

Minutes of the Meeting of Hellesdon Events Committee Tuesday 8th May 2024, 3pm in the Council Chamber

Present at the Meeting

Cllr L. Douglass (Chairman)
Cllr R. Forder
Cllr D. Britcher
Cllr S. Smith
Cllr R. Sear

Also in attendance

F. LeBon – Clerk
L. Pointin – Senior Admin Officer
K. Sage – Facilities Manager
J. Jenkins – Master of Ceremonies

The Chairman welcomed all attendees, and opened the meeting at 3pm

1. Apologies and acceptance for absence

Apologies were received from Cllr Johnson.

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 2nd April 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

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

No members of the public in attendance.

5. Summer Fayre 22nd June 2024

It was agreed that we would establish the show times for the Punch and Judy and then work the timetable for events to avoid clashes with races, proposed times are;

- Egg & Spoon - 12.30 pm
- Hobby Horse Derby – 1.30 pm
- Three Legged Race – 2.30 pm
- Tug of War – 3.00 pm

The event will kick off with a dance recital at approximately 11.30 am by Busybodies Performance Team which will last for approximately 20 minutes. Additionally, Cllr Smith provided contact details for the provision of a Karate demonstration, this has been booked and will be for approximately 20 minutes.

Cllr Sear has agreed to provide 8 – 10 classic cars, we also have 2 vintage fire engines and some stationary engines. It is preferable for the vintage fire engines to be near a water source.

Approved.....

Date.....

The central arena will remain in the same position as the previous year but we will need to move across the width of the Recreation Ground to ensure we accommodate all stall holders, we also have a number of sizeable attractions.

Senior Admin Officer and the Facilities Manager will work together on the pitches and pitch sizes as there a number of vendors have also advised they require an area greater than 3m x 3m.

Cllr Douglass will speak with Kingsley Avenell to ascertain his availability, Senior Admin Officer will make contact with other potential volunteers.

The Recreation Ground will be accessible to stall holders from 8 am on the day with the latest arrival being 10.30 am, the only exception will be the Little Seafood van, expected at around 12.30 pm.

Timetable of events to be laminated and posted around the Recreation Ground, on noticeboards and some stalls.

Jack Jenkins and Nick Gray are in communication regarding the equipment which is required on the day. The poster for the Glorious Gardens and Handsome Hounds competitions be published in the next edition of Just Hellesdon, also to be placed on noticeboards and in shop windows where possible.

Prizes for competitions;

- £25 Garden Voucher.
- £25 Shop for All Vouchers for Handsome House and Wellie Wanging for the 3 different age groups.
- Hobby Horse Derby will be a bouquet of Chocolates for juniors and flowers to the value of £25 for Seniors.

Tug of War will be 6 medals and the Shield, 6 medals for the Egg and Spoon and 6 medals for the Three Legged Race as it was noted last year only one of the winners received a medal.

It was suggested that there is a Staff vs Councillor activity as with the previous year, however it is unclear at present how many staff will be on duty. Resource may be limited in terms of Grounds staff so it is key that volunteers remain onsite to help clear up at the end of the event. Potentially a list of tasks could assigned to volunteers to ensure all in cleared in good time.

A speed limit of 5 MPH will be set for all vehicles accessing the site.

Senior Admin Officer to see if it's possible to amend the banner for the Bull with the preference that it goes up at the beginning of June. There are potential issues with having an adjustable banner (velcroing the dates) as this can be tampered with as it in a public place. This has now been reviewed, with the change of times it would be more problematic to adjust so this year we will replace the banner and make allowances for it to be modified for future years.

Jack Jenkins has been in contact with the Norfolk Accident Rescue Service, they are available on the day, Jack will send Senior Admin Officer their contact details.

6. Update and Further Consideration for Upcoming Events.

Senior Citizens Christmas Party – 7th December 2024

The entertainment for the Senior Citizens Christmas Party has been booked for the 7th December 2024. Annie Threadkell will provide entertainment at a cost of £250, she plays the keyboard and sings. She will ensure that some Christmas songs are included in her sets.

Consideration will need to be given to how much alcohol is required for the Christmas Party everything was used for the previous party. Previously 3 bottles of each type of Sherry has been purchased along with red and white wine.

Party Night – 21st September 2024

Cllr Smith made enquires with Retro Party Experience, however they are booked up for the rest of the year.

A DJ has not yet been secured, both Cllr Forder and the Senior Admin Officer will make enquiries to procure a DJ. We will start advertising as soon as we have a DJ with a QR code being set up for the event to purchase tickets. Tickets will be available to purchase both online and from the Parish Office.

Drag Bingo 31st August 2024

The bar at Drag Bingo was very popular and it would be worthwhile having a bar for the next event. It was noted that there were limited glass types in the bar, ie no gin glasses etc. Consideration to be given to purchase further glasses for the August event. To ensure that bottles are cold prior to the

Approved.....

Date.....

event it was suggested that other fridges are utilised in advance, this will cool bottles to an acceptable temperature, potentially this could undertaken the day beforehand.

There were a few people who brought their own drinks but this was discouraged.

DD80

There will be some information about D-Day displayed in the Community Centre and the Community Café will sell cup cakes and other foods relating to the period.

Bunting has been purchased for the roundabout along with a flag which place outside the Parish Office. The Clerk had discussions regarding the placement of a flagpole on the roundabout with Highways and the Facilities Manager. To ensure stability of the flagpole the hole would need to be dug out very deep, there are potentially utilities running through the roundabout as well as the old Middleton's Lane Road. It would not be feasible to place a flagpole on the roundabout for this reason.

Community Awards

The launch would be on 9th September 2024, the categories are yet to be finalised along with the criteria. A survey could be set up online where residents can make nominations, with a QR code being set up to allow the process to be streamlined.

Close date for nominations is 29th November 2024 with the finalists being selected by Friday 13th December as well as the notification of their selection.

The Awards Ceremony will be held on Saturday 1st February 2025, all finalists will be invited to attend with their plus one.

Cllr Douglass will have a look to see if there are any grants available on grant finder, Cllr Smith will see if she is able to get support from local businesses.

There was much discussion around who would make the decision on judging the final award.

For future awards it was agreed that the winners from the previous year categories would decide the winners, the suggestion is that the first year would be put to the public vote.

7. Items for the next agenda

Finalising the Summer Fayre

Disco Party Night

Community Heart Awards

Budget for Community Awards

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

Wednesday 5th June 2024 at 3pm

The meeting closed at 16.40 pm

Approved.....

Date.....