

Heacham Parish Council
THE COMMUNITY ACTIVITIES COMMITTEE
TUESDAY 14th OCTOBER 2025 AT 7.00 PM

MINUTES

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

Also present L Liddington (minute taker).

1. APOLOGIES Cllr S Bolt and Mrs P Sewell.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING

Minutes from 9th September were agreed and signed as a true record. Proposed by Cllr Rawnsley and seconded by Cllr Pritchard, Vote unanimous

4. MATTERS ARISING

Cllr Reader said that he was pleased that the Photographic Exhibition went so well and that his slide show was well received, members agreed that it had.

5. OFH – COFFEE MORNING

Cllr Reader thanked Mrs Gilbert for reporting last month in his absence. He said that the last coffee morning went well and that all were welcome to the next to be held on the 29th. He also thanked the team for their baking.

6. LIBRARY

Mrs Gilbert asked if there were any queries regarding the report and there were not. Cllr Reader said that he noticed that numbers were mostly on the up and that this was a good thing.

Mrs Gilbert said that the IT lady had to cancel her session due to ill health but it had been rearranged for 27th October.

No jigsaws had been taken out as yet. Cllr Waldron asked if they were checked before lending and Mrs Gilbert said that they had a volunteer who took all new donations and made them up to make sure there were no missing pieces.

Mrs Gilbert announced that the Heacham Library Facebook page is up and running and Liz said it had invited her to follow and she is.

Cllr Dear asked if the phone number on the google search for the Library had been corrected and Cllr Hammond checked and said that it had.

Mrs Gilbert thanked Philippa and Liz for sorting the name badges for volunteers. Cllr Waldron asked if the lone working Policy had been addressed and Mrs Gilbert said that we already follow the one the Council has and that the church have one up on the wall in the library too. It would be looked again if change was needed.

HEACHAM PARISH LIBRARY: ACTIVITY & FINANCE REPORT – OCTOBER 2025

1. **Recommended Reading: October:** Secret of Secrets by Dan Brown (the latest Robert Langdon novel)
November: Norfolk Murders -introducing authors Sadie Norman & Keith Finney
December: Girls of Bomber Command series by Vicki Beeby
2. **Displays: October:** Best of the Best - Photographic pop-up
November: Remembrance: - Far East conflict (Mr J Race)
3. **Events:** **Heachamites Recollections Group:** 6 October and 3 November
Tech Skills Session: 13 October (fully booked)
British Red Cross/Trussel Outreach Session: 29 October & 26 November
10.00 -12.00 noon
Jigsaw Lending: Launched this month
4. **Library News: Outreach Session:** Well attended. There will be no session in December, but two sessions in January. Funding for this post goes up to December 2026.
Marketing: dedicated Library Face Book page is now up and running.
5. **Volunteer Staff:** Working through action points from the Volunteer meeting.
 - Internal doors : Clerk has organised a repair to catches to ensure they close properly
 - Name badges: reusable badges have been ordered and should be in place by end of October
 - Side door alarm: details passed to Clerk for discussion with Church
 - Printer skills training: Audit undertaken and Philippa to organise 1:1 sessions

6. Statistics (April -September 2025)

	Year to date	Previous Year to date	Notes
Customer Numbers	1,652	1,582	
Books taken out	1,801	1,707	
Computer/Printer	183	177	
Displays/events	75	101	

7. Expenditure (April-September 2025) (To be verified by The Clerk)

Item	Internal budget £	Spend Year to date	Balance	Notes
Book purchases	350	156.08	193.92	£62.81 (7 orders at £2.00 each paid by customers)
Mobile phone	60	30.00	30.00	
Stationery	280	5.02	274.98	
Misc.	110	26.50	83.50	£14.59 name badges

Total	800	217.6	582.4	
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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)
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9. Total Book Income (April-Sept 2025): Library charges and public donations* *(used to offset running costs)*

Item	Year to date	Previous Year to date	Notes
Book sales @20p each	189.1	154.66	
Printing @20p/40p	180.4	147.9	
Other	68.25	33.2	
Total	437.75	335.76	

* 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

7. CARNIVAL

Cllr Waldron said she had got no further with finding a band. There was a discussion about what lorries would be needed to take a band round and Cllr Hammond pointed out that this could be problematic. Liz said she would speak to someone at Lynn Star to see if they would help us out. Cllr Pritchard asked if it was worth sorting a truck without sorting a band and everyone said while that was true a non- marching band couldn't be booked without first sorting transport round for them?

Liz had spoken to Philippa earlier in the day and she had told her that she had finally had a response from the Dinosaur people and they are going to let us know if they can come.

8. OTHER EVENTS

Cllr Waldron reminded everyone about Remembrance Sunday on the 9th November and Cllr Hammond said that he would borrow 8 barriers to block the road off and Liz asked about the advance warning signs going out. Cllr Waldron and Liz are to man the closure by the church path.

Cllr Hammond said that as there is a Mason's lodge in Heacham now he is hoping that they may be able to lay a wreath and Cllr Rawnsley said that Mr Race may want to as well and Liz said that as Marcus Liddington is chair of Heacham RBL branch he co-ordinates the wreath laying and so they should speak to him.

Mrs Gilbert told the Committee that Heacham In Bloom have taken away the troughs at the memorial for repainting and replanting and these would be back in place before the 9th.

Cllr Waldron told the Committee that there was one entrant for the light trail so far and Liz was pleased to say that another had entered since then. Cllr Hammond then asked to be added to the list.

There was a discussion regarding the xmas lights and the office and Cllr Rawnsley thought that if the Council put on a good show it would encourage others to follow suit and so lights

in and out of the office and a tree either side of the outside door as well as the usual one at the old office would be needed.

Beat your bills – Jacob from the Borough had said that they would rather like to tag onto something like a coffee morning (so would already have people to approach) but Cllr Rawnsley had told him that our coffee morning isn't geared up to take 'add-ons' and Cllr Reader impressed upon the Committee that would be the case for anything. Cllr Hammond suggested that the library might be a better place for these things as Anne Sipple has now got quite a few coming to see her when she is holding a session. Cllr Rawnsley will speak to Jason and hopefully sort a date in December that can then be advertised before the event to help draw in people. Posters to be put up in many places and Cllr Reader suggested flyers that could be put on the tables at the coffee morning and passed onto the Methodist Church for their coffee morning.

Cllr Hammond told the Committee that there is to be a Heritage Day at the Public Hall July 29th and 30th 2026 and he has been invited to have a stand like the one he had at the previous day that had proved popular with the village.

There was a discussion about all the archive documents, minute books, artefacts and maps we have and that it should be digitised and stored better. Mrs Gilbert suggested a working party to see to this but no one volunteered. Liz suggested that someone could pick one or two of the better maps to be replicated and framed for display in the hall.

9. NEXT MEETING

Next meeting to be held on Tuesday 11th November 2025, 7pm at the Old Friends Hall.

Meeting closed at 20.17hrs.

.....Chairman

.....Date