

**Minutes of the Meeting of Hellesdon Events Committee
Held on Wednesday 25th May 2022 @ 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr Douglass
Cllr Forder
Cllr Johnson
Cllr Gurney
L Pointin – Senior Admin Officer

Volunteers

Tanya Price-Morris
Sarah Smith

1. **Welcome**
The Chair welcomed the members present along with member of the public.
2. **Apologies and acceptance for absence**
No apologies were received.
3. **To receive approval of the minutes of the committee meeting held on the 5th May 2022.**
Minutes were circulated and **AGREED** by those present at the meeting held.
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
5. **Platinum Jubilee Community Fayre 2022**
 - Tanya Price-Morris to check with Kinsale Junior School and see if they wish to have a stall. Senior Admin Officer to send stall application form to Tanya Price Morris.
 - Discussion and placement of stalls agreed, Groundsmen to mark out the stalls next week, Senior Admin Officer will do a map of site.
 - Cllr Diffey to provide a copy of food hygiene certificate so this can be displayed in the kitchen.
 - It has been agreed that 'no dogs off leads' signs will be put on all gates around the recreation ground for the 4th June 2022 to remind dog walkers of the policy.
 - A steward will be situated at the entrance gate from 8 am – 9 am to keep the main car park clear for stall holders.
 - For ease of use, wheelbarrows will be used for moving the straw bales to relevant placement. Head Groundsman is to meet with Cllr Douglass and Senior Admin Officer to go over the set up of the goals and nets.
 - Cllr Gurney stressed that the Council Chamber must be sectioned off, Hellesdon History will have one part, the other is for the Tea Garden in case weather conditions are wet.
 - There was a discussion around having picket style noticeboards on the roundabout. Senior Admin Officer to see what can be done.
 - Cllr Douglass will be on the radio and will hopefully get the opportunity to promote the Jubilee event.
 - Voting for the photo competitions are now underway and going well.

Approved.....

Date.....
HPC Events Committee Minutes 25th May 2022

6. Exchange of Information

7. To confirm the date, time and venue of the next meeting

Approved.....

Date.....