Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Minutes of the meeting of Hellesdon Events Committee held on Tuesday 15 September 2026, 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB

Present at the Meeting

Cllr Roy Forder (Chair)
Cllr David Britcher
Cllr Gemma Diffey

In Attendance

Jonathan Hall (Clerk)
Rebecca Larke (Deputy Clerk)
Kevin Sage (Facilities Manager)
Dave Marshall (Admin)
Connie Wardale (Best of Norfolk)

The Chair welcomed all attendees and opened the meeting at 7.01pm. Cllr Forder explained he would be chairing the meeting following the recent resignation of the Chair of the Events Committee. Cllr Forder conducted an election for a new Events Committee Chair. It was **RESOLVED** that Cllr Diffey would be recommended to Full Council as the new Chair until which time she is Chair Elect.

1. **Apologies and acceptance for absence**

   Apologies were received and accepted from Cllrs Johnson and Douglass.

2. **Declarations of Interest and Dispensations**

   No declarations were made or dispensations requested.

3. **To approve the minutes of the meeting held on 18 August 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.

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

   The Terms of Reference were reviewed. It was **RESOLVED** to accept the Terms of Reference for recommendation for agreement at Full Council.

6. **To consider passing a resolution under the Public Bodies (Admission to Meeting) 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**

   It was **RESOLVED** to exclude the press and public for the duration of agenda item 7.

7. **Quote from The Best of Norfolk**

   The Committee asked Connie Wardale some questions concerning the quote received which were duly answered. The Chair thanked Connie for her time and she left the meeting.

   Following further discussions, it was **RESOLVED** to note the quote from The Best of Norfolk and for the Clerk to issue a thank you to Connie Wardale for her work.

   A discussion took place as to whether the Committee would benefit from an in-house part time Events Organiser/Public Relations/Social Media position. The Clerk advised that this would be picked up during the HR Governance Review that will be shortly undertaken.

8. **Budget Monitoring**

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

9. **To receive update on Senior Citizens Christmas Party**

   It was **RESOLVED** to delegate the authority to the Clerk/RFO to source, book and make payment for a singer/entertainer.

   Cllr Diffey will contact Cllr Douglass in connection with the food requirements.

10. **To receive update on Hellesdon at Christmas**

    It was **RESOLVED** to cancel the Hellesdon at Christmas event.

11. **To receive update on Community Hearts Awards**

    An inventory of supplies still held from the previous event will be undertaken to ascertain what could be re-used.

11a. To consider quote received from KSD Productions Services Limited

The quote was received and noted.

Approved……………………………………………………….

Date……………………………………

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

The Committee considered the costs relating to forthcoming Events and **RESOLVED** to recommend to Full Council to request an additional £3000 budget to be taken from General Reserves.

12a. To consider and resolve the payment of the holding deposit in respect of the Halloween Party 23rd October 2027

It was **RESOLVED** to pay the holding deposit and delegate the authority to the Clerk/RFO to make payment.

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

It was agreed that the next meeting of the committee would be Tuesday 27th October 2026 at 7pm

Meeting closed at 8.25 pm.

Approved……………………………………………………………

Date………………………………………