

## **Minutes of the Meeting of Hellesdon Events Committee**

### **Wednesday 11th June 2025, 3pm Held in the Olive Haseltine Room Hellesdon Community Centre**

#### **Present at the Meeting**

Cllr S. Smith (Chairman)  
Cllr D Britcher  
Cllr M Maidstone

#### **Also in attendance**

K Sage – Facilities Manager  
D Marshall – Admin Officer (minute taker)  
Jack – Master of all ceremonies

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

**1. Apologies and acceptance for absence**

Apologies were received from Cllr B Johnson, Cllr L Douglass and Cllr R Forder

**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. Summer Fayre Update**

**a) Confirm timing of events/games on the day**

Cllr S Smith presented the game sheet; this was agreed by all councillors present. Admin Officer to amend and recreate.

**b) Volunteers on the day and roles to play**

Cllr S Smith asked again if anyone wanted to help and volunteer on the day, a reminder email will be sent out to all councillors. Cllr D Maidstone has volunteered to be on gate duty to let the stall holders onto the grounds to set up. Passes are to be displayed in vehicles, with a maximum of 2 cars per stall. Cllr D Britcher will help on the Coconut Shy, and Councillor M Maidstone will help with various activities and set up. Medals and Sweets have been ordered for prizes

Approved.....

Date.....  
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**c) Field Ground Plan**

It's in progress and is nearly finished. A laminated a4 copy is to be put on the fence and a copy is given to each vendor as they arrive. Any signs that need to be printed and laminated are to be sent to the office asap. Bins have been ordered and will be labelled.

**d) Update on alcohol license**

This has now been completed, Broadland Council to confirm how many strands of rope we need to put around the alcohol area.

**e) Risk assessment update**

This has been completed and signed by the deputy clerk. This will be viewed again on the date of the event and signed off by the council chairman. Stall holders will be responsible for their own Liability insurance on the day.

**6. Out of date/close to date bar stock**

It was suggested that the out-of-date bar stock from May 25 could be given to the food bank. A list would need to be made of what is put out for audit purposes. Another suggestion was to sell the soft drinks at the Summer Fayre. Monthly stock checks need to be carried out.

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

16<sup>th</sup> July 2025 @3pm

The meeting closed at 4.15pm.

Approved.....

Date.....