

LONDON COLNEY PARISH COUNCIL
NOTES OF THE EVENTS AND COMMUNITY WORKING GROUP MEETING,
THURSDAY 7 DECEMBER 2017, 2PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT Cllr M MacMillan (Chair) Cllr H Pakenham</p> <p><u>In attendance:</u> E Payne, Clerk Mrs L Gomes – Community Events Manager</p>	
1.	<p>APOLOGIES</p> <p>Apologies were received from Cllrs Gardner.</p> <p>Absent was Cllr Hopkins.</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest received.</p>	
3.	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the previous meeting held on 7 November 2018 were agreed as true record of the meeting.</p>	
4.	<p>BUDGET 2018 – 19</p> <p>Members received the Events budget for 2018-19.</p> <p>Members queried the previous figures for the tribute night as when they had been considered previously, they were estimated figures and not actuals. The Clerk will respond directly to Members with this information.</p> <p>Members discussed the proposed costs for the Events in relation to staffing and more information will be provided to Members regarding which officers are paid for attending events.</p> <p>It was PROPOSED to recommend to the Finance Committee that:</p> <p>a) The budget will reduced by the following amounts: <i>Larks - £500</i> <i>Music Event - £500</i> <i>Remembrance Sunday - £250</i> <i>Music Festival - £750</i></p> <p>b) Officers to undertake analysis of tennis camps, reducing the subsidy from £7.50 to £5.00 per person and factor this into the budget. Remove car boot sale and race night from Events programme.</p> <p>c) Reduce cost centre 4170 Bar Supplies from £13000 to £12,000= Increase newsletter advertising revenue to £2,000</p> <p>d) Remove lunch club subsidy.</p>	Clerk

5.	<p>UPDATE ON COUNCIL EVENTS</p> <p>5.1 Christmas Lights Switch On – 3 December 2017 Members were very pleased with the event and the public response An early analysis showed that the event made a small surplus of £90. The costs for the road closure will be queried by the Parish Council as Members and Officers were dissatisfied with the ineffective standard of the road closure.</p>	CEM
6.	<p>FORTHCOMING EVENTS</p> <p>6.1 Dinner Dance – 22 December 2017 It was confirmed that the kitchen will be staffed by an agency chef and the new assistant cook who is starting in January but has indicated that she is willing to attend the event. There will be six waitresses. The Chairman indicated he needed 4 complimentary tickets from his allowance. A maximum of 80 tickets to be sold for the event to ensure adequate levels of service.</p> <p>6.2 Burns Night – 20 January 2018 Members were advised that tickets for this event will go on sale before Christmas. The piper and accordion has been booked.</p>	
7.	<p>FOOD HYGIENE REPORT Members received a report regarding the Food Hygiene inspection undertaken on 26 October 2017. Members noted the recommendations in the report and the timescale for these to be implemented. It was noted that the deep clean of the kitchen had been undertaken on 22 November 2017 and had been very successful. Members were pleased that the food hygiene rating had improved from 3 to 4. Members noted that the Inspector’s recommendations were based on cleanliness of the kitchen. Previous criticism on food labelling had been addressed due to Officers and the Chef keeping more accurate records. It was RESOLVED to recommend to Council that: <i>The recommendations in the report are implemented.</i></p>	
8.	<p>DATE OF NEXT MEETING</p> <p>9th January 2018</p>	

Chairman

Date