

**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

**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.....

Report for : Events Committee

Date: 15 September 2026

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

Background and Purpose

The Full Council meeting held on 8 September 2026 resolved to defer two recommendations from the Events Committee meeting held on 18 August 2026 to the Events committee meeting to be held on 15 September 2026.

Greater clarity was requested in relation to how the committee is operating against the current Terms of Reference that were approved by Full Council in May 2024.

The Committee are effectively acting as a working group during some periods of the year, with decisions in principle being agreed at Committee which were then subsequently being authorised and actioned by officers, with spending authorised by the RFO and ratified at the future meeting. However, some decisions were also delayed until the next meeting and subsequently created extra work for officers, particularly concerning availability.

The committee can operate solely as a committee only, but greater planning will be required to ensure that sufficient time is allowed for events to be planned well in advance to prevent additional meetings. This would require at least a 12 month lead in period for each event to provide the flexibility required to consider decisions and spending.

The committee also had not considered the position with regard to substitutes. Many of the Council's Committees had moved to a non party basis for substitutes, allowing greater involvement for members and supporting quoracy.

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.

The removal of substitutes on a party by party basis will also allow greater involvement from councillors, especially those members who joined the Council on an independent basis, and will give provide more robustness in quoracy requirements.

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. Members are permitted to seek reimbursement of expenses but the changes to non party status for substitutes will not change any cost potential.

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

9 September 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.

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 event framework 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 committee 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 need related to an approved event and falls within the event framework.

Any expenditure outside the approved budget, outside the delegated limit, or otherwise considered 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

10 September 2026 (2026 - 2027)

Summary of Receipts and Payments

Cost Centre Group - Events (Between 01/04/2026 and 10/09/2026)

Events

Code	Title	Receipts			Payments			Net Position
		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		



KSD Production Services LTD
3 Chalk Hill,
Great Cressingham,
Thetford,
Norfolk,
IP25 6NP

Bill To:
Hellesdon Awards Evening

Quote

2

Date: Aug 27, 2026

Payment Terms: 30 Days

Balance Due: £1,830.00

Item	Quantity	Rate	Amount
x2 55" TV Screen & Stands	2	£175.00	£350.00
DJ & Disco (Includes Custom DJ Booth)	1	£575.00	£575.00
Stage Lighting	1	£250.00	£250.00
AV Tech	1	£125.00	£125.00
Truss Lectern & Mic	1	£75.00	£75.00
Mobile Bar Hire	1	£150.00	£150.00

Subtotal: £1,525.00

Tax (20%): £305.00

Total: £1,830.00

Report for : Events Committee

Date: 09 September 2026

Item Title: Committee Request for Additional Funding

Background and Purpose

At the Full Council meeting on 8 September 2026, it was resolved that the recommendations from the Events Committee meeting held on 18 August 2026 were deferred back to the committee for further consideration.

The Events Committee have committed to delivering two events in the remainder of the financial year 26/27 and one in April 2027, the latter of which will require spending from the current budget. The Committee do not consider there are adequate funds left within the 26/27 budget to fund these events.

The current position is that there is £600 budgeted for residents parties food/beverages of which there has been no expenditure to date in this financial year. A further £250 is budgeted for residents parties entertainment of which there has been no expenditure to date in this financial year. A projected income of £1500 for 2026/27 currently stands at £970 so is 35% down. Finally, a total of £7500 budgeted for events expenditure has had actual expenditure of £3134.35. The net position for the Events budget is **£4,685.65**. A separate paper showing projected estimated costs for the three events is attached as an appendix to this report.

At the last Events Committee meeting on 18th August it was proposed to ask Full Council for a further £8000 to be moved into the Events budget from the General Reserves.

Conclusion

There is currently £4685.65 allocated funds remaining in the 26/27 Events budget. The Committee must consider each of the three events which will impact the 26/27 budget and determine both costs and possible income to achieve a net position for each event.

Although some costs are likely to be unknown at this stage for some events, a realistic estimated cost must be submitted for each unknown element to enable a net budget position for 26/27 to be established. If an overspend is forecast then this should be reflected in the amount of additional budget that the Committee will request to Full Council to enable delivery of the events.

Financial Considerations

The Events Committee to propose that the request for extra budget can be taken from General Reserves.

Recommendations or Actions

The Committee should:

- Determine a net position for each event. If costs are unknown a realistic estimated amount should be submitted and acknowledged as such.
- Consider all three net positions of each event to establish any overall over spend within 26/27 committee budget.
- To recommend to Full Council that the overspend identified should be added to the events budget and funded from general reserves to enable the three events to be delivered.

Deputy Clerk

9 September 2026

Potential Costings for Forthcoming Events December 2026 – April 2027

Christmas Senior Party December 2026 Food* *Figures based on 2025 purchases. Food bought from Greggs and local supermarket. £600 Drink** ** no previous breakdown available. Based on 30 bottles of wine and 10 bottles of Sherry. £300 Soft drinks including tea, coffee and juice. Decorations including tableware £100 Entertainment (a singer already lined up) £300 Previous events have held raffles – prizes have been donated. n.b potential officer overtime costs on day of event No income from this event. Expenditure only TOTAL £1300	
Christmas on the Lawn December 2026 New event - No previous costs can be obtained Best of Norfolk Quote £2000 <i>Additional Costs to consider</i> Entertainment (choir/singer) £500 Decoration Costs including tree £150 Snow machine and extra fluid £200 n.b potential officer overtime costs on day of event There could be potential income for HPC from vendors however the committee need to determine what this looks like and where vendors will be placed. No food vendors are permitted to cook food inside community centre. There are other users of the Community Centre booked in that evening who require parking plus users of the library so we cannot utilise the whole car park area. TOTAL £2850	

Community Hearts Awards April 2027	
Some costings obtained from previous event	
Best of Norfolk Quote	£3250
<i>Additional Costs to consider</i>	
Master Of Ceremonies (previous event had free MC) Can cost between £500 and £1200	£1200
Production Services – TV screens, DJ/Disco. Lighting, Lectern/Mic and Mobile Bar Hire one quote has already been received	£1830
Canapes – Approximately £15 per head – maximum of 130 attendees (incl. event workers/volunteers)	£1950
Decorations	£300
Trophy costs could hopefully be covered by sponsorship as per previous event.	
n.b potential officer overtime costs on day of event	
There could be potential income for HPC if running a bar and selling drinks to attendees on the evening.	£8530
TOTAL	

**CARL SIMON ROADSHOW
29 BLACKTHORN ROAD
SOUTH WOOTTON
KINGS LYNN
NORFOLK
PE30 3WU**

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FIND US ON FACEBOOK www.facebook.com/carlsimonroadshow

Dear Sahara Smith,

With reference to your enquiry regarding my discotheque, this is to confirm your booking of the discotheque, on 23rd October 2027 between the times of 7.30-10.30pm at Hellesdon Community Centre for the sum of £350 including travelling expenses. Please note that I will arrive at the venue approx. 1hr before to enable set up.

SPECIAL SITUATIONS

1. The management agrees to provide adequate supervision at the venue and shall not allow fighting by the patrons at the function.
2. The management agrees to pay CARL SIMON 100% of the agreed sum if the management is forced to cancel the engagement within 8 weeks of the date of the event. Prior to 8 weeks before the event date a 50% of the agreed sum will become payable.
3. Government guideline's regarding COVID 19 will be strictly adhered to by both parties and any cancellations that occur as a result in a change in the guidelines which prevents the event taking place will result in all monies paid to CARL SIMON to be refunded if the date is not transferrable.
4. It is the expressed term of this agreement that the management will indemnify CARL SIMON for any damage, whatsoever, howsoever, and by whomsoever, caused to any property of whatsoever nature belonging to, loaned to, or being purchased by CARL SIMON on any hire purchase conditional sale agreement, and the management accept in full towards CARL SIMON arising under any duty imposed upon any person by the occupying liability act and rule of equity or law.

ADDITIONAL STATEMENT

BOOKING FEE OF £50 NOW DUE (WHICH IS NON-REFUNDABLE WITH THE EXCEPTION OF THE STIPULATION NO 3). THE BALANCE TO BE MADE AT LEAST 14 DAYS BEFORE EVENT THE FOLLOWING PAYMENT METHODS CAN BE USED.

Bank transfer – Account name Stephen Badrock Nationwide sort code 07-04-36, account no 27833771 (reference to be included in payment of date of booking)

Cheque – made payable to S Badrock

Cash

PLEASE RETURN WITHIN 14 DAYS TO CONFIRM BOOKING.

Please tear and return. Thank You.

23rd October 2027

I the undersigned agree by the conditions of this contract and hereby declare that I am over the age of 18 years old.

Signature _____

Tel no - - - - -

Address _____