

**Minutes of the Meeting of Hellesdon Events Committee Held on
Wednesday 3rd September 2025, 3pm Held in the Council Chambers, Diamond Jubilee
Lodge, Wood view Road, Hellesdon**

Present at the Meeting

Cllr Sarah Smith (Chairman)
Cllr Roy Forder
Cllr Mel Maidstone
Cllr David Britcher

Also in attendance

David Marshall – Admin Officer (minute taker)
Kevin Sage Facilities Manager

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

1. Apologies and acceptance for absence

Apologies were received from Cllr Bill Johnson and Cllr Lacey Douglass

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 Sarah Smith.

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

No members of the public in attendance.

5. Summer Fayre update

The booking form was reviewed by all council members, there were a few added amendments that needed to be made, and it was suggested that this would be completed and reviewed again by Friday 12th September.

6. Upcoming Events

a) Update on Halloween Party

- DJ quote was put to the committee although agreed in principle this was not taken to vote.
- There was a suggestion from Kevin Sage to have the kitchen open to serve hot food and snacks, and a proposal for kitchen staff to work 3 hours overtime.
- The current poster will need tweaking to advertise food etc.
- Cllr Sarah Smith asked for the table numbers to be made available.
- Cllr Sarah Smith asked if we have a gambling license so we can sell raffle tickets.
- Cllr David Britcher asked how many hours it would take the office to carry out some extra admin work such as calling round businesses to potentially gift us some raffle prizes, advertise the event on social media platforms, adverts in Just Hellesdon magazine etc and put to the office for rough estimate of hours to complete these tasks.

Approved.....

Date.....

- Decorations managed by Cllr Sarah Smith and to liaise with office for orders.
- Dates were put forward for admin work to be completed by:

6th September Confirmation of Kitchen being open for snacks.
 11th September poster created.
 11th September tickets to be ready for sale.
 19th September Advert in Just Hellesdon Magazine.

b) Update on Community Hearts Awards

It was mentioned that extra resources are needed to put a survey together (maybe Survey Monkey) There needs to be 7 categories for nominations. Further details would be required and the Admin Officer to report back at the next meeting.

c) Update on Seniors Christmas Party

Cllr Sarah Smith has found some prizes for the raffle. These are deemed adequate and no further cost necessary.

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

24th September 2025 @5pm

The meeting closed at 4.01pm

Approved.....

Date.....