HP
HC HELLESDON PARISH COUNCIL
/Improvements
The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 - www.hellesdon-pc.gov.uk - email: contact@hellesdon-pc.gov.uk

Notice of Events Committee meeting to be held on Tuesday 27 October 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 15 September 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. Budget Monitoring
1) To receive budget monitoring report and to note.
2) To consider and agree Events Committee budget 27/28 for recommendation to Property, Policy, and Resources Committee.

6. Pumpkin Competition
1) To Receive a verbal update on the Community pumpkin event being held on 30 October 2026.

7. Senior Christmas Party
1) To receive a verbal update on ticketing, entertainment, food and drink arrangements.
2) To approve the poster (including ticket) for publication in 'Just Hellesdon'
3) To discuss any other arrangements including volunteers and event schedule.

8. To receive update on Community Heart Awards

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

Jonathan Hall

Parish Clerk & Responsible Financial Officer

Dated 21 October 2026

HELLESDON PARISH COUNCIL

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

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.

DRAFT

Approved…….....

Date……

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……

DRAFT

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.

DRAFT

Approved…….....

Date……

Hellesdon Parish Council

Summary of Receipts and Payments

Cost Centre Group - Events

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	50.00	200.00	200.00 (80%)
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**	**3,184.35**	**5,165.65**	**4,635.65 (47%)**

Summary

NET TOTAL	**1,500.00**	**970.00**	**-530.00**	**8,350.00**	**3,184.35**	**5,165.65**	**4,635.65**
V.A.T.					121.25		
GROSS TOTAL		**970.00**			**3,305.60**		

HELLESDON PARISH COUNCIL

ITEM NO: 5.2

Report for : Events Committee

Date: 22 October 2026

Item Title: Consideration for 26/27 budget – Events Committee

Background and Purpose

The Committee must consider and agree the Events Budget for 27/28. This is necessary to ensure that the Committee is provided with enough funds to ensure provision of timetabled/planned events for 27/28.

There are four planned events for 27/28 as it stands;

- Community Hearts Awards (17.04.27)*
- Summer Fayre (19.06.27)
- Halloween Party (23.10.27)
- Senior Christmas Party (18.12.27)

There has also been discussion around holding a 'Carols on the Lawn Event' (Sunday 12.12.27)

Financial Considerations

Community Hearts Awards

*This event has previously been discussed as being a bi-annual event so consideration needs to be given to this in planning the 27/28 budget. There may be costs for this event falling in both 26/27 and 27/28. It is anticipated that costs for this event would be in the region of £5280. Please note that this amount does not include the procurement of any event management services.

Consideration also needs to be given towards having a bar which may produce further expenditure.

Summer Fayre 2027

The Summer Fayre 2026 had expenditure totalling £3634.35 and income of £970.00. If procuring event management fees in 2027 the fee would be higher than the £200 paid in 2026. However, without no event management fees, the potential income for the Parish Council would be higher.

Halloween Party 2027

The 2025 party included a bar (expenditure), DJ (expenditure) and the Café was open (expenditure). Income was via ticket sales, a raffle and food purchased from the café.

For the 2027 event, more decorations will need to be purchased for the Halloween 2027 event – the approximate costings for this will be £300. There is also a £350 fee already agreed for the DJ, £50 deposit has been paid from the 26/27 budget.

Consideration also needs to be given towards having a bar which may produce further expenditure (2025 cost was £150), as well as providing food for sale via the community café.

This event can be ticketed at £5 per adult, £2.50 per child as per the previous event as a source of income.

Christmas Party 2027

There is a projected overspend for this years Christmas party with anticipated costs (including food, refreshments and entertainment) in the region of £120 over the budgeted figure of £850.

For 2027, the entertainment has already been confirmed at a cost of £240 however other potential costs including refreshments and food are likely to be in the region of £820. Alcoholic beverages (wine/sherry) will have to be purchased for this event.

Recommendations or Actions

The Committee need to propose the required budget for 27/28. They also need to consider if the current coding system is appropriate or if it should be broken down further by event.

As the cost codes stand;

701 – Events Income – remain at projected income of £1500 (mainly from Summer Fayre)

702 – Resident Parties Food/Beverages – this will need to be increased to take account of both Halloween and Senior Christmas Party.

703 – Resident Parties Entertainment – this will need to be increased to take account of both Halloween and Senior Christmas Party.

704 – Events Expenditure – this will need to be increased to take account of the four planned events for 27/28.

In determining the required budget for 27/28 we must also be mindful of adding a percentage for inflation. It may be wise to agree a defined budget for proposed events in 27/28 which are then subject to inflationary increases once recommended to PP&R.

Date 22 October 2026

Senior Citizens Christmas Party 2026

Featuring Live Music from

Tree Fellars and Lady Byrds

Saturday 12th December
2.30pm - 4.30pm
at Hellesdon Parish Council
Community Centre
Wood view Road
Hellesdon NR6 5QB

HOW TO ATTEND

Name _____

Address _____

_____

Contact No _____

Email Address _____

Special Dietary Requirements Yes or No _____

If yes Please Stipulate _____

Return to Hellesdon Parish Council
Community Centre, Wood view Road,
Hellesdon, Norwich, NR6 5QB

Please return your completed form to the Community Centre or Parish Office by Monday, 23rd November. Please note that tickets will be allocated by ballot,

Max of 2 tickets per entry