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 & Cafe Committee to be held on Monday 3rd November 2025 at 7pm
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. **Apologies and acceptance of absence**
   To receive and accept valid apologies for absence as previously notified to the Parish Clerk

2. **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)***

3. **Approval of the Minutes**
   To approve the minutes of the meetings held on 8th October

4. **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)

5. **Use of agency staff**
   a) Requesting of agency staff to cover sickness and holiday absences
   b) Use of volunteers and certification

6. **Community Café**
   a) Discuss recent staffing issues
   b) Discuss operations and working practices Repeated Cleanliness issues
   c) To consider additional hours for staff of the café

7. **Room hiring**
   a) Approval of Draft letter to Pentecostal Church
   b) Approval of Draft letter to all hirers current on community rate
   c) To discuss Sylvia Watling Hall facilities (ref notes from 30th July meeting item 7c ref microphone)

8. **Discussion of budget 26/27 report and costings**
   (Please see item 8)

9. Community Centre

a) Receive update on new fire doors installation
b) Receive update on repairs to the main entrance
c) Consider using a radio mic for SW
d) Review communication to be sent ref community rates
e) Review communication ref Sunday Opening
f) Complete community rate application form
g) Obtain an up-to date list of all hirers to ensure caretakers have adequate inform on numbers attending
h) Update from Shelagh on token gift to purchase bins for the Community Centre
i) Customer query ref café (Please see item 9i)

10. Drinks station in warm room.

During the winter months (as previously) providing a hot water flask, tea bags, coffee, hot chocolate etc

11. Winter Weather items

Are we going to give out the winter weather items we have stored in our loft. We have done this most other years and if we offer this again this year, shall we put an ad in next issue of Just Hellesdon which will be published on 26 November?

12. Emergency Lighting

For community centre and Parish office (Please see item 12)

13. Clothing bank

South Norfolk & Broadland District Council's request to have a clothing bank here permanently
Please see item (13)

14. Items for the Next Agenda

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

David Marshall, **Admin Officer** **Dated 28th October 2025**