

**LONDON COLNEY PARISH COUNCIL  
NOTES OF THE EVENTS AND COMMUNITY WORKING PARTY,  
TUESDAY 15 MAY 2018, 2.30PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

**PRESENT:** Cllr Malcolm McMillan (Chair) and Cllr H Pakenham

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager  
A Wingate-Martin, Events Officer

As the Committee was not the quorate, the meeting continued as a Working Party with all recommendations to be agreed by Council.

**23. APOLOGIES**

Apologies were received from Cllr Gardner. Cllr Hopkins was absent.

**24. DECLARATION OF INTEREST**

There were no declarations received.

**25. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 27 March 2018 were approved a true record of the meeting.

**26. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

There were no matters arising.

**27. UPDATE ON COUNCIL EVENTS HELD**

**27.1 Lunch Club**

There had been one special lunch club for St George's Day attended by 43 residents.

**27.2 Open Mic – 28 March & 25 April 2018**

Members were advised that attendance at these open mics had been poor. Members were advised that the events were being publicised on social media, bus shelters, notice boards, the Council's website and Lemon Rock.

**27.3 Easter Tennis Camps**

87 sessions had been booked.

**28. FORTHCOMING EVENTS**

**28.1 Lunch Club – Royal Wedding (17 May) and Celebrity Chef (19 June)**

28.1.1 The Royal Wedding lunch is sold out. The ticket price was adjusted to allow a glass of prosecco or orange juice on arrival.

28.1.2 The Celebrity Chef menu ticket price will be £5.50. The menu was confirmed with the Chairman who will act as consultant chef.

28.1.3 Members discussed open the Caledon Community Centre for World Cup matches. It was agreed that the matches being played on 24, 27 & 28 June will be televised. Refreshments will be served and there will be themed drink on promotion.

28.1.4 Members were asked if they wanted to consider a special event for Wimbledon and a date and menu is to be provided to Members to be agreed outside of the meeting.

## **28.2 Larks in the Parks – Sunday 1 July 2018**

- 28.2.1 The Push are not able to perform at Larks. Other acts were considered and Officers will contact them to see if they are available. Officers will ask the Karaoke competition third place to sing in the Grace Plummer slot.
- 28.2.2 The stalls are fully booked (25) and the food court is full (coffee cart, pizza and The White Horse)
- 28.2.3 Raffle prizes are required to raise funds for the Chairman's chosen charity.
- 28.2.4 Additional volunteers are need to help on the day.

## **29.5 Picnic in The Park - Sunday 12 August 2018**

- 29.5.1 Members considered the layout for the event. It was agreed that if there was sufficient interest from stall holders who had been unable to get a pitch at Larks, that they would be offered a pitch at this event at a cost of £10 a pitch.
- 29.5.2 An ice cream vendor had been booked, in addition to a prosecco van.
- 29.5.3 In all publicity it would be clear that everyone was welcome to come and have a picnic but using the inflatables was chargeable.
- 29.5.4 The inflatables would be accessed through advance sales with any unsold bands sold on the day at the same rate.
- 29.5.5 The application to the Safety Advisory Group had been submitted.
- 29.5.6 All local sports clubs were being approached to have a presence to encourage membership. There would be demonstrations of activities like tennis and Zumba.
- 29.5.7 If the weather meant the event had to be cancelled, the organisers were able to accommodate the booking on the following weekend. Any attendee who was not able to attend the alternative date would receive a full refund.
- 29.5.8 The organisers were coming to Larks to promote the event.

## **30.6 Community Awards - Thursday 4 October 2018**

- 30.6.1 There would be no fee to attend this event.
- 30.6.2 Numbers would have to be managed to ensure viability of the event. This could be done through booking in the office or through an online ticket allocate site (Eventbrite).
- 30.6.3 Entertainment for the event was considered and Kirsta will be approached. The format for the event could be: 2 songs before awards presentation; another 2 songs; presentation of Chairman's Special Award and then 2 songs. Lights refreshments to be served.

## **31.7 Remembrance Sunday - Sunday 11 November 2018**

- 31.7.1 Members were advised that the local branch of the Royal British Legion have purchased a Silent Soldier which they would like to display at the War Memorial.
- 31.7.2 The History Society have been approached regarding an exhibition about London Colney during WW1. No response has been received to date.
- 31.7.3 The standard bearer has been booked and she has suggested a parade marshall. The road closure application has been made.
- 31.7.4 An invitation should be extended to all celebrants to attend an interdominational service.
- 31.7.5 A banner will advertise the commemoration of the end of WW1 and the service at the War Memorial.

## **32.8 Dinner Dance - Saturday 15 December 2018**

- 32.8.1 The Push were available and wanted to charge £850. Officers will negotiate and see if they can be booked for £800 which is the sum in the budget.
- 32.8.2 It was agreed that an early bird ticket for the Dinner Dance would be made available at £22 per ticket instead of £25. Tickets would be made available to be on sale at Larks on 1 July)

## **33.9 Twixmas**

- 33.9.1 Members were asked to agree a date and it was decided on Thursday 27 December.

- 33.9.2 Leigh was asked to perform and he will check he is available.
- 33.9.3 Normally, the lunch club is suspended during the Christmas break with the Council's cooks will taking annual leave. The Clerk will ask them if they are able to work on that date.
- 33.9.4 Publicity will be via the newsletter with leaflets being distributed to sheltered accommodation e.g. Cyril Dumbleton House.

### **33.9 Pantomime - 2019**

- 33.9.1 The price was confirmed at £495 plus VAT which is the same price as the previous year. The date was agreed as Sunday 13 January 2019.
- 33.9.2 It was suggested that a children's lunch before the pantomime was organised and the Clerk was asked to look at the feasibility of this in relation to ticket prices.

### **34. REVIEW OF TENNIS COURSES**

- 34.1 Members received a report regarding a review which had been undertaken on the procedures in place to run these courses. They were advised that the Clerk had been concerned about the lack of procedures which should have been in place to protect attendees, the coach and Council.
- 34.2 The new procedures which had been put in place included booking forms, emergency contact details, medical information along with signing in and out sheets. Officers were concerned that the coach had run these courses without an assistant and every effort was being made to obtain a volunteer for the next course.

### **35. NEWSLETTER**

- 35.1 Members received a list of proposed articles for the next edition of the newsletter which was amended.
- 35.2 Members were advised that a resident of Napsbury, who was a designer, had volunteered to organise the layout of the next edition. She had provided a mock up of the existing edition, demonstrating that, with a different layout, more space could be made available for both articles and advertisements. She is also able to design advertisements for advertisers for a small price.
- 35.3 Members considered a review of advertising but were not in favour of smaller advertisements. They considered that the existing sizes of small, medium and large were sufficient. These will have to be amended slightly to reflect the new layout and will be a whole page, half a page or quarter page.
- 36.4 Members wanted to see a timeline for the next edition of the newsletter, including deadlines for articles, the date the newsletter is sent to the printers and when it is distributed.
- 36.5 A editorial meeting will be convened on **Thursday 14 June** to consider the layout of the edition.
- 36.5 Members were advised that the Clerk is looking at distribution issues that affected the last issue of the newsletter.

### **36. SPONSORSHIP PACKAGES**

- 36.1 Members received a set of proposals outlining what sponsors could expect if they agreed to sponsor parish council events.
- 36.2 Additional packages for Christmas biscuits, floral displays, war memorial and Christmas trees could be considered and a revised proposal is to be submitted to the next meeting.

### **22. DATE OF NEXT MEETING**

Tuesday 17 July 2018.