# 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 Wednesday 10th June 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

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### 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 11th May 2026 as a true and accurate record.

### 5. Senior Christmas party update on current progress

### 6. Community Hearts Awards update

### 7. Christmas Carols and Stalls event update

### 8. Summer Fayre update on current progress

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

**Jonathan Hall**
**Parish Clerk & Responsible Financial Officer** **Dated 04/06/2026**

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# Minutes of the Meeting of Hellesdon Events Committee held on Monday 11th May 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**
Dave Marshall - Admin Officer
Kevin Sage – Facilities Manager
Chris Fisher- Deputy Facilities Manager
Connie Ackers -Best of Norfolk
Elise Sadd - Dog Show Host

**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 Wednesday 20th April 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. **Senior Christmas party update on current progress**
There is currently no entertainment booked in for this event. It was requested that officers contact the act that performed at the D Day event in 2025 to see if they are available.

6. **Community Hearts Awards update**
Officers have contacted Hellesdon High School regarding the possibility of a student using this event as a portfolio project for photography. A response is awaited.

7. **Christmas Carols and Stalls event update**
. Connie Ackers will create a poster for the event. There is currently no update on the choir or the Salvation Army. A request was made for a large gazebo to cover the lawn, and a power supply will also be required.

Approved……

Date……

## 8. Summer Fayre update on current progress

Rides and Stalls

There are currently 57 paid stalls, with a possible 13 more to be confirmed. This includes the rides, with 34 stalls allocated to craft and charity organisations. There will be 7–8 trailers, which will require power, and approximately 100 ft of space will need to be allocated for the rides. The committee is awaiting confirmation from the SOS Bus regarding the amount of space required. Other stalls will require a maximum space of 3m x 3m. Cllr Roy Forder has booked the Fire and Police services and will also contact Red Cross. Connie Ackers will contact NARS to provide first aid.

Arena

Stubb's Farm can attend with various farm animals including Alpacas, sheep and goats. It was **proposed by Cllr David Britcher and 2nd by Cllr Mel Maidstone and all agreed,** that we book them for 3 hours. This would be held in the Parish Council office gardens. Punch and Judy show on the lawns was proposed by Cllr Roy Forder and 2nd by Cllr David Britcher. Awaiting clarification on how many shows to have, and price to be confirmed. Dog shows will have various categories. Councillors and officers were encouraged to enter their own dogs. Dog prizes and rosettes would be purchased from the events budget; . Dog bowls will need to be provided. The running order of events will be confirmed shortly. Welly Wangling game will also be added to the event. Officers to clarify with Cosmos Circus about holding the show in the arena for 2pm.

Beer Tent

The committee is awaiting a response from Norfolk Raiders regarding the beer provision. Discussions have also taken place with Stable Bar, which supplies a fully equipped converted horse box serving beer and cocktails. It was proposed by **Cllr Mel Maidstone and seconded by Cllr David Britcher that Norfolk Raiders provide the cider, and Stable Bar provide the beer and cocktails; this was agreed by all.**

Administration

Public liability forms will be brought by stallholders on the day and collected by Connie Ackers. The terms and conditions form should be revised and amended accordingly. Connie Ackers will update excel spreadsheet of stall holders and resend out to the committee and officers. 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.

Other Business

It was agreed to open the Café for hot drinks and cakes. Bottled water to be provided for free to all volunteers and staff.

## 9. Date of next meeting.

Wednesday 10th June 2026

Meeting closed at 8.52pm.

Approved……

Date……



DRAFT

DRAFT

Approved…….....

Date……