HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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# Minutes of the Meeting of The Community Centre and Café Committee, Monday 3rd November, 7pm
# Held in The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon

**Present at the Meeting**

Cllr R. Forder (Chairman)
Cllr S. Smith
Cllr S. Gurney
Cllr M. Hicks
Cllr N. Barker
Cllr D. Maidstone
Cllr M. Maidstone (minutes)

**Also in attendance**
Mr K. Sage (Facilities Manager)

**The Chairman welcomed all attendees, and opened the meeting at 7pm**

**1. Apologies and acceptance for absence**
No apologies were received.

**2. Declarations of Interest and Dispensations**
No declarations were made or dispensations requested.

**3. Approval of the Minutes**
Draft minutes were circulated from the meeting on 8th October 2025. These were **AGREED** and signed as a true and accurate record of the meeting.

**4. Public Partipation**
There were no members of the public in attendance.

**5. Use of Agency Staff.**

a) After discussion it was decided that this, along with Item 6a and 6c should be referred to the Staffing Committee.
b) It was agreed that volunteers in the café must have the relevant certification and a view was expressed that the cost of this should be reimbursed and this would form part of a café review.
All of the above Proposed by Cllr S. Smith, Seconded by Cllr D, Maidstone and **AGREED.**

Approved…….....

Date.....

**6. Community Café.**

a) Referred to Staffing Committee, see above.
b) Following discussions on operations and working practices in the Community Café it was decided that a full review of the Café should be undertaken and a new business plan and budget set. It was proposed that this be deferred until the new clerk is in post. Proposed by Cllr D. Maidstone, Seconded by Cllr S. Gurney and **AGREED**.
It was also agreed that Kevin Sage would implement a QC check in the community café with the café manager. This would then be followed up by a further inspection by two named councillors. Proposed by Cllr M. Hicks, Seconded by Cllr S. Smith and **AGREED.**
c) Referred to Staffing Committee, see above.

**7. Room Hiring.**

a) Draft letters re Sunday Opening and Changes to Community rate were reviewed. It was proposed that these letters were accepted and referred to Full Council for final approval. Proposed by Cllr S. Smith, Seconded by Cllr N. Barker and **AGREED**.
b) See above
c) Radio mic facilities in the SW room were discussed and it was delegated to the Chairman and the Facilities Manager to bring to a conclusion.

**8. Discussion of Budget 26/27**

The Facilities Manager was thanked for producing a thorough and detailed report of anticipated costs and proposed purchases for 26/27.

Cllr D. Maidstone proposed that it was inappropriate to consider kitchen equipment purchases in isolation of the review proposed earlier. Therefore all other items should be accepted and forwarded to PP&R for ratification. Seconded by Cllr N. Barker and **AGREED**.

Facilities Manager was requested to investigate the need for security personnel to be in attendance at events. Proposed by Cllr S. Smith, Seconded by Cllr M. Maidstone and **AGREED**.

**9. Community Centre**

a) New fire door installation is booked to commence on 14.11.25.
b) After discussion Cllr Forder proposed the mesh hand barriers should be replaced. Seconded by Cllr S. Smith, **Agreed** by majority.
c) Covered above
d) Covered above
e) Covered above
f) Covered above
g) After discussion this item was withdrawn due to impracticalities.
h) Update from Cllr S. Gurney re token gift to purchase bins deferred to next meeting.
i) Locum Clerk had replied to Customer query re café.

**10. Drinks Station in warm room**

As previously agreed this would not be reinstated.

Approved…….....

Date.....



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**11. Winter weather items**

It was proposed by Cllr M Hicks that these items would be donated en-bloc to Norfolk Library Services for distribution, seconded by Cllr S. Gurney and **AGREED.**

**12. Emergency Lighting**

It was proposed by Cllr M Maidstone that further quotes would be sought, Seconded by Cllr S Gurney and **AGREED**.

**13. Clothing Bank**

It was proposed by Cllr S Gurney that the request from Broadland District Council be declined as there are already provisions in the immediate area. Seconded by Cllr S Smith and **AGREED**.

**14. Items for the next agenda**.

Item 9i above.

**15.** Date of next meeting to be confirmed.

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Approved…….....

Date.....