



LONDON COLNEY PARISH COUNCIL

To: Councillors MacMillan (Chair), Gardner, Pakenham, Pearl and Winstone

8 June 2021

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 15 JUNE 2021, at 6.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
To receive apologies for absence
2. **DECLARATION OF INTEREST**
To receive members declarations of interest in items on the agenda.
3. **MINUTES OF PREVIOUS MEETING**
To receive and approve the minutes of the previous meeting held on 30 March 2021.
4. **MATTERS ARISING FOR INFORMATION ONLY**
 - 4.1 Community Garden
5. **WORK PROGRAMME**
To receive and note the work programme for this committee.
6. **TERMS OF REFERENCE**
To receive and note the Terms of Reference for this committee as agreed as part of the Scheme of Delegation, adopted on 5 May 2021.
7. **FUTURE EVENTS**
 - 7.1 Chantry Island Pilgrimage – Tuesday 22 June 2021
 - 7.2 Picnic in the Park – Sunday 15 August 2021
8. **VOLUNTEERS POLICY**
To review the parish council's policy for working with volunteers.
9. **PARISH COUNCIL CHARITIES**
To agree and recommend to Council the parish council's charities for 2021/22.
10. **FIREWORKS 2021**
To receive a report on the infrastructure required to run a safe event.
11. **BOARD GAME SESSIONS**
To receive a report on the introduction of games session after lunch club on a Thursday.

12. SENSORY GARDEN

To consider this item arising from the strategic plan.

13. NEWSLETTER

To consider articles for the next edition of the newsletter.

14. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the item.

14.1 Outsourcing of Parish Council Services

15. DATE OF NEXT MEETING

21 September 2021

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 30 MARCH 2021, 6.00PM – VIRTUAL MEETING**

PRESENT: Cllr McMillan (Chair), Pakenham, Pearl and Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Gardner (health).

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 12 January 2021 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

4.1 Community Garden

Cllr Gardner was not present at the meeting and this item will be deferred to a future meeting.

5. FIREWORKS 2021

Members received a verbal report from the Clerk on this item. The Council's contractor had met with the Clerk and Events Officer who had discussed the Council's decision to have quieter fireworks (with lasers) for future events. The contractor had advised that lasers were not suitable due to the layout of the site. He had further advised that there is less selection for quieter fireworks, the display would not be as aerially based and would have to be reduced to 20 minutes, from its current length of 25 minutes because of the lack of variety of fireworks. Members accepted the reasoning behind this decision but if it is going to damage the event, they were not in favour of implementing it and were not in favour of reducing the length of the display. It was **RESOLVED** to recommend to Council that:

a) The decision on quiet fireworks is reconsidered based on new information from the firework contractor.

b) A requirement for quieter fireworks is implemented when the firework contract is renewed in 2022.

6. LARKS IN THE PARKS 2021

Members were advised that SADC have not confirmed with the Council whether this event would be held. Latest information from an industry body is that there is a series of pilot events being organised to ensure Covid safe events but the results of this will not be known until the end of May, possibly early June. Officers are of the opinion that they are unable to advise Members whether the event can proceed with sufficient time to organise a safe and successful

event. There are also financial considerations for any infrastructure which would have to be booked and then cancelled.

There are also problems with the surgery development overrunning (with an opening at the beginning of July). It would mean that the event could not be held at the Community Centre. Members noted this.

Members noted this and a decision will be taken at a future meeting.

7. SEATED EXERCISE CLASSES

Members received a report on the recommencement on the seated exercise classes at the community centre. Members were asked to consider restarting the event on the basis outlined in the report. Members were not in favour of charging London Colney residents, but agreed a charge of £1 would be levied to those attending who did not live in the parish. Members considered that the information contained in the report needed further consideration considering the latest government guidance regarding capacity. They queried what social distancing requirements were needed for exercise classes. The Clerk will check the details and report to a future meeting.

Members were asked to consider pre booking for the classes and agreed that this would be implemented. A booking system would also monitor the amount of people attending. They also agreed with running two sessions with a 15-minute gap between classes to allow for the area to be cleaned, and a one-way system to be operated. Until this further information is forthcoming, the activity will not resume.

8. COMMUNICATIONS STRATEGY

Members received a proposed communications strategy and social media policy for consideration. Members discussed the differences between the Council as a corporate body and individual Members who wished to communicate with the press, in relation to political parties. It was **RESOLVED** to recommend to Council that:

The Communications Strategy and Social Media Policy is adopted

9. COMMUNITY ENGAGEMENT POLICY

Members received a proposed community engagement policy. Members noted that the policy is often a requirement of grant applications. It was **RESOLVED** to recommend to Council that:

The Community Engagement Policy is adopted.

10. NEWSLETTER

Members were advised that several compliments had been received from residents about the latest edition. Members also reported that they had received compliments. Any articles for the next edition should be submitted to the Community & Events Officer, the deadline for submission of articles is 7 May 2021.

11. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

11.1 Outsourcing of Parish Council Services

Members received a verbal report on the initial discussions on outsourcing this service and noted that further quotations were being sought.

12. NEXT MEETING

To be confirmed.

The meeting closed at 1845.

Signed: Date:

DRAFT

Environment & Neighbourhood Work Programme 2021-22

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
22/06/2021	Volunteers Policy	Clerk	To review policy for ratification by Council	Policy Review
	Parish Council Charities 2021-22	Events Officer	To agree charities for parish council charity collections	
	Firework report	Events Officer	To agree infrastructure required to hold a safe event	
	Sensory Garden	Clerk		Strategic Plan
21/09/2021	Budget 2022-23	Clerk	To consider budget in light of new events planned	
	New events for 2022/23	Events Officer	Food festival, Mela, Young People activities, Food and	Strategic Plan
	Update on Strategic Plan	Clerk	Drink Festival & Queen's Platinum Jubilee	Strategic Plan
			To receive an update on the strategic plan	
09/11/2021	Budget 2022-23	Clerk	To make recommendations to F&GP on budget	
11/01/2022	Calendar of Events	Events Officer		
08/03/2022				

Future Meetings

Mar-23	Communications Policy
Mar-23	Community Engagement



LONDON COLNEY PARISH COUNCIL

TERMS OF REFERENCE

EVENTS AND COMMUNITY COMMITTEE

Membership of Committee

- a) Five Parish Council Members of the Events and Community Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.

Frequency of Meetings

- a) A minimum of five meetings in each full municipal year.

Decision/Delegated Powers

- The implementation and management events that are promoted by the Parish Council and its partners within the Parish of London Colney
- Consider applications from other organisations for events held on parish council property.
- To formulate a budget request for revenue expenditure/capital for the next financial year, including the charges for events
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Finance & General Purposes Committee.
- The Committee will oversee the implementation of the Christmas Lights contract
- To provide oversight of the Council's online presence (website and social media)
- To oversee the editing and publication of the parish newsletter.
- To oversee the implementation of the Communications Strategy and Community Engagement Policy for the council's engagement with residents and outside organisations
- To consider consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY COMMITTEE

DATE: 15 JUNE 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: VOLUNTEER POLICY

1. SUMMARY

This report sets out a review of the Council's Volunteer Policy.

2. RECOMMENDATION

Members are asked to consider the amendments to the attached policy and subject to agreement, recommend its adoption by Council.

3. BACKGROUND

- 3.1 People chose to volunteer for several reasons. For some it gives back to their community or make a difference to people around them. For others it provides an opportunity to develop new skills or build on existing experience and knowledge.
- 3.2 Volunteers have always supported parish council events (lunch club, fireworks etc) but the Covid pandemic saw an increase in volunteers coming forward to help with the Good Neighbour Scheme, with over 40 people registering to help. We need to work with these volunteers, supporting them to help us in other projects.
- 3.3 The parish council should consider improving the age range of those volunteering, as our current group of volunteers for lunch club etc are an older demographic. Consideration should be given to approaching Samuel Ryder, and other secondary schools which are attended by young people from London Colney, to see if there is any merit in offering volunteering opportunities for Duke of Edinburgh Award Scheme or similar activities. Volunteering with young people comes with its own set of risks including staff having to be DBS checked.
- 3.4 Other avenues to work with young people include the 1st London Colney Scouts. They have always been supportive of the firework event, but there may be opportunities to work with them on projects like Lowbell Lake, which may count towards Scout achievement badges. In fact, funding streams may be available if we can demonstrate the support of youth organisations.
- 3.5 Local employers (Sainsburys and Marks & Spencer) may also offer their staff opportunities to volunteer, and these organisations could be approached in relation to supporting lunch club.
- 3.6 Areas in the policy which are ~~crossed out~~ are deletions, and those in *italics* are additions.

4. FINANCE

- 4.1 All expenses should be reimbursed to volunteers from the appropriate budget, subject to relevant receipts being received.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 4 of the Strategic Plan V2
Equalities	All volunteers are subject to the Equalities Act.
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Volunteers support the workforce, enabling redeployment elsewhere.
Risk Management	Volunteers are managed as staff with the same duty of care.



LONDON COLNEY PARISH COUNCIL

VOLUNTEER POLICY

Introduction

This Policy sets out the Parish Council's position about the engagement of volunteers. This can cover support in the Council Offices, the Community Centre, around the Parish and at events, e.g., Larks in the Parks, Fireworks. This policy highlights the benefits of using volunteers for the Parish Council but also for the volunteers.

Working with Engagement of volunteers must not be taken lightly and there should be procedures in place to ensure volunteers receive the best possible management support and the Parish Council receives maximum benefit from a volunteer's contribution. *This should include Engagement of volunteers should also cover* what is expected from the volunteer during their contribution (i.e., performing the required duties/tasks adequately) but also what the volunteer will gain from the experience (i.e. increased knowledge and/or quality of life).

By producing this policy, it demonstrates the Parish Council's commitment to volunteering by recognising and appreciating their support through their involvement in the work of the Parish Council for the benefit of the Parish.

The Benefits of Engaging Volunteers

Volunteering provides the opportunity to use current skills and develop new ones, acquire new interests, meet people, become active in bringing about social change, and to get involved.

Undertaking voluntary work provides:

- Enjoyment and personal satisfaction;
- A chance to meet people, make new friends and associates and get involved in the community;
- Gain valuable work experience and training;
- A chance to use and learn new skills;
- A change from the normal routine;
- Recognition and a chance to build up confidence.

Volunteering **can also improve the wellbeing by:**

- Improving health and fitness, particularly with outdoor activities;
- Reducing depression and combating stress;
- Build on self-esteem;

Working with Volunteers

We should engage with volunteers ~~Engagement of volunteers should be~~ regularly reviewed to ensure the best working practices are in place. *The Council will provide all volunteers with an introduction to the organisation, as well as any induction or training required to the volunteering opportunity.*

All volunteers will be made aware of our Health and Safety Policy and any practical safety concerns as part of their induction. All roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a preexisting medical condition or disability, an individual risk assessment may also be necessary. All volunteering undertaken shall be conducted in line with the Health and Safety at Work Act 1974, any other health and safety legislation and the relevant Parish Council policies. Engagement of volunteers is covered by the Parish Council's insurance whilst working on projects initiated and supervised by Parish Council staff.

What Should Be Expected by Volunteers

Anyone can be a volunteer – whether it is on a planned project, work experience or specific arrangement.

The engagement of volunteers should be:

- Encouraged;
- Planned in advance for sufficient notification;
- Offered as widely as possible;
- Duties/tasks clearly identified;

The Parish Council will ensure all volunteers are:

- Fully supervised;
- Treated as a co-worker and not just free help, in doing so ensuring they are part of the process, free to make suggestion, and respected for their views and opinions;
- Provided with any required training;
- Provided with adequate tools and equipment to undertake their duties/tasks;
- Covered by health and safety legislation, which is in place and enforced;
- Recognised for their support and achievements.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 15 JUNE 2021

REPORT BY: ANTONIA WINGATE-MARTIN, EVENTS OFFICER

SUBJECT: FIREWORK DISPLAY

1. SUMMARY

- 1.1 Following the success of previous years firework display, changes are required to the infrastructure for the event, to comply with health and safety and site management requirements.
- 1.2 This report outlines the recommended changes to the infrastructure of the event, to ensure that we comply with our responsibilities under the Health and Safety at Work Act 1974.

2. RECOMMENDATION

- 2.1 Members are asked to consider the following recommendations:
 - a) Crowd control measures are implemented to ensure the safety of all spectators, contractors, and staff including a pre-issued ticketing system for spectators via our website or another host, which would be passed on as a charitable donation.
 - b) Changes to boundaries to ensure the safe egress of spectators, and emergency evacuations – replacing current hedge lines surrounding the carpark with removable fencing for events such as fireworks, allowing the area to be opened for the emergency evacuation of the site and reduce the risk of any harm to spectators, contractors, or staff.

3. BACKGROUND

- 3.1 The firework displays in 2019 and 2018 reached spectator levels of 5000 people – our site capacity. Site capacity is based on the rate at which the event can be evacuated in an emergency. On a level surface 100 people can reasonably exit in 1 minute (equal to 82 spectators per metre width per minute)
- 3.2 In 2019 we needed to guide an ambulance out of the grounds when the crowds were leaving the venue, using the only vehicle exit we had. This highlighted a risk area which needed to be addressed for future events.
- 3.3 Changes in insurance cover requires us to have 1 event marshal for every 100 spectators, therefore with a crowd of 5000 we now require 50 event marshals. By not requiring bucket collectors on the gates, we would be able to re-purpose these volunteers as strategic event marshals (bucket collectors are not counted within the required 50 marshals.) This restriction would also benefit from a pre-booked ticketing system being in place.

3.4 By including a £1 donation per ticket, would also greatly increase the charitable collection made at this event e.g., £5000 for 5000 spectators. The previous 2 years have been circa £3000 and £2500, respectively.

4. FINANCE

4.1 The cost of a ticketing system added to our website, to take ticket bookings is one option. The price for this option must be determined from our IT provider.

4.2 If we used an established ticketing service such as Ticket Source or Event Brite, they take a percentage of any monies taken e.g., £0.49 per ticket + 3.5% therefore 5,000 tickets sold for £1 would cost £420.

4.3 Hire of ticket scanners to use at event: waiting for further quotes

4.4 If we use Ticket Source we can hire their scanners – deposit of £700 for first scanner, £500 for subsequence scanners, returned after handsets are returned, so the only cost is for postage £35 per handset. Alternatively, they have an app system which can be used on mobile phones.

4.5 The cost of implementing the boundary changes would include removal of hedges at the car park at Morris Recreation Ground and the installation of removable fencing. This will need to be investigated and considered at a future events meeting.

5. IMPACT ASSESSMENT

Strategic Plan	Adheres to objectives outlined in Strategic Plan to operate within legislation.
Equalities	Ensures adherence to Equality Act
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Greater charity collection
Resources (including workforce)	There will be greater administration of a ticketed system, therefore a burden on the workforce to administer.
Risk Management	Ensure compliance with Health & Safety at Work Act, reduces risk of major incident at event.