

**Minutes of the Meeting of Hellesdon Events Committee Held on  
Wednesday 19<sup>th</sup> November, 3pm Held in the Council Chambers, Diamond Jubilee Lodge,  
Woodview Road, Hellesdon**

**Present at the Meeting**

**Cllr Sarah Smith (Chair)**

Cllr Mel Maidstone

Cllr Roy Forder

**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, Cllr Lacey Douglass. These were accepted by all councillors present.

**2. Declarations of Interest and Dispensations**

No declarations were made or dispensations requested.

**3. Approval of the Minutes**

There were no minutes to sign from previous meeting, on October 14<sup>th</sup>, 2025, as the meeting did not take place.

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

No members of the public in attendance.

**5. Review on Halloween Party**

- **Resident Feedback:** Very positive feedback was received from residents who attended the event. Many also shared messages on social media praising the evening and complimenting the superb decorations
- **Publicity:** A brief write-up and accompanying photos were published in the *Just Hellesdon* magazine.
- **Future Events:** Residents suggested holding another Christmas party next year. Councillors discussed this, along with the possibility of a Christmas Carol service. The proposal was made by Cllr Sarah Smith and seconded by Cllr Mel Maidstone.

**6. Senior Christmas Party**

- **Volunteer Request** Cllr Sarah Smith requested volunteers to help on the day. Dave Marshall from the office would email all councillors to co-ordinate.

Approved.....

Date.....

- **Catering arrangements:** The required food and drink items, along with preparation responsibilities were agreed by all councillors. Cllr Sarah Smith to order the food and Cllr Mel Maidstone to take responsibility for the food preparation. Agreed by all Councillors.
- **Attendance Limit:** It was agreed that attendance for the event should not exceed 100 people.
- **Event Materials:** Raffle tickets have been printed, and an attendee list has been prepared.

## 7. Community Heart Award Discussion

It was suggested by Cllr Sarah Smith to defer this event until the Autumn of 2026. This was proposed by Cllr Mel Maidstone and Seconded by Cllr Sarah Smith.

## 8. Summer Fayre update

- **Stalls:** *Best of Norfolk* has offered to provide 15 stalls at £35 each.
- **Event Duration:** A suggestion was made to extend the fayre into the evening, incorporating live music acts. Proposed by: Cllr Sarah Smith Seconded by: Cllr Mel Maidstone
- **Local Business Involvement:** *The Bull Pub* is considering participating in the fayre.
- **Venue Use:** It was suggested that the ML Hall be reserved for evening entertainment.

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

Date and time to be confirmed.

The meeting closed at 4.48pm

Approved.....

Date.....