

**Minutes of the Meeting of Hellesdon Events Committee  
Held on Tuesday 16<sup>th</sup> August 2022 @ 2.00 pm in the Council Chamber**

**Present at the Meeting**

Cllr Douglass  
Cllr Johnson  
Cllr Gurney  
F LeBon - Clerk  
L Pointin – Senior Admin Officer

**1. Welcome**

The Chair welcomed the members present, there were no members of the public.

**2. Apologies and acceptance for absence**

No apologies were received.

**3. To receive approval of the minutes of the committee meeting held on the 21<sup>st</sup> June 2022.**

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)

**5. Community Centre Reopening & Residents Party**

It is proposed that on Saturday 17<sup>th</sup> December 2022 at 7.30 pm, The Lady Dannatt will officially open Hellesdon Community Centre if she is available, if unavailable we will reach out to the Sherriff of Norfolk. Senior Admin Officer will cancel the provisional booking for the 11<sup>th</sup> September 2022, Cllr Gurney will discuss the new proposed date and time with The Lady Dannatt's office. Cllr Gurney feels that due to the event being close to Christmas it would be preferable to see if Meadow Way Orchestra are available for an hour to play some Christmas music. The other option would be to see if Hellesdon and Sprowston Brass Band are available. *(Update: It has now been agreed that the opening will be on Thursday 24<sup>th</sup> November 2022).*

In terms of food, for the event it would be preferable to have Christmas buffet such as sausage rolls, cheese straws / scones, bridge rolls, mulled wine, orange juice, wine, bottles of beer, coffee etc. As the Community Centre Café is likely to be open by then it would be ideal to make use of these facilities, we could also use local produce in order to support local businesses. If it is not feasible for the Café to cater for up to approximately 120 – 150 attendee's, we would need to consider an external caterer. A suggestion was made that we contact a local catering company.

Alcohol can be purchased from Asda, they have a sale or return policy so we would be able to return unopened bottles for a refund.

The guest list would comprise of a representatives from each of the community user groups +1, all Hellesdon Parish Councillors +1, members of HAA, Businesses within Hellesdon, Wensum Trust, Schools, Doctors Surgery, Police, Churches, Chairmain of Taverham, Drayton and Old Catton Parish Council's, Chairman of Norfolk County Council, Broadland District Council and all staff also be invited.

Approved.....

Date.....

We would have a plaque for the opening of the Community Centre. The suggestion is for it to be circular, with the official symbol of the Platinum Jubilee. The plaque to be similar to the one in the Council Office which commemorates it's opening in 2012.

The Residents party will be on Saturday 10<sup>th</sup> December 2022 from 2.30 pm – 5.00 pm. The Accordion Band are available for the event at a cost of £300. Cllr Douglass confirmed that we have sufficient budget for the band. The band would play from 2.30 pm to approximately 3.15 pm and again from 4.15 pm – 5.00 pm, this will leave an hour for the tea party and raffle.

The event will be tickets only with 100 attendee's. There are 2 tickets per household and attendee's must reside in Hellesdon. There will be a reserve list and anyone who has mobility issues will need to have their carer with them.

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

To be arranged once we have an opening date for the Community Centre.

Approved.....

Date.....