

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE MEETING HELD IN THE
MORRIS WAY PAVILION, WHITE HORSE LANE, ON MONDAY 6 JULY 2015, 6.30pm

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT. Councillors H Pakenham (in the Chair), J Hopkins, and K Gardner & A Osborne with apologies for late arrival (6.50pm). With L Littlechild,</p> <p>IN ATTENDANCE Irene Casper, Clerk</p>	
	<p>The meeting started with the chairman informing members about the sudden death of Mrs. E Davies. Mrs. Davies had been a long serving member of this committee.</p> <p>Members stood for a minutes silence in her honour.</p>	
1	<p>DECLARATIONS OF INTEREST There were no declarations of interest</p>	
2	<p>APOLOGIES Apologies were received and accepted from Councillor M MacMillan (personal) Leigh Casling (G&M Manager attending a meeting at SADC) and Val Hawkins (personal)</p>	
3	<p>MINUTES The minutes of the Events and Community Committee Meeting of 10 June 2015, which had been previously circulated were agreed and signed as a true record of the meeting.</p>	
4.	<p>LARKS IN THE PARKS 2015 Members reviewed 'Larks in the Parks' 2015.</p> <p>The event, which started at 12 noon during a period of poor weather, was a success and very well attended after the weather cleared up at 2pm.</p>	

This year's event was organized during a time of staff absence, which although having some effect, the event was a success and staff and volunteers coped well

Members discussed the following issues and agreed proposals and recommendations to be approved by Full Council

Timing – Members wondered if a later start and finish time – 2pm – 7pm would work better as the event is held on a Sunday. The Clerk informed members that Mr Casling was going to put this point to the SADC officers at the meeting he is attending this evening.

Date of the Event – Members agreed to look into changing the date of the event as it has fallen during Ramadan during the past two years.

Venue – Members discussed other venues owned and managed by LCPC and agreed that, in principle, the Caledon Community Centre was the best place to hold the event.

Acts provided by SADC – The 'Junk Workshop' was a great success and enjoyed by children and adults it was a superb start to the afternoon.

The 'Flower Ladies' and the Stilt Walker proved less popular.

Stage acts provided by LCPC – All of the stage acts provided by LCPC were successful. This year's programme, which allowed a time lapse between each act during which a roving microphone was used by the compare to walkabout and interview stall holders and attendees, went well.

Catering – Members reviewed the food catering by LCPC (hot and cold) and agreed that the menus and ordering system are to be tightened up next year.

It was agreed that food sale prices are to be reviewed.

It was noted that lessons learned from this event are to feed into the Fireworks evening in November.

Walk through – Members agreed that a walk-through of the building the night before the event would be advisable for next year in order to familiarize volunteers in particular with procedure and layout. Furniture layout for both bar areas agreed in advance to be set up by staff. More accessible catering supplies storage would assist the kitchen and bar areas.

Signage - It was agreed that this is to be prepared in advance, also tables and chairs to be put out in the hall and lounge bar on the Saturday evening.

Bar – Members reviewed the staffing of the bar, which was extremely busy, and noted comments for next year. It was noted that all glasses to be taken out of the building are plastic.

	<p>Car Parking – Was well organised with no problems. The forward planning to clear the car park of cars worked well and it was noted that this should be used for Remembrance Sunday. Members agreed that next year volunteers will be provided with stickers for their car windows to allow them to park in the car park.</p> <p>Volunteers - Members agreed that volunteers should know well in advance what their role will be on the day to avoid confusion. There was a shortage of volunteers this year, up to 4/5 more should be sought.</p> <p>Stalls - It was agreed that the siting of stalls should be organised as soon as possible and stall holders are not to be allowed to move their place on the day. Stalls to be circulated each year. It was agreed that prime position is given to the Charity supported by LCPC in the municipal year.</p> <p>It was agreed to ascertain if stalls are in need of supplies (i.e. water) on the day and pre arrangements made. It was agreed that stall holders will not have access to the kitchen after 11am.</p> <p>First Aid cover – It was agreed to recommend to Full Council that if needed LCPC should pay to extend first aid cover.</p> <p>The officer at SADC to be asked to clarify provision of refreshments for the first aiders to avoid embarrassment. Action Clerk.</p> <p>Stall Holder Cars – It was agreed that stall holder cars / vehicles are not to be moved during the timing of the event.</p> <p>The Chairman thanked all volunteers and it was agreed that thank you letters will be sent.</p> <p>A special thank you was given to Mr Casling (GM Manager) for all his hard work in organising the event.</p> <p>Members were thanked for their input to this meeting.</p>	
<p>5.</p>	<p>NEXT MEETING</p> <p>Date of next meeting t/b/a</p>	

6.	CLOSE There being no further business, the meeting closed at 8.15pm.	
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Chairman