

**Minutes of the Meeting of Hellesdon Events Committee
Held on Tuesday 20th June 2023, 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr L. Douglass

Cllr R. Forder

Cllr S. Smith

Cllr R. Sear

Cllr D. Britcher

L. Pointin – Senior Admin Officer

K. Sage – Facilities Manager

J. Jenkins – Compere

Welcome

The Chair welcomed the members present along with Jack Jenkins the Master of Ceremonies.

1. Apologies and acceptance for absence

Apologies were received from Cllr S. Gurney and Cllr B. Johnson.

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 6th June 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

- Cllr Smith advised that the Coconut Shi canvas has been painted although time has been limited due to her daughters other commitments. Cllr Smith will bring the canvas on Saturday.
- There was an issue around sourcing a shield for the Tug-of-War competition but this has now been resolved.
- Jack Jenkins will send links for the music through to the Senior Admin officer.
- The Café will be open for cream tea, scones and cup cakes.
- Cllr Britton has offered to help, Senior Admin officer has confirmed his assistance would be appreciated.
- Cllr Douglass in is contact with Kingsley Avenell who has confirmed that he be running the Wellie Wanging competition in the Tennis Courts.
- All grounds staff to work on the day.
- Cllr Douglass has a number of wellies so we have sufficient.
- Disappointedly only one entrant has been received for the Bonny Baby competition and none for the cutest puppy. The entrants for the handsome hound were positive.
- As we only received one entrant for the Bonny Baby, a gift will be purchased instead of a paperweight. Senior Admin officer to look at purchasing a silver spoon or something similar.
- Jack Jenkins is still waiting to hear if NARS as to whether or not they have availability.

Approved.....

Date.....

- Facilities Manager advised that pitches will be marked out for 6 metres in readiness and gazebo's will be set up by the Grounds Staff. The new bunting will be going around the arena and the old bunting around the perimeter. As the old bunting is falling apart, it will need to be replaced next year.
- Grounds Staff will be onsite from 7.30 am.
- Cllr Sear will provide several vintage vehicles on the day, we also have two Morris vans and a stationary engine.
- A space in the car park will be cordoned off for the Fire Brigade.
- Blood Bikes have confirmed their attendance, this will be situated in the vicinity of the vintage vehicles.
- It has been confirmed that the iPad will be connected via Bluetooth although they will provide cables should there be any issues.
- Rather than having rota's it was felt that we should just be mindful of others and the length of time they are working a particular thing.
- Signs will be placed on each gate into the park asking owners to keep their dogs on a lead.
- The Risk Assessment has been completed and is available.
- Senior Admin officer advised we have up to date insurance documentation of all but one which has expired. This has been followed up as it is critical for all stallholder to have insurance in place regardless of the type of stall. Sadly we have had to refuse
- A letter has gone to every address on Wood View Road advising them that it will coned with a provision for parking has been agreed with Hellesdon High School. The school has asked that we provide frequent spot checks of the car park.
- Cllr Britcher asked if we will have a Marshal for the Community Centre car park, this will be monitored but we will not have anyone dedicated for this purpose. Signs will show 'Blue Badge Holders only'.
- Facilities Manager advised that the Grounds compound will be open so people could park there. The next Summer Fayre will be on 22nd June 2024.

6. Next Event

Scarecrow Festival.
Senior Citizens Christmas Day.

7. Exchange of Information

No matters raised.

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

TBC.

Approved.....

Date.....