

**Minutes of the Meeting of Hellesdon Events Committee**  
**Held on Wednesday 2<sup>nd</sup> November 2022, 7.00 pm in the Council Chamber**

**Present at the Meeting**

**Cllr L Douglass**

**Cllr S Gurney**

**Cllr R Forder**

**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 Wednesday 3<sup>rd</sup> October 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 Official Re-Opening**

So far we have received 32 confirmations. A number of people have advised Cllr Gurney that they will be attending, although the office has not yet been notified. It was agreed that attendee's should confirm by contacting the office. A reminder email will be sent from 7<sup>th</sup> November to all those invited by email who have not yet responded.

***(Update, there are now 80+ confirmed attendees, this number is inclusive of +1.)***

Cllr Johnson will meet and greet Lady Dannatt in the car park prior to Cllr Gurney taking over, Cllr Gurney will then introduce her to some of the attendees. Attendees will be offered a drink on arrival which will be followed by a speech from Cllr Gurney, she will also introduce the first pianist for a music recital. The plaque will be placed on a music stand which will be covered, Lady Dannatt will unveil the plaque in the Marjorie Lewis Hall after the first music recital.

A picture has been donated by the Evans family which is of the original Mann Egerton site. Cllr Gurney advised she will get a small plaque made up at Broadland Engraving to go with the Mann Egerton picture, it will be inscribed with 'In Memory of Keith Evans – Local Historian'. This will be unveiled by the Evans family / Lady Dannatt.

Cllr Forder has agreed to loan an aluminum easel which can be used to place the picture on for the unveiling of the picture.

Refreshments will be soft drinks comprising of elderflower, orange, apple juice as well as tea and coffee. Cllr Gurney has offered to pick up some elderflower water from Lidl's.

The suggestion is to have some small table decorations with flowers sourced from the parish grounds, along with some carnations which would need to be purchased.

Cllr Gurney to source approximately 8 trays with oasis from Taverham Garden Centre, at the end of the event the table decorations will be given to some of the attendees.

Table roll to be sourced from Bookers for both the event and the Residents Christmas Party.

***(Update, Bookers did not have any table roll, this has been sourced from a company online, there is limited availability).***

Approved.....

Date.....

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

The Community Centre Open Day gives residents the opportunity to come and see what activities are available and also gives them a chance to try an activity on the day. There will be several exercise classes in the morning and a number of dancing groups in the afternoon. To manage the sessions they will be in 30 minute slots.

Complimentary refreshments and a piece of cake will be available, this will operate on a voucher basis, once redeemed they will be ticked returned to the entrance for reissue. Senior Administrator to make the vouchers.

A suggestion has been made that a raffle is held to raise money for the Warm Room, entry would be £1 with the proceeds funding refreshments for the Warm Room. Tickets will be sold on the day.

It was AGREED that £30 would used from the event budget to cover the cost of prizes.

**7. Declaration of Interest and Dispensations**

Cllr Gurney declared an interest in the residents party as a musician of the Accordion band who will be performing at the party.

**8. Residents Christmas Party**

The doors will be kept closed until 2.30 pm.

Trevor and Nick Gurney will run the bar which has the offering of Harvey's Bristol Cream Sherry, Croft Original Sherry x 4 of each, Red wine x 2 White Wine x 3, apple and orange juice, coca cola.

10 x Christmas Cakes - £2.75 each (**Asda**)

2 x Vegetarian Sandwiches – £12.00 each (**Morrisons**)

7 x Meat Sandwiches – £12.00 each (**Morrisons**)

7 x Classic Sandwiches – £12.00 each (**Morrisons**)

112 x Mince Pies

2 x Bags of Ice

10 x Crisps – Multi Bags

100 x Christmas Crackers

70 x Sausage Rolls – (cut in half) - £70 (**Kelly's Bakery – Drayton**)

4 x Serving Platters (pack of 10's) (**Nisbits**)

Cllr Gurney will obtain a quote from Drayton Bakery for Sausage Rolls.

It was agreed that the hall would be sectioned up for the purposes of serving, each volunteer would look after a certain area and with items being served on a platter for residents to choose.

It has been AGREED that £300 would be used from the Events budget to cover the cost of Christmas decorations for the Community Centre. Cllr Gurney and the Clerk will source.

A raffle ticket will be placed under each plate with the draw being towards the end of the party. £30 to be set aside for prizes.

Volunteers will wear Christmas hat's, generally they bring their own.

***(Update the sandwiches have gone up in price since the meeting, they will be ordered in advance as the offer is currently 2 trays for £20).***

**9. Budget Setting**

Deferred until the next meeting.

**10. Exchange of Information**

As requested by Cllr Britcher, some Events Committee meetings should be held in the evening to accommodate working Councillors. The absence of Cllr Britcher has been noted at evening meetings held in 2022, it was proposed by Cllr Gurney that future Events Committee meetings are to be held in the afternoons, this was seconded by Cllr Douglass and carried.

Approved.....

Date.....

- 11. To confirm the date, time and venue of the next meeting**  
The next meeting will be on tba.

Approved.....

Date.....