

**Heacham Parish Council**  
**THE COMMUNITY ACTIVITIES COMMITTEE**  
**TUESDAY 12<sup>th</sup> AUGUST 2025 AT 7.00 PM**

**MINUTES**

**PRESENT** Cllrs J Waldron (Chairman), S Bolt, J Dear (ex officio), I Morrison and D Rawnsley (ex officio).  
Mrs J Carr, Mrs M Gilbert and Mrs P Sewell.

Also present L Liddington (minute taker).

**1. APOLOGIES** Cllrs R Pritchard, G Reader and E Hammond.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE PREVIOUS MEETING**

Minutes from 8<sup>th</sup> July were agreed and signed as a true record.

**4. MATTERS ARISING**

None.

**5. PHOTOGRAPHIC EXHIBITION**

Mr Robbie Topliss seems to be on top of the organisation.

**6. OFH – COFFEE MORNING**

Cllr Reader was not present but Mrs Gilbert said that the last coffee morning met the usual targets.

**7. LIBRARY**

Mrs Sewell asked if everyone was happy with the report for August and everyone said they were. Mrs Sewell and Mrs Gilbert are organising a get together for all volunteers and Council staff so that everyone gets the chance to meet all the team, this also helps volunteers like our newest member who hasn't met anyone else. Cllr Morrison spoke about some of the topics covered in the letter to be sent out to all volunteers, he said that safeguarding in particular needs full understanding by all volunteers. Mrs Gilbert said that there is a Library Operations Manual that all have to read and a page in the back signed to say that they have read and understood the contents, this could be a yearly undertaking. Mrs Sewell said that they were going to run through some things at the get together. The request for a new kettle has been put to the office and will be included in the next Viking order.

## HEACHAM PARISH LIBRARY: ACTIVITY & FINANCE REPORT – AUGUST 2025

1. **Recommended Reading:** **August: Felix Francis** – Horse racing crime thrillers  
**September: Nancy Revell** – Women’s lives in the WW2 shipyards
2. **Displays: August/September:** ‘Artists, past & present, with links to our Village’ by the Heachamites Recollections Group  
**VJ Day:** a small tribute display until after the event
3. **Events: Summer Reading Club** until 31 August  
**Heacham Trivial Pursuit Quiz & Conservation Walk promotion**  
**Tech Skills Session:** 18<sup>th</sup> August  
**British Red Cross/Trussel Outreach Session:** 27<sup>th</sup> August 10.00 -12.00 noon

### 4. **Library News/Issues:**

**Jigsaw puzzles:** A customer has requested that we lend out jigsaw puzzles over the winter months. The Library is prepared to trial this from October – (Cllr J Dear has kindly donated two new ones).

**Displays:** An offer has been extended to the organisers of the Photographic Exhibition to display the best of the best of the exhibition at the Library in October. An offer has also been extended to Mr Race to display some of the material about Captain Race in November as part of the Library’s usual Remembrance tribute.

5. **Volunteer Staff:** The Library has 15 volunteers (10 with permanent shift allocations and 3 on a cover basis plus another 2 in training). The current vacancy for alternate Monday pm will be filled by a cover volunteer from November onwards). The proposed letters from the Parish Council for new and existing volunteers are still to be approved and issued. Currently considering a refresher training session for all volunteers in September.

### 6. **Statistics (April -July 2025)**

|                  | <b>Year to date</b> | <b>Previous Year to date</b> | <b>Notes</b>                          |
|------------------|---------------------|------------------------------|---------------------------------------|
| Customer Numbers | 1,078               | 982                          |                                       |
| Books taken out  | 1,172               | 1,138                        |                                       |
| Computer/Printer | 112                 | 102                          |                                       |
| Displays/events  | 34*                 | 94                           | *Only 1 main display staged this year |

7. **Expenditure at 31 July 2025** *(To be verified by The Clerk)*

| Item           | Internal budget<br>£ | Spend Year to date | Balance       | Notes                       |
|----------------|----------------------|--------------------|---------------|-----------------------------|
| Book purchases | 350                  | 57.30              | 292.70        | £6.00 Book Order            |
| Mobile phone   | 60                   | 20.00              | 40.00         |                             |
| Stationery     | 280                  | £5.02              | 274.98        | £5.02 Card Laminate pouches |
| Misc.          | 110                  | 11.91              | 98.09         |                             |
| <b>Total</b>   | <b>£800</b>          | <b>94.23</b>       | <b>705.77</b> |                             |

8. **Oher 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 | 129.5         | 54.46                 | Last year sale started in August |
| Printing @20p/40p    | 98.7          | 100.4                 |                                  |
| Other                | 42.15         | 16.6                  |                                  |
| <b>Total</b>         | <b>270.35</b> | <b>171.46</b>         |                                  |

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

***Prepared by Heacham Parish Library Operations Team***

**8. CARNIVAL**

Cllr Waldron thanked everyone for their work at the carnival and said that she felt that it went well and was pleased that the weather was kinder than the forecast said it was going to be. Cllr Dear said that Hunstanton had put a big piece in the 'Your Local' and feels that we should do the same, Mrs Sewell said that not only did they have a big budget they also got a lot of sponsorship money and that the Hunstanton Carnival is a three day event. There was then a discussion regarding publicity. It was felt that the carnival of 2025 was not publicised as much as it could have been. There is a drive to ensure that 2026 is better publicised in the various outlets available. It was suggested that we have a piece in the Newsletter from February onwards and this could then be 'edited' throughout the year. All agreed that wherever possible the committee members take a more proactive role with the Communications Officer taking the lead. This would alleviate some of the workload carried out by Liz in the run up to the carnival. Cllr Bolt suggested that we agree on a budget for publicity and it was decided that this should be set after research into how much we would have to spend. Cllr Morrison said that he thinks that the whole thing could be co ordinated better, more involvement with the Club and the Committee was reminded that Joy attends all the Club's fete meetings. It was suggested by Cllr Rawnsley that the vicar and the club be invited to our

meeting too. Liz suggested that posters could be put up in the offices at the caravan site but Cllr Waldron said that she had tried that previously and they all said that they do not put up such posters. Cllr Waldron thanked Cllr Hammond and Mr Beeken for lending and putting up the barriers for the road closures and it was felt that these worked much better this year, but it was felt that estimated timings for each closure should be publicised so that people could make plans. There was also a discussion about the new road signs we bought and that whilst they were deemed an overall success that they had melted in the sun and this should be pointed out to the supplier.

Mrs Gilbert suggested that there be a category for 'individual' entry and the Committee agreed that this should become a regular feature of prizegiving and that the amount of the prizes be publicised.

The Committee decided that a trophy of the same size as the smaller three be purchased and engraved with Individual entry. Proposed by Mrs Sewell and seconded by Cllr Bolt – vote unanimous.

Cllr Morrison felt that the buckets used by the selected group to collect street donations were not suitable and open to possible abuse.

The Chair pointed out that the Parish Council had no input into the collection method used. That the successful group selected have to apply for a street collection licence from the Borough Council but wasn't sure if there was any stipulation regarding collection methods. It was suggested by Mrs Carr that the Council buy buckets with the collection scoops fitted in them for use each year and returned to the Council after the carnival.

Mrs Sewell said that there was a dinosaur group based in Norwich who could be asked to join the parade and that she would look into costings.

It was decided that the stilt walker should be asked back next year as the children loved them but without the juggler and bubble lady.

Cllr Rawnsley suggested the purchase of a new banner and Liz said that there have been discussions about this and Cllr Hammond had suggested that in addition to the one put on the fence at the Recreation Ground, one could be put on wooden posts at the back of the Lavender bed and one fastened between the two posts.

## **9. OTHER EVENTS**

The Committee discussed VJ day on the 15<sup>th</sup> August and agreed that as 11am had been advertised as the wreath laying we would have to go ahead with this time. It was said that Cllr Pritchard had asked Reverend Ncube to say prayers and Mr Race to say a few words, Mrs Curtis to light the beacon. There is also to be a bugler to play the last post at both events.

Whilst most of the Christmas events are to be discussed at the next meeting, Liz stated that some things had to be decided now as she would have to produce a poster for the trail ready for the next meeting as it would be close to the deadline for the Newsletter and so any editing, if necessary, could be done in time for submission. It was decided that there be a first prize of £100 and £50 for second price – proposed by Mrs Carr and seconded by Cllr Waldron – vote unanimous. Judging to take place between 13<sup>th</sup> and 21<sup>st</sup> December.

**10. NEXT MEETING**

Next meeting to be held on Tuesday 9<sup>th</sup> September 2025, 7pm at the Old Friends Hall.

Meeting closed at 20.43hrs.

.....Chairman

.....Date