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 Hellesdon Events Committee held on Monday 20 April 2026 at 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood view Road, Hellesdon Norwich NR6 5QB

Present at the Meeting
Cllr Mel Maidstone (Chair)
Cllr Roy Forder
Cllr David Britcher
Cllr Lacey Douglass
Cllr Gemma Diffey

Also, in attendance
Dave Marshall - Admin Officer
Rebecca Larke – Deputy Clerk
Connie Ackers – Best of Norfolk
Jack- Jenkins - Compere

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

1. Apologies and acceptance for absence
Apologies were received from Cllr Bill Johnson. These were accepted.

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

3. Approval of the Minutes Held on Wednesday 20th March 2026
The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chairman.

4. Public Participation
No members of the public in attendance.

5. Summer Fayre update on current progress
Connie Ackers provided a verbal update.

Rides and Stalls
Rides with side stalls were confirmed, including two roundabouts requiring approximately 100 ft of space, with a larger pitch fee proposed of £100. Stallholder uptake is progressing, with numbers expected to be capped at 70, including charities. A total of 55 invoices have been sent out to date with 28 paid so far. Connie Ackers agreed to send confirmation of the stalls to members. The committee **agreed** a process for unpaid stall fees, with one reminder being issued before reallocating pitches.

Approved……

Date……

Arena

The arena programme has two acts confirmed at this stage. The proposed dog show has yet to be confirmed. The entertainment bookings were confirmed, with further enquiries ongoing including Creation Station children's crafts. It was noted that consumables for crafts would incur a charge. Cllr Forder suggested that Foolhardy Circus Entertainment could be invited to the next meeting as the Parish Council have secured their services directly. Connie Ackers requested information from previous Fayre events is forwarded on to her. There will be a reception table for people to sign in for the 3-legged race and the egg and spoon race. Medals and certificates will need to be purchased. Sweets also need to be purchased along with vegan options. Connie Ackers agreed to provide details of acts in the main arena. Dave Marshall will chase up Bert's amazing creatures as this will create a gap if they are unable to attend. Jack Jenkins requested a list of the running order from the previous year which Dave Marshall will organise. Jack Jenkins discussed the running order of the event, and a discussion was held about whether there was any budget left for singers to fill any gaps in the schedule. Cllr Douglass felt it would be nice to have some music on arrival.

Beer Tent

Alcohol provision was noted, with licence responsibility to be confirmed. Councillors felt the licence responsibility sits with the person(s) operating the bar. Dave Marshall to confirm details.
Site layout and equipment requirements, including bar positioning, seating, generators, and banners, will be reviewed. Actions were discussed and agreed regarding communications, risk assessment, liaison with Police and Fire Service, contracts, and documentation. Jack Jenkins suggested that if the bar area was closer or adjacent to the main arena this would encourage people to watch what is going on. Dave Marshall will check with the Facilities Manager if using the old chairs in the storeroom for the bar area was viable.

Administration

The Chair and Connie Ackers agreed to meet with the Facilities Manager in due course. Cllr Britcher noted that Connie Ackers' contract was still being finalised. Advertising of the Summer Fayre needs to step up including putting something on the Parish Council website. Connie Ackers has posted a Facebook event. Dave Marshall agreed to book first aid cover. Dave Marshall in conjunction with the Clerk will review last year's risk assessment and suggest any amendments for approval. Cllr Mel Maidstone requested a draft copy of the risk assessment prior to her discussion with Connie Ackers and the Facilities Manager.

6. Senior Christmas party update on current progress

Officers will coordinate entertainment arrangements and provide updates to the Committee as appropriate. The Senior Christmas Party for 2027 has been booked for 11 December 2027. Officers agreed to contact Annie Threadgold to book her for the 2027 event. The committee **agreed** to provisionally book the Halloween event for Saturday 30 October 2026, subject to availability of rooms. Cllr Forder agreed to contact the DJ and bar staff to confirm availability for this date

7. Community Hearts award update

Nominations for potential award winners will need to be confirmed by late November 2026.
The committee recognised the need to attract potential sponsors and a Master of Ceremonies/Compere. Officers agreed to try to source a photographer for the venue. Officers will prepare a photography disclaimer/consent form for attendees to sign as part of the sign-in process.

Approved…….....

Date.....

Confirmation of the photographer's copyright/licensing arrangements and any required paperwork will be sought and reported back at the next meeting.

8. Christmas Events 2026, including Carol Service and Stalls update.

The committee discussed arrangements for the Carol Service scheduled for 19th December 2026. It was agreed that food and drink stalls will be provided, with Connie Ackers supporting their organisation. Children's craft activities will also be included as part of the event. The event will run from 3:00pm to 7:00pm, taking place across both gardens and part of the fields. Carols are scheduled for 5:00pm and 6:00pm. Cllr Forder will be approached regarding outside lighting.

Additional requirements were identified, including sourcing another Christmas tree, decorations, and a Father Christmas. The Sylvia Watling and Olive Haseltine rooms have been provisionally booked for this event.

Proposed date for next meeting Monday May 11th 7pm

Meeting closed at 8:45pm

Approved…….....

Date……