for the Community Centre
   b) Update on kitchen, Fire Doors, Kitchen Shutter and fridge.
   c) Update on CCTV project.
   d) WC Toilet repairs.

7. **Community Centre Rooms**
   a) To discuss Marjory Lewis Room facilities.
      i. Bar hatch, Costings (re. Bar), Licence for Bar
      ii. Stage Lights(Glitter Ball Costs)
      iii. Piano
   b) To discuss Warm Room Facilities.
      i. Refreshment and Room usage.
   c) To discuss Sylvia Watling Hall Facilities.
      i. Radio Mic/ Mic Socket.
   d) To discuss Hiring Times of Community Centre rooms.

8. Community Centre Facilities

a) Community Fridge report.
b) To discuss Waste Bins within Community Centre
c) Hirer's Fire Marshall/First Aiders.
d) To discuss Caretakers' additional duties (e.g window cleaning)
e) To discuss Fire Regulations/ Drills
f) To discuss Signage placement for "No Entry" signs for Middletons Lane exit from the Community Centre.
g) To discuss hirers use of Community Centre and Facilities.
h) To discuss discount rates for community centre facilities.

Items for the Next Agenda

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

Harry Clark **Deputy Clerk to the Council** **Dated 24th July 2025**