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 a Meeting of Hellesdon Community Centre and Café Committee to be held on Tuesday 4th August 2026 at 7.00pm in The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon

Committee members are summoned to attend for the purpose of transacting the following business:

Under the Openness of Local Government Bodies Regulations 2014, 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.

1. **To Receive Apologies for Absence**

2. **Declarations of Interest and Dispensations**

3. **Approval of the Minutes**
   To approve the minutes of the meeting held on 16th December 2025

4. **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).

5. **To discuss and recommend to Full Council the Committee's Terms of Reference.**

6. **To consider booking process of rooms, how far in advance for these can take place, conditions of holding provisional bookings and sliding scale of fees for cancellations.**

7. **To consider hiring agreement and to make any necessary amendments.**

8. **To consider consequences of any closure of the Centre (or part of) when carrying out maintenance and minor works.**

9. **To consider use of TV screen in foyer to be used for marketing purposes.**

10. **To consider replacement of door stop guard rails.**

11. **To consider policy on the use of the foyer area for staging events.**

12. **To receive report on previous resolution to donate the baby grand piano to a community project.**

13. **To receive report on Quality Control Checks and Environmental Health rating.**

14. **To consider the use of volunteers during café opening hours.**

Jonathan Hall

Clerk to the Council **Dated: 29 July 2026**