HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 - www.hellesdon-pc.gov.uk - email: contact@hellesdon-pc.gov.uk

Notice of Events Committee meeting to be held on Monday 20th April 2026, 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB

Committee Members are summoned to attend for the purpose of transacting the following business.

The Openness of Local Government Bodies Regulations 2014
Under the above regulations, 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. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request.

AGENDA

1. Apologies and acceptance for absence

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)***
Clerk to report any written requests for dispensation in respect of items on this agenda.

3. 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).

4. To approve the minutes of the meeting held on 18th March 2026 as a true and accurate record.

5. Summer Fayre update on current progress.

6. Senior Christmas party update on current progress.

7. Community Hearts Awards update

8. Christmas Events 2026, including Carol service and stalls update.

9. To agree the date time and venue of the next meeting.

Jonathan Hall
Parish Clerk & Responsible Financial Officer **Dated 15/04/2026**

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Minutes of the Meeting of Hellesdon Events Committee held on Wednesday 18 March 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

Also, in attendance
David Marshall - Admin Officer
Kevin Sage - Facilities Manager
Connie Ackers – Best of Norfolk

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

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

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

3. Approval of the Minutes Held on Wednesday 18th February 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

Stall Holders & Bookings

- It was reported that 55 acceptances had been received to date, with 2 stallholders having paid.
- Members discussed whether a further promotional push should be undertaken, with a target of 70 stalls considered desirable.
- The cider vendor previously referenced was confirmed as Norfolk Raiders and the Office will make contact to see if they can attend this year.

Attractions & Activities

- The SOS Bus has confirmed attendance; the size of the bus will need to be clarified for site planning purposes, Connie to confirm.
- Further confirmation is required regarding the fairground rides (Mr Green), including whether agreement has been finalised, Connie to confirm.
- Circus workshops will be present on site and perform in the main ring; clarification on the plot size required is to be obtained.
- Office to contact Bert's Amazing Creatures to see if they can attend on the day.
- Enquiries will be made with the Norwich City Band regarding performing in the arena. Connie to make contact with them.

Approved…….....

Date.....

- Members agreed to reach out to singers, and more information is needed on the Creation Station offer.
- Additional arena activities were discussed, including young dancers and a dog show, and it was agreed that bunting should be placed around the main arena.

Vendors & Services

- Clarification will be needed from Fire & Rescue, Police and St John Ambulance regarding event attendance. Connie to Confirm
- It was noted that the alcohol licence would be arranged by the relevant vendor.
- A Risk Assessment for the event was identified as required and will be prepared accordingly.

Event Management

- Cllr Britcher proposed an additional service fee to provide extended management of the Fayre. The amount of £200 plus VAT was proposed by Cllr Britcher, seconded by Cllr Forder, and unanimously agreed. This constitutes an additional purchase of service and therefore requires a new agreement as a variation to the existing order.

Logistics

- The Office will contact Hellesdon High School regarding the availability of car parking spaces, with two vehicles per stall being the working assumption.

Communications

- Minor amendments are to be made to the event poster prior to formal approval.
- Jack (Surname??) is to be invited to the next meeting and contacted regarding acting as compère for the event.

6. Senior Christmas Party update on current progress

Committee requested for Annie Threadkell to provide entertainment for the event scheduled for 12th December 2026. **Proposed by Cllr Mel Maidstone, seconded by Cllr Roy Forder and unanimously agreed.**

7. Halloween party update on current progress and consider change of date.

The Committee considered dates for the 2027 Halloween Event. It was agreed to provisionally book Friday 30th October 2027. **Proposed by Cllr David Britcher, seconded by Cllr Mel Maidstone and all agreed.**

Availability for a pre-Halloween event on 24th October is to be checked. If the date is available, it is to be provisionally booked, and enquiries made regarding DJ/bar staff and purchase of new decorations. **Proposed by Cllr Mel Maidstone**, **seconded by Cllr Roy Forder**, **al**l **agreed**.

The Office will also check availability for 31st October during the day and notify Councillors once confirmation has been received.

8. It was agreed to confirm the date of the Community Hearts Awards as Friday, 6th February 2027.Members requested that the date be kept free and that Councillors be notified accordingly. **Proposed was by Cllr Mel Maidstone, seconded by Cllr David Britcher, all agreed.**

9. The Committee considered a proposal, under Standing Order 7a, to reverse the decisions made at the meeting held on 18th February 2026 regarding the 2026 Christmas events. Members discussed possible dates, including holding the Family Christmas Party on 11th December and Christmas Carols with a food and drink market on 19th December**.**

It was agreed that availability of all rooms should be checked, and that the matter should be referred to Full Council for consideration and confirmation of final arrangements. The inclusion of food and drink stalls with live entertainment was supported and **proposed by Cllr Mel Maidstone**, **seconded by Cllr David Britcher**, **al**l **agreed**.

Approved…….....

Date.....

The meeting closed at 21.17pm

Next meeting: Monday 20 April 2026 at 7pm.

DRAFT

Approved…….....

Date.....