



LONDON COLNEY PARISH COUNCIL

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

9 November 2021

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 16 NOVEMBER 2021, at 7.00PM, 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 21 September 2021.
4. **MATTERS ARISING FOR INFORMATION ONLY**
 - 4.1 Community Garden
5. **EVENTS HELD**
 - 5.1 Halloween Party – 31 October 2021
 - 5.2 Fireworks – 7 November 2021
 - 5.3 Remembrance Sunday – 14 November 2021
6. **FUTURE EVENTS**
To receive an update on the following events:
 - 6.1 Christmas Lights Switch On – 28 November 2021
 - 6.2 Community Awards - To agree a date and the format for the event.
7. **NEWSLETTER**
To receive an update on the December issue and any articles for submission to the next edition.
8. **WORK PROGRAMME**
To receive and note the work programme for this committee.
9. **DATE OF NEXT MEETING**
11 January 2022

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 21 SEPTEMBER 2021, 7.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

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

IN ATTENDANCE: E Payne, Clerk
A Wingate Martin, Events & Community Officer

1. APOLOGIES

Apologies were received from Cllr Gardner.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 21 June 2021 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

4.1 Community Garden

This item was not discussed as Cllr Gardner was absent.

5. EVENTS HELD

5.1 Chantry Island Pilgrimage – 22 June 2021

The event had been well attended, and informative. The refreshments provided by St Peter's Church had been appreciated by the attendees.

5.2 Picnic in the Park – 15 August 2021

The event had been very successful with lots of presales, with a few tickets available on the day. Additional work had to be undertaken on the risk assessment due to Covid restrictions which had been applied by the Safety Advisory Group. The event had made a profit of £910.

6. FUTURE EVENTS

6.1 Halloween Party – 31 October 2021

The event is now sold out with all 120 tickets allocated. Refreshments will be provided in Halloween themed bags and volunteers will be sought to assist with catering. The bar will be open for adults.

6.2 Fireworks – 7 November 2021

Ticket Source will be used for ticket sales, with tickets on sale from 1st October 2021. Tickets will be open to residents of London Colney in the first instance, before being advertised on social media. It will be publicised through banners and the Council's website.

The tickets will produce a QR code which can be read by a reader downloaded onto a mobile phone. There is an option for an additional donation when purchasing tickets with of Gift Aid. There will need to be a procedure in place for ticket sales on the day. In addition, there will need to be a procedure for people who will not buy a ticket and are refused entry to the site.

Volunteers are being recruited and there will be the normal training sessions run.

Additional fencing is required on the perimeter to prevent unauthorised access. There will be buckets available for ad hoc donations. It was agreed that the charity donation would be apportioned across the three charities depending on how many volunteers they provided.

6.3 Remembrance Sunday – 14 November 2021

The piper is booked and Rev Woods from the Baptist Church has confirmed he is officiating. Wreaths have been ordered from the Royal British Legion and Mrs Marion Brown DL has confirmed she is attending. There will be refreshments after the event at the community centre and the WI will be asked if they would like to provide these. First aid is booked and the road closure has been applied for. The chairman asked to see the order of service.

6.4 Christmas Lights Switch On – 28 November 2021

The road closure has been applied for. Stalls are being booked including the fair along with food vendors. Officers are meeting with the White Horse who is kindly sponsoring the grotto. Schools and community groups have been asked if they would like to participate. The parish council will be supporting Santa's Grotto and the Mulled Wine stall.

6.5 Carol Singing

Sainsburys are not booking in carol singing due to Covid restrictions. They have said that they will contact the Council if they change this policy. Councillors asked for preferred dates on Saturday 18 December (daytime) and Wednesday 22 December (evening) if the situation changes.

6.6 Community Awards

Members agreed to have the same categories as the last event, with the Council's community partners supporting the decision making process and handing out prizes. A date for the end of February/beginning of March to be agreed at the next meeting.

7. UPDATE ON THE STRATEGIC PLAN

Members discussed this committee's contribution to the strategic plan. It was suggested to include a food festival as part of Larks in the Parks 2022.

8. EVENTS AND BUDGET FOR 2022/23

Members received the budget for this committee in 2022/23. It was agreed not to hold Twixmas in 2022. There were no other changes.

9. SEATED EXERCISE

It was agreed to remove the charge to attend seated exercise for non- London Colney residents. Members were advised that the St Albans Old People's Trust had awarded the parish council £4,830 for the seated exercise in 2021/22.

10. LUNCH CLUB

Members were advised that the new lunch club arrangements had been up and running for three weeks. The activity will be discussed in more detail at the next meeting after it has been operating for a couple of months.

11. NEWSLETTER

The meeting discussed dropping the number of editions from 4 to 3 as it was quite time consuming to produce a wide range of articles. The meeting agreed to continue with four editions and other contributors will be approached to write articles. Possible sponsorship of front page 'this edition sponsored by...' was discussed and this wasn't carried forward.

12. WORK PROGRAMME

Members noted the forward work programme

13. NEXT MEETING

9 November 2021

The meeting closed at 1945.

Signed: Date:

Environment & Neighbourhood Work Programme 2021-22

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
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11/01/2022

08/03/2022

Lunch Club Evaluation

Events Officer

to review the performance of lunch club to date

Future Meetings

Mar-23

Communications Policy

Mar-23

Community Engagement