

**Notice of Events Committee meeting to be held on
Tuesday 7th July 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 10th June 2026 as a true and accurate record.

5. Summer Fayre review, evaluate and identify key learnings.

- a) Review of event outcomes and attendance
- b) Reflections of what worked well.
- c) Identification of areas for improvement.
- d) Considerations for future event planning.

6. Review of 2026/2027 Events Calendar

- a) Senior Christmas Party
- b) Christmas Carols and Market /Stall Event
- c) Community Hearts Awards.

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

Jonathan Hall
Parish Clerk & Responsible Financial Officer

Dated 01/07/2026

**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.

Approved.....

Date.....