

**Minutes of the Meeting of Hellesdon Events Committee Held on
Wednesday 24th September 2025, 5pm Held in the Council Chambers, Diamond Jubilee Lodge,
Wood view Road, Hellesdon**

Present at the Meeting

Cllr Mel Maidstone (Acting Chair)
Cllr Roy Forder
Cllr David Britcher
Cllr Lacey Douglass

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 Sarah Smith (Chairman)
Cllr Mel Maidstone stood in as Chair in the absence of Cllr Sarah Smith.

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 Mel Maidstone.

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

No members of the public in attendance.

5. Update on Halloween Party

a) Ticket sales

There have been 24 tickets been sold to date.

b) Bar Proposal

Cllr Roy Forder that KSD bars are willing to provide bar services for the event at a cost of £150. This was put proposed and agreed.

c) Stocklist for decorations

Cllr Sarah Smith and Harry Clarke (Deputy Clark) will purchase decorations on October 1st

d) Café' opening hours

It was proposed that staff work from 6:30pm to 10:00pm (3,5 hours)

- Café open to public 7:30pm- 10:00pm
- Preparation time:1 hour before opening
- Cleanup time: 1 hour after closing

Approved.....

Date.....

- e) A few prizes have been donated so far. It was agreed to expand the search to other areas, including Old Catton and Costessey.

6. **Community Heart Award**

Office have started work on Survey monkey, no further updates. Cllr David Britcher, requests further update at the next meeting.

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

14th October 2025 @4pm

The meeting closed at 6.02pm

Approved.....

Date.....