

**Minutes of the Meeting of Hellesdon Events Committee
Held on Tuesday 25th July 2023, 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr L. Douglass

Cllr B. Johnson

Cllr R. Forder

Cllr S. Smith

Cllr R. Sear

L. Pointin – Senior Admin Officer

F. LeBon - Clerk

Welcome

No members of the public present.

1. Apologies and acceptance for absence

Apologies were received from Cllr S. 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 20th 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 Review

What didn't work so well

- Two of the speakers for the PA system failed during the event, we have now received a partial refund of £130. Cllr Douglass will provide the contact details for Nick from Links Repair Shop so we can engage his services for the next Summer Fayre in terms of PA equipment, also putting Jack Jenkins in contact with him.
- A refund was provided to Dreamy Ice Rolls as they decided to leave prior to the event starting.
- Cllr Forder highlighted that some food vendors had arrived late. All stall holders are advised to be onsite and ready for a 12 pm start, the only caveat was the Little Seafood Truck who had agreed with Cllr Douglass he would be late due to a prior commitment.
- A food vendor who has attended the past two events is usually late, they are also hard to get hold of prior to the event, it has been agreed that we will not contact them for future events.
- Cllr Smith received some feedback regarding the placement of some of the stalls, it was felt that due to Dimascio Ice cream running their engine it was not a good fit to have them next to Drip Drop Bake Stop, this will be factored into the positioning of stalls next year.
- Previously it was felt that the 3 Legged Race would be for an adult and child so we only gave medals to the children. This year we had children competing together and were unable to both a medal, it has been agreed that going forward we will purchase medals without a date on them.
- The picture competitions didn't work so well this year, despite the same advertising as the previous year. We had 16 handsome hound entrants which was on par with the 2022, however there was

Approved.....

Date.....

only one entrant for the baby competition. Senior Admin officer had received feedback from the one mum with a suggestion that posters for the competitions be placed in shop windows.

- Advertising of the Summer Fayre commenced in March 2023 with an online event being set up on Facebook and adverts being placed in Just Hellesdon. Cllr Smith felt that we should start promoting sooner next year by getting the banner up earlier and placing posters in shop windows, also advertise the photo competition sooner by a few weeks. Cllr Douglass advised that during purdah she was prevented from posting anything on Facebook but would normally have posted more.
- There was little uptake for children's fancy dress, however this will continue for the 2024 Summer Fayre.
- It was suggested that the Hellesdon Horticultural Association be placed closer to the entrance as they had a large number of cars during the set-up of their stall.
- For the Summer Fayre 2024, along with the site plan each pitch would be marked by a numbered post. Senior Admin officer has discussed with the Facilities Manager, although he does not foresee an issue with making posts he has raised the potential Health and Safety issue of them being a trip hazard throughout the day and as such would not recommend the use of numbered posts. His suggestion is that each pitch be marked with white paint. Unfortunately this year when marking, the grounds staff ran out of white paint and were trying to save money by using what was available in stock.

What Worked Well

- It was unanimously agreed that Jack Jenkins was a fantastic Master of Ceremonies and we will definitely engage his services again in 2024.
- The Grounds staff worked very hard and things worked seamlessly throughout the day, they were in great spirits and joined in with the demonstrations along with Councillors who presented a different side for the public to see.
- The Tug-of-War between staff and the Councillors was a great addition, it will now become an annual event for future years with recognition of the winners be published in Just Hellesdon.
- The vintage cars were really popular and Cllr Sear if able to, will provide more vehicles next year which will hopefully be in the region of 10.
- It was positive having the Police involved as this is great for Community Engagement. We will look at inviting them again in 2024.
- The Coconut Shi was very popular, we were getting close to running out of coconuts. Next year we will purchase 100 coconuts.

2024 Summer Fayre

- There has been suggestions that the date be changed for 2024 from the 22nd June so it doesn't coincide with other events in surrounding areas. It was agreed that the Hellesdon Summer Fayre will be on the 22nd June 2024. The Hellesdon Allotment Holders Association have agreed not to hold their annual BBQ on the same day as the Summer Fayre.
- Cllr Barker has advised that Cawston Roses will have a stall and is happy to run the 'Beat the Goalie' next year, there has also been a discussion with one of the regular youth footballer trainers, so
- Senior Admin officer has suggested that the Summer Fayre is extended by an hour so as to give more time for attendee's to arrive prior to starting activities / races. It was agreed that the Summer Fayre will start at 11 am with activities to start.
- Senior Admin officer has suggested 'A Kids Corner' which could be set with various different types of games:
 - Giant Connect 4
 - Outdoor Skittles (need to think about where we would put it, needs to be on a flat surface)
 - Golf Pong
 - Adults Golf
 - Full sized Croquet Set (Suitable for Adults)
- It has been agreed that the above items will be purchase for the next Summer Fayre from the current budget

Approved.....

Date.....

- For 2024, food vendors are to be mixed amongst general stall holders.
- These activities would potentially run themselves with maybe someone just keeping an eye them from time to time.
- Medals for the 3 Legged Race will be purchased from the current budget with 6 of each (bronze, silver and gold) for under 10's and over 10's, just the event name and Hellesdon Summer Fayre.
- Cllr Smith is still waiting to hear from a Face Painter, Senior Admin officer has also been in contact with a glitter tattooist but has yet to receive a response.
- Senior Admin officer has been in contact with a Bouncy Castle supplier although nothing has come from it. Further Bouncy Castle suppliers will be contacted although it's difficult to contact too many at any one time. Cllr Forder has suggested contact be made with John Green (the showman) to see if he is able to suggest some reputable suppliers.
- Senior Admin officer has been in contact with Mini Donks, unfortunately they are not available for 2024, instead of these a suggestion was put forward for alpacas as these can be hired for events. Senior Admin officer to make enquiries to see if we can secure alpacas for 2024 as these are likely to be popular with children, although not cheap they would be a worthwhile attraction.
- A Punch and Judy Show is also something else that may be considered, Senior Admin officer to obtain some prices.

£505 was received for pitches which leaves a balance of £1652.

6. Next Event

- The Senior Citizens Christmas Party will be on the 9th December 2023, this will be discussed further at the next meeting.
- A community disco has been suggested as well as a live band. Cllr Douglass to establish what events the Bull pub has in the lead up to Christmas.
- The cost of the ticket sales would potentially cover the cost of the band hire. There was a further discussion around the Parish Council running the bar, a temporary license would cost £21 per event and will be explored further at the next meeting.
- Cllr Smith has a contact who is friendly with the 'Sons of Mark', they are a local band who are very popular, Cllr Smith will also to establish the cost.
- The Scarecrow Festival, will be discussed at the next meeting.

Hellesdon Carnival has been rescheduled to the 23rd September and runs from 11 am – 5 pm. There will be a stall for Hellesdon Parish Councillors, Cllr Douglass has suggested that Councillors offer their time to cover a stall for a couple of hours on the day. The Clerk advised that it can be raised at the next full Council Meeting on the 12th September 2023.

7. Exchange of Information

No matters raised.

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

Wednesday 23rd August 2023 @4pm.

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