

**Minutes of the Meeting of Hellesdon Events Committee  
Held on Monday 21<sup>st</sup> November 2022, 4.00 pm in the Council Chamber**

**Present at the Meeting**

**Cllr L. Douglass**

**Cllr S. Gurney**

**Cllr R. Forder**

**Cllr D. Britcher**

**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**

There were no apologies.

**3. To receive approval of the minutes of the committee meeting held on Wednesday 2<sup>nd</sup> November 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)

No member of the public attended the meeting.

**5. Hellesdon Community Centre**

Currently the confirmed number of attendee's is 84. Teresa Marshall is aware of the number she is catering for and will be busy in the kitchen from Wednesday 23<sup>rd</sup> November 2022.

The stone plaque will be placed on Cllr Gurney's music stand which will be unveiled by The Lady Dannatt. Cllr Forder will provide an easel for the picture to be unveiled by the late Keith Evan's family. A gold plaque has been ordered from Broadland (UK) Ltd which will be placed on one of the pictures. Cllr Forder has a small PA system which will be utilised at the event for the speeches and presentation. Tables and chairs will be set up in the top half of the room, the plaques and piano in the lower half. The tables with the food will be placed on the carpeted area.

Cllr Bill Johnson will meet and greet The Lady Dannatt, a parking space will be coned off for her with an expected arrival at 6.30 pm. There will be a meet and greet in the foyer, followed by soft drink on arrival. Once everyone is settled Cllr Gurney will introduce The Lady Dannatt who will say a few words followed by the unveiling of the plaque.

Cllr Gurney will present The Lady Dannatt with a poinsettia and a jar of honey which is a produce of Hellesdon. The Evan's family will also unveil the Mann Egerton picture and potentially say a few words. It is uncertain at this time if both children will be playing on the 24<sup>th</sup> as one of the pianist's is unwell, however the recitals will follow the speeches. It has been agreed that £25 Amazon gift vouchers will be purchased and presented to the children as a thank you.

The buffet will be available from approximately 7.30 pm.

Approved.....

Date.....

Cllr Gurney has purchased some trays and oasis blocks in order to make some table decorations for the civic event. Cllr Gurney has advised that a maximum of 8 tables should be set up in the Marjorie Lewis Hall. The table decorations will be saved for the Residents Christmas Party on the 10<sup>th</sup> December 2022.

All those who are helping set up that evening will need to be at the Community Centre by 5.30 pm.

**6. Open Day 3<sup>rd</sup> December 2022**

There are two fitness classes running in the morning as well as Baby Yoga and Ballroom Dancing. Hellesdon Community Choir will be in the Marjorie Lewis Hall late morning and Jeff Shorts Tea Dance will take place in the afternoon. Norfolk Healers, although not a regular hirer will occupy a room where people can have some healing.

Teresa Marshall will bake approximately 200 cakes, once they have gone they will not be replenished. Disposable cups, tea and coffee have been purchased for the event. An email will be sent out to all Councillors to see if they are available to help on the day, no amount of time is too small.

An event has been set up on Hellesdon Life and Events for the 3<sup>rd</sup>, there will also be advertising in Just Hellesdon on Facebook and our website.

The doors will be open to the general public from 10.00 am, there will be no setting up of rooms on the day. From a councillor perspective it will be a meet and greet, as well as showing people around the community centre.

**7. Declaration of Interest and Dispensations**

No dispensations or declarations were made.

**8. Residents Christmas Party**

The close date for the Christmas Party is today and it looking likely that we will have under 100 people wishing to attend, this would indicate that all applicants will be able to attend. It will be stressed on the invitations that doors will not be open until 2.30 pm.

Volunteers will be serving from platters rather than plating up individually. With the exception of sausage rolls and sandwiches, everything has now been purchased for the Residents Party, ie drink, cake, sherry, wine and crisp. The sausage rolls and sandwiches will be collected on the day. Senior Admin officer to buy bamboo tongs from Amazon.

Cllr Gurney is concerned that there won't be enough people to help on the day. An email to be sent to all councillors to see if any are available on the 10<sup>th</sup> to help. Ideally, we should have a minimum of 10 people to help. It was suggested that volunteers be at the Community Centre from 11.30 am to start setting up tables, AGREED.

Since the last meeting there has been a discussion around the number of sandwich platters we purchase. Each platter has 20 sandwiches which is for 4 – 6 people. The number will increase to 7 meat, 7 classic and 2 vegetarian, as there will also need to be some for the volunteers. Cllr Gurney will collect the sausage rolls and Cllr Johnson will collect the sandwiches. Kelly's bakery will do 70 Sausages rolls cut in half.

It has been suggested that cups and saucers are to be placed on tables and 3 people provide tea and coffee from a trolley, AGREED. Cllr Forder will be able to provide some extra trollies.

Senior Admin Officer to provide a breakdown of costs of events at the next meeting.

**9. Proposed events for 2023**

Hellesdon Open Gardens will run during the summer.  
Summer Fayre.

Approved.....

Date.....

Coronation of King Charles  
Scarecrow Festival  
Easter Trail / Treasure Trail.

**10. Exchange of Information**

11. Senior Admin Officer raised a question over the charging of advertising of events in Just Hellesdon, it was agreed that all advertising for events which have been paid out of another budget should be charged back where necessary.

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

The next meeting will be on tba.

Approved.....

Date.....