

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY WORKING PARTY,
THURSDAY 1 NOVEMBER 2018, 6.30PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

PRESENT: Cllr Malcolm McMillan (Chair), Gardner, Osborne and Pakenham

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Mortuza (holiday) who was substituted by Cllr Osborne.

2. DECLARATION OF INTEREST

There were no declarations received.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous 4 September 2018 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

4.1 Firework Display Bucket Collections

Members were advised that this information would be circulated as an email after the meeting.

5. BUDGET 2019/20

5.1 Members received an outline budget for events during 2019/20 including new budget items. The following events will be included in next year's events programme:

- Larks in the Park
- Dinner Dance – to be confirmed after 2018 event
- Fireworks
- Burns Lunch – to be confirmed after 2019 event
- Twixmas
- Picnic in the Park
- 4 x children's summer activities – dependent on activity offered and cost
- Community Award - £1000 to be added to the Events Budget
- Ice rink – dependent on cost

5.2 The following events will not be included in the events programme:

- Children's Pantomime
- Music Festival
- Open air cinema

5.3 The revised events budget will be considered by the Finance Committee on 8 November as part of the first draft of the budget.

6. UPDATE ON COUNCIL EVENTS HELD

6.1 Special Lunch Clubs - Harvest Festival Lunch (25 September).

Members were advised that there were in excess of 32 attendees for this event which had been well received.

6.2 Community Awards

Members were very pleased with the reception of this inaugural event and it should be included in the events calendar for next year with a budget of £1,000.

6.3 Children's Halloween Party

Members were pleased with how the event had been run. There was no need for kitchen staff to be present when volunteers can make refreshments. The food boxes had worked well. A list of all ticket sales should be available so that tickets could be checked off against names to ensure that all attendees had paid. 'Admittance only with valid ticket' should be added to tickets. Members considered holding the event in the early evening of Halloween.

7. FORTHCOMING EVENTS

7.1 Firework Display – Sunday 4 November

7.1.1 Members were advised that all arrangements were in place for the event. The income for the event from the fairground and food vendors was queried and this would be circulated by email.

Post meeting note: The Chairman asked the Clerk to ask the Fairground people for an additional goodwill payment based on bumper takings.

7.2 Remembrance Sunday - Sunday 11 November 2018

7.2.1 Members were advised that all arrangements were in place. A piper had been hired and one of the ground staff will be parade marshal. The choir who sang at the interfaith event was not able to attend.

7.2.2 Local schools and the History Society had provided displays and a video on the history of WW1 in Hertfordshire will be shown in the main hall.

7.2.3 Members were keen to see a good attendance at the parade and asked that the event was promoted via social media. A press release will be sent out to promote the commemoration event.

7.3 Lunch Club Special Lunches

7.3.1 The St Andrew's Day Lunch tickets are selling well.

7.3.2 Christmas lunch tickets will be on sale from Monday 12 November and depending on demand, an extra lunch will be arranged for Thursday 13 December. Bowmansgreen School will be attending lunch club on Tuesday 18 December to sing Christmas songs but were not able to attend on 20 December as they will be have broken up for the Christmas holidays.

7.4 Open Mic

7.4.1 Open mic will be run on the following dates: 28 November, 19 December and 30 January. It will be compered by Mark Bilsby who is being paid £50 each session.

7.4.2 The event will be promoted via social media, the Council's website and Lemon Rock.

7.5 Christmas Lights Switch On – Sunday 2 December 2018

7.5.1 The road closures have been approved by HCC and traffic management has been booked.

7.5.2 The running order for entertainment has yet to be agreed. Entertainment include Beaver Choir; Leigh as Elvis; Gary Powell; 'Madonna'; two dance troops. The running order has yet to be agreed.

7.5.3 There are 12 stalls booked to attend the event including pizza, waffles, coffee and the Council's mulled wine with the White Horse selling food. The Crayola Station organisation has asked to attend but as they are not making any money (they are providing an activity) they have asked for their fee to be waived. Members agreed to this proposal: **Action: Events Officer**

7.5.4 The White Horse had agreed to sponsor the gifts for Santa's grotto. Members expressed concerns about wrapping the presents for Santa's grotto which is time consuming and needs to be considered as part of the timescale.

- 7.5.5 The pantomime actors from the Alban Arena were not able to attend as it's too close to the opening of the pantomime in St Albans
- 7.5.6 The charities for the event will be the Chairman's charities.

7.6 Children's Christmas Party – Sunday 9 December 2018

- 7.6.1 This event is now sold out.
- 7.6.2 Santa has been booked to attend and party bags will be provided to all attendees.
- 7.6.3 Refreshments will be provided in boxes which had worked well at the Halloween party.

7.7 Carol Singing

- 7.7.1 Sainsburys had confirmed two dates: Wednesday 19 December, 1730-1930 and Saturday 22 December, 11-1300.
- 7.7.2 A charity licence can now be applied for. **Action: Events Officer**
- 7.7.3 Churches and WI to be asked to attend the dates along with Kirsta. **Action: Events Officer**

7.8 Dinner Dance - Saturday 15 December 2018

- 7.8 Ticket sold to date 25 including 10 given as prizes to Community Award winners. More promotion of the event will be undertaken after Remembrance Sunday.

7.9 Twixmas – Friday 28 December

- 7.9.1 Ticket price was reviewed at £7 per ticket.
- 7.9.2 Councillors will be asked to donate desserts.
- 7.9.3 4/5 volunteers are needed to assist with the event. **Action: Events Officer**
- 7.9.4 1 kitchen staff and the kitchen porter will be needed to work on the day. **Action: Clerk**

7.10 Pantomime – Sunday 13 January 2019

- 7.10.1 There had been no response to the request to change to date.
- 7.10.2 Tickets will go on sale early December.
- 7.10.3 The event in 2020 will be considered in light of ticket sales for 2019.

7.11 Burns Lunch – Sunday 27 January 2019

- 7.11 Ticket price will be determined according to costs and these costs will be circulated separately to the meeting. There should be £2 profit per ticket. **Action: Events Officer.**

7.12 Larks in the Parks – Sunday 30 June 2019

The date was noted.

8. SEATED EXERCISE CLASS

- 8.1 Members were advised that attendance at this activity is in excess of 50 people at each session.
- 8.2 A medical disclaimer form has been introduced with all attendees required to complete this form before participating.
- 8.3 As a result of the medical disclaimer form being completed, it has been discovered that almost one third of all attendees do not live in the parish. The majority of those not living in the parish live in the District but there are some attendees from Watford and North London.
- 8.4 Members were advised that an officer from the District Council had attended one of the sessions. He had been impressed with the enthusiasm of the participants and the instructor. He considered that the class could continue running at the size it currently is because of the level of participation by the instructor. He has offered additional funding from the District Council for an additional 10 sessions. This would be another session on a Monday or an alternative day of the week.
- 8.5 Members agreed that the funding could be used to run an additional class on a Thursday morning at 11am if the instructor is available. **Action: Clerk**
- 8.6 Members discussed introducing a charge to attend if the participant didn't live in the parish, but this was not considered practical.

8.7 Members were keen to see the classes publicised in doctors' surgeries with Councillors to visit to promote the events following a letter from the parish council social prescribing. Action: **Cllr MacMillan and Pakenham**

9. COMMUNITY FIRST AID COURSES

9.1 Members received a request from a local first aider who wanted to run community first aid courses in conjunction with the parish council, using the facilities free of charge.

9.2 Members agreed that this request should be accommodated.

9.3 Members wanted to see the first course being run for defibrillator first aid and it was **RESOLVED** that:

***A Defibrillator is purchased and installed at the
Caledon Community Centre***

10. PARISH CALENDAR

10.1 Images had now been secured from various residents and they would be submitted for printing.

11. DATE OF NEXT MEETING

15 January 2019

The meeting closed at 8.15pm.