

**Minutes of the Meeting of Hellesdon Events Committee
Held on Tuesday 23rd May 2023, 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr L. Douglass
Cllr R. Forder
Cllr S. Smith
Cllr B. Johnson
Cllr R. Sear
Cllr D. Britcher
L. Pointin – Senior Admin Officer
J. Jenkins – Compere (by phone)

Welcome

The Chair welcomed the members present along with Jack Jenkins the Master of Ceremonies for the 24th June 2023.

1. **Apologies and acceptance for absence**
No apologies received from Cllr Gurney.
2. **Declaration of Interest and Dispensations**
No dispensations or declarations were made.
3. **To receive approval of the minutes of the committee meeting held on Tuesday 28th March 2023.**
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)
No member of the public attended the meeting.
5. **Summer Fayre – Saturday 24th June 2023**
 - The insurers have advised that equipment may be left on the Rec overnight with the provision that all gates are locked up which is our normal practice.
 - Access to the Recreation Ground on the 24th June will be via the double gates nearest the car park. The Facilities Manager advised the drainage crates are to the left of the gates and will not be impacted by lorries accessing the field. It was previously suggested that Wood View Road entrance be used. However, there are greater risks of damage, if we experience inclement weather the ground could be churned up whereas at the car park entrance there is perforated matting.
 - The fairground rides will be positioned along the fence line of Middletons Lane, the 30ft games trailer will be positioned in front of the children's play area.
 - Senior Admin officer has been in contact with a Bouncy Castle company who have advised they are interested. They would provide a 42ft obstacle course and 2 Bouncy Castles. We do not have a signed booking form, Senior Admin Officer to follow-up, the sizes of these would be 3 x 4 metres.
 - U-Fit have confirmed they will be available to 'Beat the Goalie'.
 - It was agreed that we would have a shield instead of a winner's cup for the Tug-of-War as this can added to each year with an engraved plate.

Approved.....

Date.....
HPC Events Committee Minutes 23rd May 2023

- Cllr Douglass and Senior Admin officer will meet on 24th May 2023 to discuss the design of the stickers.
- Cllr Smith knows someone who does face painting so will make contact with them to see if they are available. *Cllr Smith has since confirmed they do not have availability.*
- Senior Admin officer enquired about straw and has been advised there is a national shortage so would not be able to purchase until nearer the time. It was decided that we would not go ahead with straw, instead we would have a gazebo and chairs in an area close to where the food and drink vendors are for people to sit.
- Cllr Smith made contact with Kevin Foley who has the Chicken Nugget van, it is not available for small events.
- Currently we have 14 food and drink vendors, Senior Admin officer to ascertain if Mocktails are available from Craftily Bars and Events, which has since been confirmed.
- We have received a verbal quote from PRS (music license) which is in the region of £90 including VAT, there is still some debate as to what medium we use for music, Spotify was suggested but this is not permitted. There is a potential for music to be added to the Facilities Manager old iPad so it can be played directly from that.
- The Coconut Shi is fully functional but the canvas backdrop is dull and dirty, the Facilities Manager will arrange for it to be jet washed. The Senior Admin officer has contacted Hellesdon High School to see if there are any students who would be interested in giving it a makeover, Hellesdon Parish Council would supply the materials. *Hellesdon High School have advised they can accommodate, they do not require any materials.*
- Senior Admin officer will check the prices for coconuts as well as finding a source. We currently have some Cadburys Cream Eggs which can be used as prizes, we will also need to purchase a box of Haribo mini bags and some Kinder Eggs.
- The hope is for the Café to be open on the 24th it may have a limited selection on offer.
- Both Hellesdon History and Gateway Vineyard are unable to provide volunteers.
- Senior Admin officer will put a new advertisement on Facebook daily from 5th June to advertise and build up momentum for the Summer Fayre, this will encompass the Childrens Fancy Dress Parade, The Hobby Horse Derby, Wellie Wanging, along with the events we had available last year.

Photo Competitions

- Entry of images for each category will run from 5th June to the 15th June with images going live at 5 pm for voting. There will be a midday cut off point for all entrants.
 - Voting will close on the 23rd June 2023 at 9 am.
 - The top 5 entries for each category will be displayed on a board for member of the public to cast their final vote at the Summer Fayre.
- The inflatables will go along the fence line of the tennis courts.
 - Although we have a limited number of Councillors helping on the day ie Cllr Johnson, Cllr Douglass, Cllr Forder, Cllr Smith, Cllr Sear (Cllr Britcher is unable to commit at this time), along with members of staff, there should be sufficient for setting everything up.
 - Cllr Sear has volunteered to run the Coconut Shi.
 - Pitches will be spread out more this year so likely to be 4 to 5 metres wide. Senior Admin officer to email food vendors to ascertain size of their vehicles.
 - A small skip will be required for the 24th as there is a party in the Community Centre, there is unlikely to be enough space in the Community Centre waste bins for both events.

6. Senior Citizens Christmas Party

It was agreed that Jeff Short and his Music will provide the entertainment at the next Senior Citizens Christmas Party at a cost of £175, it will be held on Saturday 9th December 2023. Senior Admin officer will confirm whether or not the stage is required.

Approved.....

Date.....

7. Exchange of Information

No matters raised.

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

Tuesday 6th June 2023 @4pm.

DRAFT

Approved.....

Date.....