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 24 November 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 27 October 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.

6. **Senior Christmas Party**
   1) To receive a verbal update on ticketing plus food and drink arrangements.
   2) To discuss and agree any other arrangements including volunteers and event schedule.

7. **Community Hearts Awards**

8. **Summer Fayre 2027**
   1) To discuss planning and agree next steps for this event.

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

Jonathan Hall

Parish Clerk & Responsible Financial Officer

Dated 18 November 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 27 October 2026, 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB

Present at the Meeting

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

In Attendance

Rebecca Larke (Deputy Clerk)
Kevin Sage (Facilities Manager)
Chris Fisher (Deputy Facilities Manager)
Dave Marshall (Admin)

The Chair opened the meeting at 7.00pm.

1. **Apologies and acceptance for absence**

   Apologies were received and accepted from Cllr Lacey Douglass.

2. **Declarations of Interest and Dispensations**

   No declarations were made or dispensations requested.

3. **To approve the minutes of the meeting held on 15 September 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. **Budget Monitoring**

   1) To receive budget monitoring report and to note.

   This was received and noted by the committee.

   2) To consider and agree Events Committee budget 27/28 for recommendation to Property, Policy and Resources Committee.

Approved…….....

Date……

The Committee discussed the events they wished to hold in the 27/28 financial year and determined the amount required for each event to propose a budget figure for the following year. The proposed figures would include an inflationary increase of 3.5%

Community Hearts Award	-	£2100
Summer Fayre	-	£4100
Pumpkin Carving	-	£ 110
Halloween Party	-	£ 550
Carols on the Lawns	-	£ 775
Christmas Party (Senior Citizens)	-	£1350
An advertising budget was proposed	-	£ 310
TOTAL		**£8985**

It is anticipated that income of £1500 would be generated from all events in total in respect of pitch fees, bar facilities and ticket sales.

6. Pumpkin Competition

A verbal update was provided to the Committee. The office will purchase the two (£20) voucher prizes for each category. Cllr Britcher and Cllr Forder will judge the entries and hand out the prizes. The actual spend for this event is £10 under the agreed budget of £50.

7. Senior Citizens Christmas Party

1) To receive a verbal update on ticketing, entertainment, food and drink arrangements.

The Deputy Clerk confirmed ticketing will be via Just Hellesdon and forms in the Parish Office. The event will be publicised in Just Hellesdon, on noticeboards,and on facebook. The closing date for receipt of tickets is Monday 23rd November and tickets will then be allocated by ballot to ensure fairness. Those tickets drawn in the ballot will be notified by the office. Cllr Britcher will draw the tickets at the next Events meeting.

Entertainment has been booked for the event at a cost of £320. The group are flexible around timings. There is still some drink available for use at the party however some more will need to be purchased. Cllr Diffey will be organising the food for the party and asked the office to contact Greggs to ask for order timescales.

2) To approve the poster (including ticket) for publication in 'Just Hellesdon'.

The committee RESOLVED to approve the poster.

3) To discuss any other arrangements including volunteers and event schedule

Cllr Diffey confirmed four volunteers including herself. The office will email all councillors to seek further support.

Approved…….....

Date……

8. To receive update on Community Hearts Awards

Cllr Diffey confirmed she had spoken with Jack Jenkins and he has agreed to be the Master of Ceremonies at the Community Hearts Awards.

Officers advised what items we still had available from the last ceremony and what would need to be purchased. Nomination forms would need to go out by the end of November and all entries would need to be received by the end of the first week in February. Officers will put together suggested nomination forms and other relevant material for discussion at the next meeting.

It was suggested to look for previous winners from the last ceremony who could select the winners for the April 2027 ceremony.

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 24th November 2026 at 7pm

Meeting closed at 8.26 pm.

DRAFT

Approved…….....

Date……

Hellesdon Parish Council

Detailed Budget Summary

Cost Centre 7 (Between 01/04/2026 and 18/11/2026)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Events

		Last Year 2025-2026				Current Year 2026 - 2027								Next Year	
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
701	Events Income					1,500.00	970.00		970.00						
702	Residents Parties Foo									600.00					
703	Residents Parties Ente									250.00	50.00		50.00		
704	Events Expenditure									7,500.00	3,419.70		3,419.70		
	SUB TOTAL					**1,500.00**	**970.00**		**970.00**	**8,350.00**	**3,469.70**		**3,469.70**		

Summary

TOTAL						**1,500.00**	**970.00**		**970.00**	**8,350.00**	**3,469.70**		**3,469.70**		