

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY WORKING PARTY,
TUESDAY 4 SEPTEMBER 2018, 6.30PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

PRESENT: Cllr Malcolm McMillan (Chair), Gardner, Gordon and Mortuza

IN ATTENDANCE: Cllr A Osborne
E Payne, Clerk
A Wingate-Martin, Events Officer

1. APOLOGIES

Apologies were received from Cllr Pakenham (holiday) who was substituted by Cllr Gordon.

2. DECLARATION OF INTEREST

There were no declarations received.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous 16 July 2018 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

4.1 London Colney Colts & Cougars

Members were advised that this football club's needs had been accommodated with additional pitches created at Morris Recreation Ground. One of the existing hirers of the sports pitches at Napsbury had indicated that they would not be willing to ground share and would consider moving to another location.

5. UPDATE ON COUNCIL EVENTS HELD

5.1 Summer Tennis Camps

There had been an occupancy rate of 75% for the two weeks of tennis courses. There had been four sessions when the sessions were fully booked. The budget for the year had been exceeded by £442 and the Clerk advised Members that a report would be taken to the Finance Committee for a virement.

5.2 Picnic in The Park - Sunday 12 August 2018

The event had been well attended with 500+ wristbands sold. The poor weather forecast had affected attendance from participants and stall holders with seven market stalls not attending. There had been more than 800 attendees on site. In addition to the inflatables there had been free taster tennis sessions from the tennis coach; Phoenix FC had organised a goal shooting competition and St Albans Scouts had organised some games. The event had been very well received and Members congratulated the Events Officer on her organisation of the event.

6. FORTHCOMING EVENTS

6.1 Lunch Club Special Lunches

Members noted the forthcoming special lunches for Harvest Festival (25 September) and St Andrews Day (29 November). It was agreed that there would be two Christmas Lunches (Tuesday 18 and Thursday 20 December) and depending on ticket sales, an additional date of Thursday 13 December could be sold, depending on demand.

6.2 Community Awards - Thursday 4 October 2018

- 6.2.1 The closing date for nominations had been received and there had been over 30 nominations received, but some were for the same individual. Platinum sponsors had been approached to sit on the judging panel and Justin Burgess from JJ Burgess and Antony Oliver from Oliver and Akers had confirmed they were able to participate. Councillor MacMillan and Councillor Gordon will represent the Parish Council. The date for the panel meeting will be Tuesday 18 September at 6pm if this is convenient for all participants. **Action: Events Officer**
- 6.2.2 All nominees will be invited to attend the event and will receive a certificate of nomination with the winners receiving a framed certificate and shield. The bar will be open, there will be a free glass of Prosecco or orange juice on arrival and light refreshments provided. **Action: Events Officer**
- 6.2.3 Kirsta Johnston has been booked to perform. **Who is going to comper the event?**

6.3 Children's Halloween Party – Sunday 28 October 2018

The entertainer has been booked. A poster will be included in the newsletter. Tickets are on sale for this event. Refreshments will consist of sandwiches and fruit in pre-prepared sandwich boxes.

6.4 Firework Display – Sunday 4 November

- 6.4.1 The road closure has been agreed. As soon as the tender is agreed, SAG paperwork will be submitted. Chestnut vendor, funfair rides, glo-stick vendor and coffee stand are all booked.
- 6.4.2 Volunteers are needed to shake buckets and steward the event. Cllr Mortuza was asked to approach the mosque for volunteers and the WI will be approached. The Scouts have already agreed to participate. Cllr Gordon queried with the Clerk about previous recipients of bucket collections and this information will be provided by email. **Action: Clerk**
- 6.4.3 Parish Councillors will organise the sale of mulled wine if there are sufficient volunteers for the activities listed above.

6.5 Remembrance Sunday - Sunday 11 November 2018

- 6.5.1 The road closures have been approved. Revd Philip Green will conduct the service. The Events Officer has yet to book a piper for the parade and the previous parade marshall isn't able to participate due to ill health. A replacement is being sought. An article has been included in the next newsletter encouraging residents to take part in the parade. The group who sang at the interfaith event in 2014 have been contacted to perform this year.
- 6.5.2 Members were asked to consider an additional hymn to be added to the service and the Events Officer will liaise with Revd Green for suggestions for a peace related hymn. The RBL had asked the poem, 'In Flanders Field' formed part of the centenary service and Members agreed with this suggestion and thought that a younger person would be appropriate. **Action: Events Officer**
- 6.5.3 Members considered that local schools should be approached asking if they wanted to supply art work or a poem about 'Peace' which could be exhibited in the Main Hall as part of the History Society display. **Action: Events Officer**
- 6.5.4 Members suggested that the Events Officer contact the RBL ladies or the Mayor's office at SADC for contacts for the Armed Forces to attend the event. **Action: Events Officer**

6.6 Christmas Lights Switch On – Sunday 2 December 2018

- 6.6.1 The road closures and SAG paperwork have been submitted. We are still waiting for the road closure to be approved by HCC.
- 6.6.2 The Events Officer is having a planning meeting on Friday 7 September to discuss the event. The running order and musical acts haven't been decided.
- 6.6.3 Market stalls will be charged £20 per stall with charities getting a discount of 50% but limited to 5 stalls with no duplication of products.
- 6.6.4 The entrance of Father Christmas has not yet been decided but the use of the tractor was ruled out on health and safety grounds.

6.6.5 Members suggested that the Events Officer contact the Alban Arena to see if the pantomime actions were able to participate. **Action: Events Officer**

6.7 Children's Christmas Party – Sunday 9 December 2018

The entertainer has been booked, a poster has been designed for the newsletter, the tickets will be on sale at the Halloween Party and the food arrangements will be the same as the Halloween Party.

6.8 Carol Singing

6.8.1 The Events Officer was asked to approach Sainsburys for some dates for this fund raising activity. The charity collection licence will then be determined.

6.8.2 Once the dates have been determined, the churches can be contacted to see if anyone would like to join in the carol singing.

6.9 Dinner Dance - Saturday 15 December 2018

6.9.1 Members were asked to consider outside caterers for this event to ensure a high quality of food was served to customers. It was **RESOLVED** that:

***Quotations for outside caterers are sought for this event
with two options: buffet and table service.***

6.9.2 Members sought confirmation from the Clerk that the minimum wage was paid to waiting staff following a query raised about pay for the waiting staff at the event in 2017.

Post Meeting Note: Waiting staff at the Christmas Dinner Dance 2017 were paid £8 per hour.

6.10 Twixmas – Friday 28 December

6.10.1 Gary Allen has confirmed he is able to perform.

6.10.2 The event will be catered by the Parish Council staff and a regular volunteer with catering experience will be asked to assist in the kitchen.

6.10.3 The Chairman will devise a menu and advise the Events Officer. **Action: Chairman**

6.10.4 The ticket price was agreed at £6.50 per person.

6.11 Pantomime – Sunday 13 January 2019

6.11.1 The price from the entertainers has been held as the same as in previous years.

6.11.2 Members asked if the date could be changed to Sunday 6 January 2019. **Action: Events Officer**

6.11.3 There will be no food refreshments.

6.12 Burns Lunch – Sunday 27 January 2019

6.12.1 Members suggested a change to the traditional menu offering a roast beef alternative to haggis to encourage attendance.

6.12.2 The entertainment would consist of: Piper to pipe in the haggis and Kirsta. Because the event wasn't being held at night there was no need for a disco or ceilidh.

6.12.3 The ticket price would therefore reflect the amended entertainment programme and would be discussed at the next meeting. **Action: Events Officer**

7. EVENTS 2019

7.1. Members agreed that the core events for 2019 would be: Larks in the Parks, Picnic in the Park, Fireworks and Christmas Lights Switch On.

7.2 Further events for consideration included:

- History walks
- Outdoor cinema

- Christmas market and ice rink
- Treasure Trail
- Apex 5K event
- Quiz night
- Food and drink festival
- Summer events schedule of weekly events including: crazy golf, archery, climbing wall, reptile or petting zoo, segways, temporary skate/bmx track
- Adult education short courses

7.3 Members considered all the above and with the exception of the outdoor cinema, asked for quotations to be considered at the next meeting.

7.4 Members noted that it has been agreed at the Events Committee meeting held on 27 March 2018 that the Music Festival would be postponed until May 2019.

8. FIREWORK TENDER

8.1 Members received two tenders for a three-year contract for the annual firework event.

8.2 Members noted the comparison and that Contractor A had specified that the firework display would include ground based fireworks. This was not considered suitable as these types of fireworks are only seen by a small proportion of the audience. Members considered that Contractor B's turnover seemed quite small and therefore raised concerns about the viability of the organisation.

8.3 Members noted that the contract was for three years but with the parish council elections in May 2019, a break clause after a year should be included in the contract in the event that the new administration decides not to continue with the event. It was **RESOLVED** that:

Contractor A is awarded the contract for the annual London Colney firework display until 2020 with a break clause after 1 year.

9. OPEN MIC

9.1 Members considered the future of the event and were advised that Officers were to meet with the compere of the event. Members had not been aware that the compere had not been paid for attending the event and considered that this role should be financially recompensed at £50 per event. It was **RESOLVED** that:

Open mic will be reintroduced from December 2018 to March 2019

10. PARISH CALENDAR

10.1 Members were advised that initial enquires had determined that 100 A4 calendars (landscape) could be obtained at £313 plus VAT.

10.2 Members were advised that the Chairman had agreed with the provisional costings. An article has been drafted for the newsletter seeking submissions. It was **RESOLVED** that:

200 A4 calendars are ordered, to be sold at £5 per calendar, with £1 per calendar being donated to the Chairman's Charities.

11. DATE OF NEXT MEETING

13 November 2018

The meeting closed at 9.20pm.