

**Notice of Events Committee meeting to be held on
Tuesday 15 September 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 18 August 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. To consider passing a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of agenda item 7 in view of the confidential nature of the business to be transacted.**

7. Quote from The Best of Norfolk

To discuss and resolve involvement of The Best of Norfolk in forthcoming events.

8. Budget Monitoring

To receive budget monitoring report and to note.

9. To receive update on Senior Citizens Christmas Party

10. To receive update on Hellesdon at Christmas

11. To receive update on Community Hearts Awards

- a. To consider quote received from KSD Productions Services Ltd

12. To establish costs for the remainder of events that will fall within the 26/27 Budget period and to ascertain any overspend for full council consideration of increase in budget allocation for current year.

- a. To consider and resolve the payment of the holding deposit for the Disco hire in respect of the Halloween Party 23rd October 2027.

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

Jonathan Hall

Parish Clerk & Responsible Financial Officer

Dated 09 September 2026