

Heacham Parish Council
THE COMMUNITY ACTIVITIES COMMITTEE
TUESDAY 8th JULY 2025 AT 7.00 PM

MINUTES

PRESENT Cllrs J Waldron (Chairman), S Bolt, J Dear (ex officio), E Hammond, R Pritchard, G Reader and D Rawnsley (ex officio).
Mrs J Carr, Mrs M Gilbert and Mrs P Sewell.

Also present L Liddington (minute taker), Mr Robbie Topliss and Mr Tom Burman.

1. APOLOGIES None

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING

Minutes from 10th June were agreed and signed as a true record.

4. MATTERS ARISING

The Mind building was discussed at the last meeting and Mrs Sewell has discovered that whilst it's main use is as a call centre they are holding some face-to-face sessions by appointment. Someone one had dropped off a poster advertising this fact to the Library.

5. PHOTOGRAPHIC EXHIBITION

Mr Robbie Topliss and Mr Tom Burman came to the meeting with a request that the Council reinstate the photographic exhibitions that used to take place in the Old Friends Hall. Mr Topliss said that they hoped to get Roger Drinkwater onboard as he used to organise them when he was on the Council. Mr Topliss said that they planned on holding it on August bank holiday weekend (23rd and 24th) they would come in and set up on the Friday and take down on Monday morning. Cllr Reader said that he would provide a slide show of local photos as he did for previous exhibitions, both gentlemen were pleased with his offer and said that that would be a great addition. They will deal with advertising and applications themselves. After a lengthy discussion it was felt that as they would do the organising and running the event and the Council to just provide the venue and some equipment that it could ahead. Cllr Rawnsley asked to check if we would be covered by insurance.

6. OFH – COFFEE MORNING

Cllr Reader reported that the attendance still wasn't back up to that of last year with an average of 20 attendees compared to 23 last year, though January saw 30. The last coffee morning was still an enjoyable morning. There was a discussion regarding Fridhem bringing some of their residents to the next coffee morning and after much discussion it was decided

that we should just wait and see if they actually come and see how it goes. Some members were concerned about how they would park and use of the Scout Hut carpark and that we shouldn't have to pay for the carpark but then Cllr Hammond pointed out that if the staff of Fridhem want to bring some of their residents they could and would organise all that themselves.

Mrs Gilbert had an initial look at registering with Ask Lily as discussed at the last meeting but the process looked very complicated and so Cllr Reader said that we shouldn't bother.

Cllr Pritchard asked that the Council officially thank Karen and Sarah for all the baking they do for the coffee mornings.

7. LIBRARY

Mrs Sewell asked if everyone was happy with the report for July and everyone said that they were. Mrs Sewell also told the Committee that there were still too many books for the sale table and that they were looking to offload some books and to that end she had invited someone from Docking to come and hopefully take the extras for their sale. The Summer Reading Club has been launched with a few changes from last year. The report for July is below:

HEACHAM PARISH LIBRARY: ACTIVITY & FINANCE REPORT – JULY 2025

1. **Recommended Reading:** **July:** Rachel Mac Lean – Dorset Crime series
 August: Felix Francis – Horse racing crime
2. **Displays:** **July/Aug:** Heacham & Artists of the past – by
 Heachamites Recollections Group
3. **Events:** **Clearance Book Sale** – extended until display is in place
 New – Summer Reading Club launches 4th July
 Heacham Recollections Group meeting 7th July
 Tech Skills Session 21st July
 New - Anne Sipple – British Red Cross/Trussel partnership – 30 July
 10.00 to 12.00 noon (see below)
4. **Library News/Issues:** Further to an introductory meeting with CA Committee, it has been agreed for Anne to attend the library the last Wednesday morning each month. The aim is to provide help to the community with issues such as blue badges, personal allowances, debt management and energy bill support.
5. **Volunteer Staff:** Long-standing volunteer, Mary Sheldrick, very sadly passed away in June and the summer social has been postponed as a result.
Letters for new and existing volunteers are still to be finalised and issued.

6. Statistics (April -June 2025)

	Year to date	Previous Year to date	Notes
Customer Numbers	804	718	Apr-May fig. was under-reported by 150
Books taken out	888	849	
Computer/Printer	82	92	
Displays/events	34	81	

7. Expenditure at 30 June 2025 (To be verified by The Clerk)

Item	Internal budget £	Spend Year to date	Balance	Notes
Book purchases	350	51.30	298.7	June £12.74
Mobile phone	60	15.00	45.00	
Stationery	280	0	280.00	No change
Misc.	110	11.91	98.09	No change
Total	£800	78.21	721.79	

8. Other Expenditure: Costs approved under CA Committee budget (Other Events)

World Book Night – 23 April 25	Refreshments (Budget £50.00)	£ 17.78 (incl VAT)
--------------------------------	------------------------------	--------------------

9. Total Book Income from Library charges and public donations* (used to offset running costs)

Item	Year to date	Previous Year to date	Notes
Book sales @20p each	95.2	39.26	
Printing @20p/40p	66.2	76.4	
Other	31.90	12.9	
Total	193.30	128.56	

* this may not match the exact amount donated to the Parish Council due to differences between book entries and actual cash received.

Prepared by Heacham Parish Library Operations Team

8. CARNIVAL

It was reported to the Committee by Liz Liddington that the collection for the carnival this year had been awarded to the Judo Club and that no one else had requested it. She also showed the Committee a print out from Cllr Bolt for some signs that were to be used to inform in advance of road closures (these can also then be used for Remembrance Sunday). It was decided that the Parish Council should have three of these to be placed: one on Lamsey Lane,

one on the grass of the small layby at the junction of Poplar Avenue with Collins Lane and Staithe Road and one by the Declaration bed opposite the start of the High Street or outside the Public Hall (with permission from the club). Liz Liddington to speak to East Coast Signs regarding the lettering needed.

Proposal: To order 3 road signs - Proposed by Mrs Carr and seconded by Cllr Pritchard – vote unanimous.

Proposal: To contact East Coast Signs to arrange necessary wording for the signs – Proposed Cllr Hammond and seconded by Cllr Reader – vote unanimous.

Cllr Rawnsley reported that the stilt walkers had been asked to email in their insurance details etc.

Cllr Waldron told the Committee that Norfolk Lavender are not sponsoring the Parish Council float this year but Cllr Hammond has spoken to Heacham Youth & Community Trust and they have donated £75 (to purchase Amazon vouchers), Mrs Carr said that she felt sure that Norfolk Lavender would sponsor next year. Liz said that so far we only had two interested in coming on our float and one of them was only five which the Committee felt was a little young. This will be discussed again at the August meeting as to whether things turned out well or whether the Parish Council need to rethink their part in the actual parade.

9. OTHER EVENTS

The Committee discussed VJ day on the 15th August and agreed that it would follow the same format as VE day. Liz asked about the signs we had for VE day and whether it was felt they were good enough value to buy some for VJ day and the Committee felt that they were good value and that we could perhaps order more for VJ day.

Proposal: That we order 10 of the roundels for VJ day – Proposed by Cllr Hammond and seconded by Cllr Rawnsley – vote unanimous.

It was reported that six tickets for Ken hill Tours had been donated and use of these would be discussed at the next meeting.

Once the carnival is over the committee would then commence preparations for the Christmas decorations trail.

10. NEXT MEETING

Next meeting to be held on Tuesday 12th August 2025, 7pm at the Old Friends Hall.

Meeting closed at 20.45hrs.

.....Chairman

.....Date