

**Minutes of the Meeting of Hellesdon Events Committee
Held on Wednesday 23rd August 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 S. Gurney
L. Pointin – Senior Admin Officer
F. LeBon – Clerk
K. Sage– Facilities Manager

Welcome

No members of the public present.

1. Apologies and acceptance for absence

None received.

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 25th July 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. Senior Citizens Christmas Party

As previously discussed, the Senior Citizen Christmas Party will be held on Saturday 9th December 2023. sandwiches will be purchased from Morrisons.

- Orange Juice
- Shloor
- Christmas Cake
- Sandwiches
- Apple Juice
- Sherry
- Sausage Rolls
- Lemonade
- Sausage Rolls
- Crisps

- It is believed that some bottles of sherry and wine were left over from the previous party, the Facilities Manager to check the number of bottles and will dispose of bottles which have already been opened.
- Cllr Douglass has some large glass jugs at home which she is happy to bring in on the day, we would then make up jugs of 'Henry' which is orange juice and lemonade combined.
- Wine wasn't that popular so we won't buy further bottles this year.
- Cllr Douglass will put a post on Life and Events for donations for raffle prizes in October / November.
- It was agreed that instead of taping the raffle ticket underneath the bottom of each plate, this time we would use the attendee's ticket and write a number on it.
- The room will be laid out the same as the previous year.

Approved.....

Date.....

- Senior Admin officer has volunteered to run the bar, it's also hoped that there will be other volunteers available.
- The stage will be assembled for Jeff Short, although we are using the same layout as the previous year, the Facilities Manager will see if he is able to tweak it so that we can have an area of dance floor available for residents.

6. Christmas Community Event

- Cllr Douglass has spoken with the Bull and been advised that they will be having live music every Friday and Saturday going forward, also they have every weekend in December booked.
- At the previous meeting Cllr Smith advised she would contact Son's of Mark, however they are fully booked, she also put forward a suggestion of having a Disco 'Through the Decade'.
- After much discussion it was agreed that we would look at 27th January 2024 for the Disco, Cllr Douglass will contact Nick (DJ) to see if he has availability, if not there are other contacts.
- The Clerk has advised that a bottle bar would be the way forward and will speak to Lacons Brewery.
- The timing of the Disco would be approximately 7.30 – 11 pm and would be for over 18's.
- If January is a success, we could then look at having another disco on the evening of the 22nd June 2024 following the Summer Fayre.

7. Summer Fayre 2024

- The alpaca's would be situated either in the Community Centre garden or in the Council office garden. We will let the owner decide where they would be best positioned.
- The cost is £350 for 2 hours and will be from 12.30 pm to 2.30 pm.
- We have 3 burger vans confirmed, 2 attended the 2023 Summer Fayre, we have also secured a further van who offers vegan options.
- To date we have not heard from African Kitchen, or Pan Thai.
- Senior Admin officer had put a post on Facebook looking for stall holders and received a good response. Following on from previous discussions, it was agreed that we would only have one cake stall as this was more than sufficient and agreed we would go with Drip Drop Bake Stop. There has been discussions with a further stall holder who would like to attend and also offer sweet bakes, a suggestion was made that as they sell baguettes, sandwiches and other savories, they provide these only. It has been agreed that this would be a way forward, they can also provide refreshments by way of coffee / tea etc.
- Cllr Smith will contact a Hog Roast vendor and we will continue to look for a Fish and Chips vendor.
- There has been a lack of response to requests for a Bouncy Castle vendor, we will continue to search for a vendor.

8. Scarecrow Festival

- This year is unthemed with prizes for 1st, 2nd and 3rd place, paperweights will be presented as has been in previous years.
- Senior Admin officer to post an event on Facebook, an advert will be placed in Just Hellesdon as well as some posters being put up on noticeboards. We will also try and get more business involved as this worked well last year.
- We currently don't have a database of businesses, this is something that can be developed.

9. Community Engagement - Bull Pub & Hellesdon Carnival

- Hellesdon Carnival is on the 23rd September 2023 and runs from 11 am - 6 pm, Cllr Douglass has suggested that 'Your Hellesdon Councillors' stall be manned from 11 am to 4 pm. A rota will be required for volunteers, it's preferable for Councillors to be involved across all parties.
- Cllr Gurney has suggested boards with information demonstrating what Councillors do at Parish, District and County levels.
- Senior Admin officer to contact Hellesdon History as they currently have the boards.

Approved.....

Date.....

- The on-duty caretaker will take a table, chairs, boards etc to Hellesdon High School on the 23rd and help set up.
- The Clerk has been in correspondence with the Bull Pub regarding the Community Fridge, they have made a suggestion that a quiz night is dedicated to the project. Rather than an entrance fee, attendee's would bring an item for the fridge, there was a further suggestion of having a specialist knowledge round on Hellesdon. Cllrs would provide some questions for the quiz, Cllr Douglass has volunteered to be the quizmaster for the round if no one else volunteers. This is positive community engagement.

10. McMillan Coffee Morning – 29th September 2023

- McMillan Coffee morning is planned for the 29th September 2023 which will be run in the foyer with the urns being used, the Clerk will ask for cake donations.
 - The clerk to make a request for some Councillor volunteers.
 - Senior Admin officer to speak with Freda Lane, Richard Barnes and Karen Hicks to see if they have availability.

Volunteers required for the following dates:

23rd September 2023	Hellesdon Carnival	11 am to 4 pm
29th September 2023	McMillan Coffee Morning	10 am to 12 pm
09th December 2023	Senior Citizen Christmas Party	11.30 am to 5.30 pm

11. Exchange of Information

There was a discussion around Carol singing for Christmas, this has been parked until 2024 although enquiries will be made to the availability of Hellesdon Choir.

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

Wednesday 4th October 2023 @4pm.

Approved.....

Date.....