

**Minutes of the Meeting of Hellesdon Events Committee held on
Tuesday 18 August 2026, 7pm in the Council Chamber,
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB**

Present at the Meeting

Cllr Mel Maidstone (Chair)
Cllr David Britcher
Cllr Gemma Diffey
Cllr David Maidstone (ex officio)
Cllr John Knowles

In Attendance

Rebecca Larke (Deputy Clerk)
Kevin Sage (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 and accepted from Cllrs Johnson, Douglass and Forder.

Cllr Knowles was the substitute for Cllr Johnson.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. To approve the minutes of the meeting held on 7 July 2026 as a true and accurate record.

The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chair.

4. Public Participation

No members of the public were present.

Approved.....

Date.....

5. To review Terms Of Reference for the Committee for recommendation for agreement at Full Council.

The Clerk had provided a report for the meeting and an updated Terms of Reference for the Events Committee. Cllr Britcher raised concerns about the new Terms of Reference as it appeared the Committee would have no control of the budgets per se other than setting them. The Chair, Cllr Mel Maidstone felt if setting the budget the Committee should also authorise any expenditure.

It was **AGREED** to recommended to Full Council to continue using the Terms of Reference for the Committee which had been agreed on 14 May 2024, subject to the removal of the paragraph headed 'Record of Proceedings' which was no longer relevant as the clause related to a period when the committee was only a working group.

6. Budget Monitoring

- 1) To receive budget monitoring report and to note.

The Clerk had provided a copy of the 26/27 budget to the Committee in advance of the meeting which was received and noted.

Cllr Mel Maidstone informed the Committee there was around £1200 left in the budget for the remaining scheduled events up to end of March 2027 and that the total budget for Events is very small. This issue may need reverting back to full council for discussion. Cllr David Maidstone observed that the previous year's budget had been considered when setting the current year.

- 2) To consider overall feasibility of remaining events for 26/27 including Awards evening.

Cllr David Maidstone commented that no awards ceremony was held the previous year so it is likely the committee cannot deliver on all proposed events as the budget stands.

Cllr Mel Maidstone stated that the Committee should be asking Hellesdon residents what events they want the Committee to deliver. After discussion on how best to reach people including using Facebook, Just Hellesdon and Community Centre notices. It was **RESOLVED** to have a round robin email sent to all Councillors and Officers to define parameters for a survey to Hellesdon residents.

It was **RESOLVED** that for the remainder of the financial year, the Senior Christmas Party, Christmas on the Lawn and the Awards Ceremony would be held.

In order to deliver these events, the Chair will request a budget increase for the Events Committee budget to be added as an agenda item at the next full council meetings. It was **agreed** to recommend to Full Council that an additional £8000.00 for the remainder of the 26/27 financial year should be added to the Committee's budget taken from general reserves.

Cllr Knowles thought that any decisions being made are only short term in light of Parish Council elections due in May 2027. Cllr Britcher suggested that if the Full Council decline additional funding then Cllr Knowles was correct. However, approval of any additional funding by Full Council could be rolled forward into the 27/28 budget.

Approved.....

Date.....

Connie Ackers (Best of Norfolk) was asked to provide provisional costings and provide a quote to Cllr Mel Maidstone by the end of the week to have full responsibility to deliver the Community Hearts Awards. The quote can then be considered by Full Council.

It was **RESOLVED** to move the date of the Community Hearts Awards to 17 April 2027, due to the complexity and preparation time required.

- 3) To consider use of an events management consultancy on an ongoing basis.

Connie Ackers (Best of Norfolk) was asked to review the contract she had in place for delivering the Summer Fayre 2026, to assess if any changes would be required if her consultancy was chosen to deliver events for the Parish Council by her consultancy. The Committee also requested that a quote should be produced for the Committee's consideration.

7. Senior Christmas Party

- 1) Review and agree entertainment options.

Connie Ackers advised she had sourced Nick Stephenson as the singer for the Christmas Senior Party. Playlists were discussed and confirmed as music from 50s and 60s alongside Christmas Classics.

- 2) Evaluate and approve catering plans and menu concepts.

It was agreed to follow the same format as last year and be delegated to two individuals. It was **RESOLVED** to accept Cllr Mel Maidstone and Cllr Diffey to undertake the task.

- 3) To consider rescheduling 2027 event date to secure Annie Threadkell as the featured entertainment.

It was **RESOLVED** in order to secure the services of Annie Threadkell for 2027, to move the Senior Christmas Party to 18 December 2027.

8. Christmas on the Lawn

- 1) To consider a proposal from Rev Susan Mann to supply a choir from St Mary's Church.

The Deputy Clerk was asked to contact Reverend Mann to seek an update on numbers.

- 2) To review the current status report on confirmed stalls and vendor participation and to note

The meeting was advised:

- There should be a snow machine and Cllr Diffey is sourcing a Christmas Tree.
- Connie Ackers (Best of Norfolk) confirmed there are three hot food vendors lined up: Zacket Potatoes, Hot Desserts and Gourmet Burger Van.
- There will be a bar selling mulled wine and a couple of indoor stalls.
- It was suggested that the event should also provide plant based foods.

Approved.....

Date.....

3) To review final decision, and agreement on the official promotional poster for social media.

Connie Ackers (Best of Norfolk) will produce another poster for approval by the Committee.

It was **RESOLVED** to change the name of the event to Hellesdon at Christmas.

Officers were requested to contact Hellesdon High School to see if we can use their car park for visitors to this event. It was agreed to notify any day or evening hirers of the community centre that there would be a possibility of reduced parking due to the Parish Council event. Officers were also requested to cancel to any football matches scheduled on that day.

Cllr Mel Maidstone asked the Office to provide confirmation of events and booked rooms within the Community Centre for 2027.

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

It was agreed that the next meeting of the committee would be Tuesday 15th September 2026 at 7pm

Meeting closed at 9:08 pm

Approved.....

Date.....