

**Notice of Events Committee meeting to be held on
Tuesday 18 August 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 permit attendance by members of the public and media for the purpose of reporting, filming, photographing or audio recording public meetings. Anyone wishing to record proceedings is requested, as a courtesy, to notify the Chairman or Clerk before the meeting commences. Any recording must not be disruptive to the conduct of the meeting.

AGENDA

- 1. Apologies and acceptance for absence**
- 2. Declarations of Interest and Dispensations**
- 3. To approve the minutes of the meeting held on 7 July 2026 as a true and accurate record.**
- 4. Public Participation**

Members of the public are invited to speak and are only permitted to speak at this point in the meeting.
- 5. To review Terms Of Reference for the Committee for recommendation for agreement at Full Council.**
- 6. Budget Monitoring**
 - 1) To receive budget monitoring report and to note.
 - 2) To consider overall feasibility of remaining events for 26/27 including Awards evening.
 - 3) To consider use of an events management consultancy on an ongoing basis.
- 7. Senior Christmas Party**
 - 1) Review and agree entertainment options.
 - 2) Evaluate and approve catering plans and menu concepts.
 - 3) To consider rescheduling 2027 event date to secure Annie Threadkell as the featured entertainment.
- 8. Christmas on the Lawn**
 - 1) To consider a proposal from Rev Susan Mann to supply a choir from St Mary's Church.
 - 2) To review the current status report on confirmed stalls and vendor participation and to note
 - 3) To review final decision, and agreement on the official promotional poster for social media.
- 9. To agree the date time and venue of the next meeting.**

Jonathan Hall

Parish Clerk & Responsible Financial Officer

Dated 12 August 2026