

**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

**Minutes of the Meeting of Hellesdon Events Committee held on Tuesday
7th July 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
Cllr John Knowles

Also, in attendance

Dave Marshall - Admin Officer
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 from Cllr Bill Johnson Cllr These were accepted. Cllr John Knowles was approved as a substitute for Cllr Bill Johnson; this was proposed by Cllr Mel Maidstone and 2nd by Cllr David Britcher.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes Held on Tuesday 10th June 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. Summer Fayre 2026 review evaluate and identify key learnings.

a) Review of event outcomes and attendance

The event went incredibly well! We had a fantastic turnout, and the feedback has been overwhelmingly positive. Connie Ackers confirmed that it was a great success, and the stallholders were very happy with how everything ran. We've had lots of emails describing the day as well-organised, enjoyable, and a brilliant experience overall.

Connie Ackers is putting together a summary pack, to document everything that worked well, which we can use as a blueprint for next year. It was a great day out for everyone involved! Further comments from Kevin Sage: The dog show with current positioning felt a bit "out of the way"; we need to relocate this to a more accessible area.

The fayreE remained in its designated spot due to concerns regarding ground sinkage, but we will

Approved.....

Date.....

keep this in mind for future site planning. We need to improve our signage strategy, as this was a bit lacking and caused some navigation issues for attendees. Following a suggestion from Councillor David Britcher, we will be sending thank-you correspondence to all the Councillors and volunteers who supported the event. Councillor Mel Maidstone is currently overseeing the preparation of the final recipient list.

b) Reflections on what worked well

The entertainment programme was a great success, with the arena events drawing large crowds and keeping the atmosphere lively all day. The Punch and Judy show was a particular highlight, and we are pleased to confirm that they are already booked for next year. The animal attractions were also very popular with visitors, and the stallholders were happy with how well everything was organised and the level of footfall they received.

c) Identification of areas for Improvement

While most of the programming was successful, a few elements failed to meet expectations and require a formal review for future events. To rectify these issues moving forward, we must ensure that our contractual agreements with future providers clearly stipulate the necessary equipment and service standards required to meet visitor expectations.

d) Considerations for future event planning

Health, Safety, and Site Management:

To enhance health and safety, it is suggested that we implement a more robust traffic management plan, featuring clearly defined entry and exit points for both pedestrians and vehicles. For improved emergency cover, we suggest maintaining a formal list of qualified first aiders to ensure full coverage particularly when St John Ambulance is unavailable and ensuring all first aid personnel are easily identifiable in high-visibility clothing. It is also proposed that we issue first-aid wristbands for attendees and that all volunteers receive an advance briefing via email, followed by a mandatory 'toolbox talk' on the day to ensure full understanding of site protocols. Furthermore, to improve visitor comfort, we suggest installing benches for the public at intervals of every six stalls, alongside an investigation into the use of battery-powered amplifiers to manage sound more effectively. Finally, Kevin Sage has suggested closing the park on the Friday prior to the event to allow for more efficient site preparation.

Communication and Marketing:

To improve the visitor experience, we suggest producing a small event booklet containing the day's schedule and local advertising to help guests navigate the programme. **It was proposed by Cllr David Britcher**, to appoint a dedicated social media lead to manage all digital outreach. ie an extra member of staff to cover future social outlets. **This was seconded by Cllr Mel Maidstone and all agreed.**

Regarding the organisation of the 2027 Summer Fayre (the official term to be used moving forward), the following proposals were agreed upon:

Cllr Mel Maidstone proposed that Connie Ackers be reappointed for working on next year's event, this was seconded by Cllr Gemma Diffy and all agreed.

It was agreed to maintain the current payment structure for Connie Ackers services and agreed to continue with the services of Jack Jenkins for next years 'Master of Ceremonies' It was also agreed to have Punch and Judy show and the dog show, for the event on 19th June 2027. **Proposed by Cllr Mel Maidstone and 2nd by Cllr David Britcher.**

Approved.....

Date.....

6. Review of 2026/2027 Events Calendar

a) Senior Christmas Party

We are currently finalising arrangements for this year's Senior Christmas Party, scheduled for 12th December 2026, from 2:30 pm to 4:30 pm. We are actively seeking suitable entertainment and propose a capacity of 100 guests on a first-come, first-served basis, to be advertised in *Just Hellesdon*. Catering is currently under discussion, with Greggs being the primary option for consideration. Looking ahead, next year's event has been scheduled for 11th December 2027; for this, we intend to book Annie Threadgold, with Connie Ackers assisting in identifying a suitable alternative should it be required. All arrangements remain subject to final confirmation.

b) Christmas on the Lawn

The programme for "Carols on the Lawn" is currently being finalised, and the line-up for the performances is yet to be announced. The event will run from 15:00 to 19:00. Additionally, it has been suggested that we source a donated Christmas tree decorated with solar-powered lights; Cllr Gemma Diffy has kindly offered to approach B&Q to discuss the possibility of a donation. **Cllr Mel Maidstone proposed to book the date 12th December 2027 for next year's event, and hiring all the rooms out in the community centre, this was 2nd by Cllr Roy Forder all agreed.**

c) Community Hearts awards

For the event on 27th February, there was a proposal **by Cllr Mel Maidstone and 2nd by Cllr David Britcher, and all agreed** to include a bar to enhance the visitor experience. Furthermore, to elevate our promotional reach it was **proposed by Cllr Mel Maidstone and seconded by Cllr Gemma Diffy and all agreed**, that we outsource our social media management; Connie Ackers has been tasked with seeking competitive quotes and approaching potential contacts to secure a professional service.

7. Date of next meeting.

Tuesday 18th August 2026 @7pm

Meeting closed at 9.03pm.

Approved.....

Date.....

Report for : Events Committee

Date: 18 August 2026

Item Title: To review Terms Of Reference for the Committee for recommendation for agreement at Full Council.

Background and Purpose

The Council organises and supports a number of community events throughout the year. In order to improve planning, accountability and responsiveness, it is proposed that the Events Committee should operate under a new clearer Terms of Reference setting out:

- its purpose and remit
- how it will plan events across the civic year
- how budgets and expenditure headings are to be approved
- the role of officers in progressing approved activity
- the use of a small working group to deal with operational detail between committee meetings.

The intention is that the Committee will agree the annual events programme and approve the budget framework for each event, while officers implement the agreed programme within those limits. This will allow the Council to respond quickly to practical matters and purchasing requirements, without needing to wait for a full committee meeting each time.

Conclusion

Adopting clearer Terms of Reference for the Events Committee will provide a more structured and transparent approach to the planning and delivery of Council events. It will ensure that the Committee retains oversight of the annual events programme, budgets and key decisions, while enabling officers to progress practical arrangements efficiently within agreed limits. This approach should support better planning, clearer accountability and more responsive delivery of community events throughout the year.

Financial Considerations

There are no direct costs in operating under these new terms of reference, however officer time would be saved and better outcomes achieved by responding quickly to needs to secure elements of an event, hence gaining greater value for money.

Recommendations

The Events Committee is asked to:

1. Consider the attached draft Terms of Reference and suggest amendments.
2. Recommend them to Full Council for approval.

Clerk

12 August 2026

TERMS OF REFERENCE

EVENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Authority

The Events Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to arrange events as agreed by Full Council

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership

- Membership of the committee should consist of seven parish councillors. All other councillors will be substitutes for this committee.
- Members of the public may be appointed in an advisory non-voting capacity on an 'event by event' basis.
- A quorum of the group's meeting will consist of no fewer than three councillors.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Frequency of Meetings

To meet as required to arrange events as determined by the Parish Council and to set the committee's annual budget.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Roles & Responsibilities

To plan, coordinate and oversee events organised or supported by the Parish Council, ensuring they are safe, inclusive, financially sound, and aligned with the objectives of the Council.

Event Planning and Coordination

To identify, plan, arrange and coordinate community events on behalf of the Parish Council, in consultation with Council officers and relevant stakeholders, and to approve the annual events programme within the budget agreed by Full Council.

Health, Safety and Risk Management

To ensure that appropriate risk assessments, health and safety measures, emergency and evacuation plans, and safeguarding considerations are prepared and implemented for all events, in accordance with legislation and best practice.

Compliance and Permissions

To ensure that all necessary permissions, licences, insurance requirements and statutory notifications (including liaison with external bodies where required) are obtained in advance of events.

Financial Planning

To prepare and submit a draft annual events budget for consideration by the Policy, Planning & Resources (PP&R) Committee, monitor event expenditure against agreed budgets, and oversee the financial arrangements for approved events. The Committee may:

- approve expenditure headings and budget allocations for each event

- authorise the Clerk/RFO to incur expenditure and make purchases within the approved budget and delegated limits
- establish an Events Working Group to consider operational details and make recommendations to the Committee or to officers.

The Clerk/RFO may authorise expenditure only where:

- the expenditure falls within the approved budget;
- it is within any delegated limit set by the Council;
- it complies with the Council's Financial Regulations, Standing Orders, Scheme of Delegation and procurement requirements; and
- there is a clear business need related to an approved event.

Any expenditure outside the approved budget, outside the delegated limit, or otherwise exceptional must be referred to the Committee or Full Council, as appropriate.

Procurement and Contractors

To oversee the selection and engagement of suppliers, contractors, entertainers and volunteers required for events, ensuring value for money and compliance with the Council's financial regulations and procurement policies.

Promotion and Communication

To assist with the promotion and publicity of events through appropriate channels, including noticeboards, newsletters, social media and the Parish Council website, in liaison with the Parish Clerk.

Partnership Working

To work collaboratively with community groups, volunteers, local organisations and other councils where appropriate to support or deliver events.

Accessibility and Inclusion

To ensure that events are, wherever possible, accessible and inclusive for all members of the community.

Post-Event Review

To conduct post-event evaluations and report outcomes, including attendance, feedback and any lessons to be learnt.



Diamond Jubilee Lodge, Wood View Road, Helleston, Norwich NR6 5QB
Tel: 01603 301751 email: contact@helleston-pc.gov.uk www.helleston-pc.gov.uk

Reporting and Accountability

To report regularly to the Parish Council on planned events, associated expenditure, and any matters requiring Council approval or decision.

Hellesdon Parish Council
Summary of Receipts and Payments
Cost Centre 7

12 August 2026 (2026 - 2027)

Events		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	Events Income	1,500.00	970.00	-530.00				-530.00 (-35%)
702	Residents Parties Food/Beverag				600.00		600.00	600.00 (100%)
703	Residents Parties Entertainment				250.00		250.00	250.00 (100%)
704	Events Expenditure				7,500.00	3,134.35	4,365.65	4,365.65 (58%)
SUB TOTAL		1,500.00	970.00	-530.00	8,350.00	3,134.35	5,215.65	4,685.65 (47%)

Summary

NET TOTAL	1,500.00	970.00	-530.00	8,350.00	3,134.35	5,215.65	4,685.65
V.A.T.					121.25		
GROSS TOTAL		970.00			3,255.60		

Hellesdon Parish Council
Listing of Payments & Receipts for Cost Centre 7
(Between 01-04-2026 and 12-08-2026)

12 August 2026 (2026 - 2027)

Cost Centre Events

Code Number 701 Events Income

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
231	01/07/2026			Unity Trust Current		Receipt - Summer Fayre Income	Connie Wardale	X	970.00		970.00
Subtotal for Code: Events Income									£970.00		£970.00

Code Number 704 Events Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
76	22/05/2026			Unity Trust Current	Fayre refund 24/	Payment - Refund - Summer Fayre pitc	Alidiane	X	-30.00		-30.00
156	10/06/2026	003		Unity Trust Current		Payment - Summer Fayre - punch and j	Dandini Puppets	E	-245.00		-245.00
162	10/06/2026	537		Unity Trust Current	537 HPC	Payment - summer fayre 26 - circus	The Foolhardy Folk	Z	-400.00		-400.00
170	10/06/2026	HPC 20.06.26		Unity Trust Current		Payment - summer fayre - PA system	Peter W Curston	Z	-375.00		-375.00
173	10/06/2026	1471		Unity Trust Current	EH2006	Payment - Summer Fayre 26 - Stubbs f	Stubbs Farm Alpacas	Z	-500.00		-500.00
176	10/06/2026	See attached fi		Unity Trust Current		Payment - Summer Fayre 26 - Amazon	Amazon Business EU SARL	S	-147.62	-29.52	-177.14
274	19/06/2026	GB00ANB5KN		Unity Trust Current		Payment - summer fayre 26 - sweets	Amazon Business EU SARL	S	-7.90	-1.58	-9.48
275	19/06/2026	2026 - 2027/24		Unity Trust Current		Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	-11.82	-2.36	-14.18
276	19/06/2026	2026 - 2027/25		Unity Trust Current		Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	-41.60	-8.32	-49.92
290	19/06/2026	2026 - 2027/15		Unity Trust Current		Payment - Entertainer	Jack Jenkins	X	-350.00		-350.00
324	23/06/2026	2026 - 2027/35		Unity Trust Current		Payment - Coconuts - Summer Fayre 2	James Market Gardeners	Z	-178.00		-178.00
330	24/06/2026	GB61J5XIABE		Unity Trust Current	2026 - 2027/22	Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	-9.97	-1.99	-11.96
330	24/06/2026	GB61J5XIABE		Unity Trust Current	2026 - 2027/22	Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	-17.45	-3.49	-20.94
330	24/06/2026	GB61J5XIABE		Unity Trust Current	2026 - 2027/22	Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	-40.08	-8.02	-48.10
330	24/06/2026	GB61J5XIABE		Unity Trust Current	2026 - 2027/22	Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	-13.30	-2.66	-15.96
330	24/06/2026	GB61J5XIABE		Unity Trust Current	2026 - 2027/22	Payment - Amazon order (Summer Fay	Amazon Business EU SARL	S	3.14	0.63	3.77
331	24/06/2026	GB602HJ8O7		Unity Trust Current	A2L2WC1SU505	Payment - Summer Fayre - Bin Bags	Amazon Business EU SARL	S	-7.47	-1.49	-8.96
332	24/06/2026	2026 - 2027/40		Unity Trust Current	gb6001ytsb8931	Payment - Summer Fayre items	Amazon Business EU SARL	S	-94.96	-18.99	-113.95
341	03/07/2026			Unity Trust Current		Payment - First Aid Provision - Summer	St Johns	S	-174.00	-34.80	-208.80
342	03/07/2026	47		Unity Trust Current		Payment - Dog Show Production	Elise Sadd	X	-250.00		-250.00
346	03/07/2026			Unity Trust Current		Payment - Event Planning Services	Connie Wardale	X	-200.00		-200.00
464	03/08/2026	2013746617		TradePoint		Payment - Ratchet Straps	Screwfix	S	-43.32	-8.66	-51.98
Subtotal for Code: Events Expenditure									£-3,134.35	£-121.25	£-3,255.60
Subtotal for Cost Centre: Events									-2,164.35	-121.25	-2,285.60

TOTALS £-2,164.35 £-121.25 £-2,285.60

Report for : Events Committee

Date: 18 August 2026

Item Title: To consider use of an events management consultancy on an ongoing basis.

Background and Purpose

Since member changes earlier in 2026 the Committee has partnered with a local events management consultancy – The Best of Norfolk (TBON), which has excellent established arrangements with local companies, business and organisations in arranging fairs, events and community events.

The arrangement with TBON initially was to promote and manage the administration of stalls and food outlets for the Summer Fayre 2026, however as pressure mounted on the Parish Council staff, more work was delegated to TBON.

The financial arrangements were agreed that 50% of stall income and a flat administrative fee of £250 was to be paid to TBON. However, given the hours provided by them it is unlikely that this covered their base costs.

The support provided by TBON reduced the pressure on the Parish Council considerably and helped to the success of the event. If the committee wishes to continue to engage with TBON agreement of remuneration rates would need to be agreed.

Conclusion

The Committee is asked to note that the support provided by The Best of Norfolk made a significant contribution to the successful delivery of the Summer Fayre 2026 and reduced the administrative burden on Parish Council staff. Should the Committee wish to continue using TBON for future events, it is recommended that the scope of work, responsibilities and remuneration arrangements are clearly agreed in advance to ensure transparency, value for money and appropriate recognition of the work undertaken.

Financial Considerations

The Committee does not currently have a dedicated budget line for consultancy support; therefore, any agreement would need to be funded from within the existing overall budget. When preparing the 2027/2028 budget, the Committee may wish to give due consideration to making specific provision for this type of expenditure.

Action Required

The Committee is asked to consider whether it wishes to continue engaging The Best of Norfolk to provide events management consultancy support for future events.

If agreed, the Committee is requested to:

1. Consider and agree the proposed scope of work and responsibilities, and
2. Consider and agree the remuneration arrangements with any costs to be met from within the existing overall budget.

Clerk

August 2026