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 10th June 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 Gemma Diffey

Also, in attendance
Jonathan Hall – Clerk
Dave Marshall - Admin Officer
Kevin Sage – Facilities Manager
Chris Fisher- Deputy 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 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 Monday 11th May 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**
One member of the public in attendance.

5. **Items 5 6 and 7 on the agenda had no updates. It was agreed by all members of the council to move onto item8.**

8. **Summer Fayre update on current progress.**

Rides and Stalls
There are 51 paid stalls, with 11 food and drink stalls with a mix of trailers and gazebos this totals to 67 stalls including entertainment. Waiting to hear back from SOS with dimensions (Connie to chase up. The circus will be arriving in a van and will be allocated a space at the top of the arena. Food stall holders will be parked in an arc on the recreation ground on a first come basis.

Approved……

Date……

Arena's

The singer has been confirmed as Jack Stephenson and will do a set of 45 mins at 11am.
Circus have confirmed that their area will need be 30ft x 30ft for their workshop and they will perform at 2pm for their show in the main arena. The Dog show will have its own tent and arena near the tennis courts. There will be sign-posts to remind people to sign up for various categories. Prizes will be awarded in the main arena. Dog bowls will be provided by the office. Punch and Judy show to take place in the community gardens; there will be two shows during the day, at 12.30pm and 2.30pm. Stubbs Farms have now confirmed their booking; The farm animals will be in the office gardens from 11am -2.30pm.

Beer Tent

The committee is awaiting a response from Norfolk Raiders regarding their TENS licence and for this to be produced before the event (Connie to chase up), They will require a gazebo 3m x 3m.

Administration

Public liability forms will be chased up by Connie Ackers. Terms and conditions forms have been sent out to all stall holders. Connie Ackers to give out parking permits on the day, max of 2 per stall holder. Air Cadets to be contacted to offer help on the day as volunteers. They would need to provide a safeguarding person to ensure regulations are met. Health and safety briefing to take place at 8.15am at the main arena tent. Kevin Sage to provide Hi Vis for everyone.

Other Business

Walkie talkies will need to be supplied to staff and volunteers. The Bull pub has agreed to have our banner advertising our Summer Fayre on their fence. It was agreed to buy more tubs of sweets and lollipops including diabetic and vegan options. Office required to order 4 food bins from Briffa this was **proposed by Cllr David Britcher and 2nd by Cllr Roy Forder, all agreed.**

9. Date of next meeting.

Wednesday 7th July 2026

Meeting closed at 8.52pm.

DRAFT

Approved…….....

Date……