

Minutes of the Meeting of Hellesdon Events Committee Wednesday 24th July 2024, 3pm in the Olive Haseltine Room

Present at the Meeting

Cllr S. Smith (Chairman)
Cllr R. Forder
Cllr B. Johnson

Also in attendance

F. LeBon - Clerk
L. Pointin – Senior Admin Officer
K. Sage – Facilities Manager

The Chairman welcomed all attendees, and opened the meeting at 3pm

1. Apologies and acceptance for absence

Apologies were received from Cllr's Douglass, Sear and Britcher.

2. Declarations of Interest and Dispensations

No declarations were made or dispensations requested.

3. Approval of the Minutes

The minutes of the meeting of the 5th June 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

No members of the public in attendance.

5. Summer Fayre 22nd June 2024

- The feedback received regarding the Summer Fayre has been very positive from both stall holders and residents. The success of the day was a testament to the hard work undertaken by all who were involved. The small downpour of rain and the lack of alcohol did not hamper the day and it was a great atmosphere.
- The layout worked really well, it had a good mix of food vendors and stallholders together, there were however a few negative comments about generators being too close to non-food stall holders.
- It could be that all food vendor generators are to be 98db or below, this is a question that could be posed in advance of the day.
- It was observed that the children were hanging around the MC tent touching everything which was on the tables, advisory note is that someone will need to be in the area at all times to ensure that nothing is removed.
- The Clerk will arrange for the Temporary Event Notice (TENS License) for the next Summer Fayre.
- It was widely felt that Jack Jenkins the MC was outstanding at the Summer Fayre. He was asked on the day if he would attend again next year, also Senior Admin Officer has emailed him to ask for confirmation.

Approved.....

Date.....

- Glorious Gardens wasn't as well received as was hoped, we had three entries unlike the Handsome Hound which had approximately 16 entrants. Some consideration to be given to what kind competitions are run next year with the exception of the Handsome Hound.
- To make it more seamless with vendors accessing the Recreation Ground next year, it was agreed that stall holders would provide the licence number of the two vehicles along with additional names who will be onsite so we can mark them off the list when they arrive.
- Hellesdon Horticulture Association still had cars on and off the Recreation Ground, next year consideration will be given to placing them closer to the entrance so to avoid the traffic flow.

6. Summer Fayre 21st June 2025

- It was agreed that the walkie talkies on the day were quite invaluable, it would be beneficial to purchase some for future events at a cost of £46.66 with ear bud covers at a cost of £3.32. The walkie talkies can be used for other events within the Community Centre.
- It was also agreed that we would purchase some chalk boards which would be used for directions and timings of events, the idea is that they would replace the laminates which we had around the Recreation Ground to give a more professional feel.
- As it wasn't clear that games were free it has also been suggested that we purchase some A-boards so we can advertise the games, purchase of 2 A-boards have been agreed.
- Instead of having the same attractions, it was agreed that to have alternative performers. Senior Admin Officer has asked for contact details to be forwarded to her so she is able to make enquiries.
- It was also suggested that alternative games are introduced for the next Summer Fayre, with one being a team walking on planks. These could be made quite simply so is an inexpensive game. Facilities Manager will look to make 6 sets of walking planks for the 21st June 2025.
- Senior Admin Officer has looked at alternative animal attractions and currently has an enquiry with Bert's Amazing Creatures. He has many different types of animals ranging from 4 legged to 8 legged creatures.
- Senior Admin Officer to make contact with the Tug-of-War Society to see if they are available to provide a demonstration at the Summer Fayre.
- The air ambulance has some collectors who dress up in Star Wars characters, Councillor Smith has a contact, she will check their availability.
- There is also the Norwich Scifi Club who dress up and help to raise money for charities, Senior Admin Officer to contact them for their availability.

7. Update for Further Consideration for Upcoming Events

Party Night

- So far we have had 6 ticket sales online, a further poster has been designed and will go in the next edition of Just Hellesdon and around the Parish, including shop windows.

Drag Bingo

- It would be advisable for the alcohol to be purchased ahead of time for Drag Bingo so we are able to get the bottles chilled, they can then be transferred from the fridges when required. The walkie talkies will be in operation by the 31st August 2024 so will be put to use this.
- Some items have been returned to Lacons with a credit note being issued.

Current stock levels:

Products Ordered	Remaining
3 x tray of Peroni (24 bottle pack)	12 bottles
24 pack Guinness (asda)	14 cans
3 x trays of mixed fruit Koppaberg (15 bottle pack)	8 bottles
3 x trays Ghost Ship bottles (12 bottle pack)	10 bottles
1 x tray Becks Blue (24 bottle pack)	1 bottle
1 x tray J20 (orange and passionfruit (24 bottle pack)	28 bottles
1 x tray coke cans (24 can pack)	21 cans

Approved.....

Date.....

1 x tray diet coke cans (24 can pack)	7 cans
1 tray coke bottles (12 x 1.25l bottles)	6 bottles
1 tray diet coke bottles (12 x 1.25l bottles)	6 bottles
2 x trays tonic bottles (6 x 1l bottles)	8 bottles
1 pack R&R Pinot (6 x 750ml)	3 bottles
1 pack zinfandel R&R (6 x 750ml)	2 bottles
1 pack merlot R&R (6 x 750ml)	1 bottle
1 x 1.5l Smirnoff vodka	90% full
1 x 1.5l JD	75% full
1 x 1.5l Captain Morgans	50% full
1 x 1.5l Gordons Gin	60% full
1 x 1.5l Gordons Pink Gin	almost gone
tray of 12 lemonade	10 bottles
trays of 200ml prosecco (24)	16 bottles

- Cllr Smith to contact the Clerk mid August to agree the stock for Drag Bingo.

Scarecrow Festival

- The Scarecrow Festival is very popular and will continue for 2024. It run from Saturday 26th October Sunday 3rd November 2024. There will be no theme as this will ensure more inclusivity with residents.

Community Awards Budget

- The current budget for Events is £2216. The cost of the DJ is £1450 which is inclusive of the red carpet, 2 x 55 in screens, DJ and Disco, Stage Lighting, Cold Sparks Fountains and AV.
- The red carpet is 2m wide by 8m.
- The Clerk will look at the possibility of grant applications for funding and has enlisted the help of Cllr Johnson in his capacity as a BDC Councillor.
- A breakdown of all the costs will be required for the purposes of the grant application.
- Senior Admin Officer to email all sponsors thanking them for the support and requesting the funding for the award they have agreed to sponsor, these can then be purchased at their current price.
- The CO-OP is the sponsor of refreshment on arrival and have provided £50 of vouchers.
- There will also be an opportunity for all staff to attend the event which would be on a voluntary basis with a plus one.
- It's advisable to get quote for the hire of table cloths as well as a purchase price. The negative of purchasing them would be the upkeep, washing and ironing them.
- Table cloths will need to be greater than 6ft x 2ft and 3ft x 2ft so as to cover the edges of the tables.
- The Facilities Manager has suggested that if we have some budget available, we purchase some Swags.

8. Items for the next agenda

- Scarecrow Festival.
- Party Night and Drag Bingo Debrief.
- Senior Citizens Christmas Party.
- Summer Fayre 2025.
- Review of Budget / Grants for Hellesdon Community Awards.

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

Wednesday 9th October 2024 at 3pm

The meeting closed at 16.38 pm

Approved.....

Date.....

HPC Events Committee Minutes 24th July 2024