

**Minutes of the Meeting of Hellesdon Events Committee
Held on Monday 3rd October 2022, 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr L Douglass

Cllr S Gurney

Cllr R Forder

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

Apologies from Cllr Johnson.

3. To receive approval of the minutes of the committee meeting held on the Tuesday 16th August 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. Hellesdon Community Centre

It has been agreed that the re-opening of the Community Centre event will be from 6.30pm until 8.30 pm. Cllr Gurney advised there are additional names to be added to the list, Cllr Gurney will provide the names to the Senior Admin Officer. There will also be 2 Hellesdon High School students who have agreed to play the piano during the event, the parents will also receive invitations. They will each play 2 recitals. Cllr Gurney would like to present the performers with gift vouchers as a token of appreciation.

A discussion occurred around who would provide the buffet, it was agreed that the café would open as normal on Thursday 24th November 2022. After further discussion the Senior Admin Officer would enquire as to whether a supplier is willing to adapt a menu slightly, consideration was also given to sausage rolls being made in house on the day.

Cllr Gurney queried what monies had been spent from the Chairman's budget as there were concerns around there being insufficient funding for the event along with notable resident anniversaries / birthdays. Senior Admin Officer confirmed that £245 had been spent which is inclusive of flowers for the late Queen, a donation and a shield for the bowls club (it was established that the shield was a commitment made by Cllr King whilst he was Chairman) The Clerk will see if the committed spend by the previous chairman can be moved.

- Consideration would be given when budgeting to establish a donations pot for future aid, this would then not impact the Chairman's budget.
- It was suggested that funding for the event should be discussed at the next full council meeting to see if any monies could be redistributed. The Clerk will add to the next Full Council agenda.
- Cllr Douglass put forward a suggestion for notable anniversaries and birthdays to come from the events pot.
- It was agreed that there would be a selection of beverages ie. red and white wine, elderflower, orange and apple juice, tea and coffee.

We have received two quotes for stone plaque's. The supplier who provided the plaque for Diamond Jubilee Lodge was much cheaper at approximately £404 with lettering only.

Approved.....

Date.....

A further discussion was had around the type of plaque, Senior Admin Officer had made enquires regarding an alternative plaque. Cllr Gurney was concerned that if we purchase a brass plaque instead of a stone plaque one it would over time tarnish as it is not as durable. Senior Admin Officer will make enquiries regarding an oak plaque so there are more options, also to chase Robert Webb, Broadland Key Bar to ascertain the cost of plaques with The Lady Dannatt emblem added to it.

6. Residents Christmas Party

The Accordion Band has been booked. Residents will be welcomed at 2.30 pm followed by the band, at 2.40 pm for approximately 45 minutes.

Lunch will be from 3.30 pm until 4.30pm followed by another set by the band with a finish of 5.30 pm which will be after the raffle prize draw.

It has yet to be agreed as to what food will be provided on the day although the suggestions are sandwiches, crisps, sausages on sticks, mince pies. Senior Admin to ask Teresa to cost up.

Beverages provided are Sloor, wine, orange juice, coke, lemonade, sherry, tea and coffee.

7. Concert – Saturday 17th December 2022

David Southgate has yet to confirm if Meadow Way Orchestra will be available on the 17th December.

It was suggested that it would be a free event and potentially have a collection on the door which would be passed on to a charity.

8. Parking Cones

Due to the issues encountered by residents with parking on the day of the Jubilee Event and the inability to obtain parking cones from the Police, the Senior Admin Officer looked at hiring some for next year. The hire of 50 cones would cost £240 however, to purchase 50 cones it would cost £249.58 plus a delivery charge of £50. It was AGREED that the purchase of 50 cones for forthcoming events would be necessary. They should all be marked property of Hellesdon Parish Council. Cllr Forder has agreed to mark up the traffic cones.

A short discussion was had regarding the scarecrow competition, it was agreed that councillors would not be able to enter the photo competition, it would be open for residents only. However, they are welcome to take part in the Scarecrow trail.

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

The next meeting will be on Wednesday 2nd November 2022 at 7.00 pm.

Approved.....

Date.....