

**Minutes of the Meeting of Hellesdon Events Committee
Held on Tuesday 6th June 2023, 4.00 pm in the Council Chamber**

Present at the Meeting

Cllr L. Douglass

Cllr R. Forder

Cllr S. Smith

Cllr B. Johnson

L. Pointin – Senior Admin Officer

J. Jenkins – Compere

R. Barnes – Volunteer

Welcome

The Chair welcomed the members present along with Jack Jenkins the Master of Ceremonies and Richard Barnes who is volunteering on the 24th June 2023.

1. Apologies and acceptance for absence

Apologies were received from Cllr Sear.

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 6th June 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. Summer Fayre – Saturday 24th June 2023

Introductions were made by all present at the meeting.

Progress since last meeting:

- Although initial contact with a Bouncy Castle vendor was looking favorable, this is no longer the case as further contact has not been established.
- Senior Admin officer has a quote for bunting, it was agreed at the last meeting we would purchase some as current bunting is now old and hard to tie together. Replacement heavy duty bunting will cost approximately £200. This will be purchased asap for the Summer Fayre.
- Cllr Smith has been in discussion with a number of Face Painters, as yet she has not found anyone with availability on the 24th.
- We have 14 food and drink vendors and are still waiting to see if Hot and Tasty Diner will be available.
- The Coconut Shy canvas was dropped off at Hellesdon High School following an email exchange with an art teacher, unfortunately they didn't envisage the size of the canvas and have now advised they are unable to paint it.
- Senior Admin officer to send an image to Cllr Smith, she will speak with her daughter to see if she is able to design something, also to contact B&Q to see if they are able to donate any paint.

Approved.....

Date.....

- Easters are able to supply coconuts which are approximately 80p each, however Cllr Forder has a contact who can supply 50 coconuts for £29.
- It has been confirmed that Mocktails will be available to purchase from Craftily Bars and Events.
- Senior Admin officer has looked at the shield options with the inscription of Hellesdon Parish Council, Tug-of-War, this will now be purchased.
- We are awaiting the quote from PPLPRS, Senior Admin officer to chase this to ensure it is in place for the 24th.
- Jack Jenkins has downloaded some music which can be transferred to the iPad, he will share a link with Senior Admin officer to download these. Senior Admin officer will double check with PA Hire how music is played, if wired or Bluetooth.
- It was agreed that music should be diverse and have an element of comedy for some of the events.
- We will advertise the café as being open, it will be left to Keith the new Cook / Manager to decide what he offers on the day.
- Kinder Eggs and Haribo have all been purchased, this is in addition to the cream eggs we had left over from Easter, they are to be given as prizes for Coconut Shi winners.
- We will put daily posts on Facebook advertising the Summer Fayre.
- The Clerk will send out an email to all Councillors to see if they are able to volunteer on the 24th June with hope that they will demonstrate some of the races.
- Cllr Diffey is in contact with the Fire Service, they may be able to provide an engine on the day, this is likely to be for an hour or more.
- Skip Hire is £225 and the size will be an 8 yard skip.
- National Tennis will have use of the tennis courts from 1.30 pm to 2.30 pm with Welly Wanging for children from being from 12.15 pm to 1.15 pm and adults from 3 pm.
- Cllr Douglass will put an appeal on Facebook for wellies, we will require different sizes including some for children to throw.
- Senior Admin officer to send the event poster to Cllr Douglass, she will change the profile picture for Hellesdon Life and Events. Cllr Smith will see if her daughter has time to design a poster.
- Winners name will be taken when a race has been won so they are able to be called for the final race.
- The photo competition boards will be situated near the beer tent.
- Jack has contact who is involved with NARS and will see if there is any availability on the 24th.
- As we have grounds staff working on the day, volunteers will need to be here from 9.30 am.
- Senior Admin officer will contact the High School to see if attendee's are able to use their car park as there will be no parking with the exception of disabled parking.

Roles and Responsibilities

- Cllr Sear will run the Coconut Shi.
- Kingsley Avenell will run the Welly Wanging.
- A timetable for volunteers will be set up which gives them an opportunity for a change of duties.

6. Exchange of Information

No matters raised.

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

Tuesday 20th June 2023 @4pm.

Approved.....

Date.....