

Minutes of the Meeting of Hellesdon Events Committee Wednesday 8th November 2023, 7pm in the Council Chamber

Present at the Meeting

Cllr L. Douglass (Chairman)
Cllr R. Forder
Cllr S. Smith

Also in attendance

F. LeBon – Clerk

The Chairman welcomed all attendees, and opened the meeting at 7pm

1. Apologies and acceptance for absence

Apologies were received from Cllr D. Britcher, Cllr S. Gurney, Cllr B. Johnson and Cllr R. Sear.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

The minutes of the meeting of the 4th October 2023 had been circulated. These were **AGREED** as a true and accurate record after a proposal from Cllr Forder and a second from Cllr Smith.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

There were no members of the public in attendance

5. Review of Past Events

a. Scarecrow Festival

This was very well received as a community activity for the half term. It was **AGREED** that the event worked better without a theme, and more scarecrows were displayed during the week, without the owners requesting that they form part of the trail. The Clerk is to arrange for the prizes to be passed to Cllr Douglass, who will arrange for their presentation.

Two matters of suggested improvements for the event were relayed to the committee.

It was **AGREED** that this should be run again during the half term of 2024.

b. Update from The Bull

The Clerk reported that The Bull has been fund raising for the Community Fridge, and will be in contact when they have reached their target.

6. Update and Further Consideration for Upcoming Events.

a. Senior Citizens Party

The advert/ticket application has been placed in Just Hellesdon, due out on 1st November. The closing date for ticket applications is Friday 24th November, and tickets will be allocated at this point. It was noted that already 55 people have come forward to be considered for tickets.

The caretakers will set up the room and volunteers will be on site from midday.

- The same type and amount of sandwiches as last year are to be ordered.

Approved.....

Date.....

- The Clerk will speak to Cllr Sear regarding ordering of the sausage rolls.
- This year there will be mince pies instead of Christmas cake.
- Add shortbread for this year, and crisps will also need to be ordered.
- An audit is to be done of the existing stock of orange juice, lemonade, sherry, red wine, white wine, ice, tea and coffee and additional purchased where required. Milk needs to be purchased nearer the time.
- Check the amount of crackers and serviettes in stock.
- Appeal for raffle prizes. If not successful the council will purchase some.

b. 80's Night – 27th January

Initial conversations with local residents suggests this event will be very well received. Action points

- To start advertising the event on 27th November, with dress up encouraged.
- Tickets will need to be printed by then (ticket cost £10, inclusive of VAT). Maximum 150 tickets
- The Clerk is to arrange for the TEN license.
- Lacons has offered to supply bottled alcohol under a sale or return arrangement (with conditions).
- Premix drinks are to be purchased from Bookers (gin and tonic, Pink gin and tonic, JD&Coke, Vodka and coke).
- Drinks are to be priced similarly for ease of serving and operation of the till.
- The Clerk will set up the old Hello Café till.
- Cllr Forder will arrange for the disco ball set up.
- Cllr Smith will review the existing bar set up. Existing glasses will be used where possible.
- To advertise in Just Hellesdon.
- Purchase glow stick. Cllr Smith will send the Clerk a link.

c. Summer Fayre

A list of committed stalls was provided to the committee. Cllr Smith confirmed that the supplier of the bungee trampoline will not be bringing rides as well.

d. D-Day 80

The Clerk reported that a local firm can fabricate a beacon. It was confirmed that it would be preferable to have a beacon with a metal pole and a sleeve for installation into the ground. This way the beacon can be removed when not in use. It will be lit by kindling rather than gas. It was **AGREED** that, subject to cost, the beacon should be taken from the 2023/2024 budget.

7. To Consider Committee Budget for 2024/2025

The following budget was **AGREED**, which would allow for more income generating events.

Item	Budget 23/24	Actual (to 30/09)	Proposed Budget 24/25
Events Income	550	625	1,550
Events Expenditure	3,000	1,997	4,000
Net	2,450	1,372	2,450

8. Items for the next agenda

Review of Senior Citizens Party.

Approved.....

Date.....

Finalising 80s night

9. **To confirm the date, time and venue of the next meeting.**
Monday 8th January 2024 at 7pm

The meeting closed at 7.45pm

DRAFT

Approved.....

Date.....