



## LONDON COLNEY PARISH COUNCIL

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

1 March 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 8 MARCH 2022, at 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**Emma Payne**  
Clerk

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### AGENDA

1. **APOLOGIES**  
To receive apologies for absence
2. **NOTIFICATION OF SUBSTITUTIONS**  
To receive any notification of substitute Members made to the Clerk.
3. **DECLARATION OF INTEREST**  
To receive members declarations of interest in items on the agenda.
4. **MINUTES OF PREVIOUS MEETING**  
To receive and approve the minutes of the previous meeting held on 1 February 2022 (attached).
5. **MATTERS ARISING FOR INFORMATION ONLY**
6. **FUTURE EVENTS**  
To receive an update on the following events:
  - 6.1 Community Awards – Friday 11 March 2022
  - 6.2 Litter Pick – Saturday 26 March 2022
7. **FUTURE EVENTS**
  - 7.1 Opening of Splash Pad – Date to be confirmed
8. **STREET PARTY KITS**  
To receive a report on the street party kits for the Queen's Platinum Jubilee.
9. **LUNCH CLUB**
  - 9.1 To receive a report with a 6-month review of this operation
  - 9.2 To consider grant funding for this service
10. **NEWSLETTER**  
To receive an update on the recent edition of the newsletter.
11. **WORK PROGRAMME**  
To receive and note the work programme for this committee.

- 12. DATE OF NEXT MEETING**  
To be decided

**LONDON COLNEY PARISH COUNCIL  
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE  
TUESDAY 1 FEBRUARY 2022, 7.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

**PRESENT:** Cllr McMillan (Chair), Cllr Gardner, Cllr Pakenham, Cllr Pearl, Cllr Winstone

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

**1. APOLOGIES**

All members were present.

**2. NOTIFICATIONS OF SUBSTITUES**

Not applicable.

**3. DECLARATION INTEREST**

There were no declarations on any item on the agenda.

**4. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 16 November 2021 were adopted as a true record of the meeting.

**5. MATTERS ARISING FOR INFORMATION ONLY**

There were no matters arising.

**6. EVENTS HELD**

**6.1 Christmas Lights Switch On – 28 November 2021**

Members were pleased with the successful event which had been well attended and figures for expenditure/income were distributed.

**7. FUTURE EVENTS**

**7.1 Community Awards – 11 March 2022**

The nominations for this event closed on 31 January 2022. The decision panel will meet on 26 February 2022 to decide on the winners for each category. This will comprise of two Councillors and the parish council's community partners. Cllr MacMillan and Cllr Winstone will represent the parish council. Members asked for more information on who had nominated individuals and were advised that this was not possible on GDPR grounds. The decision panel will decide on the winners/runners up for each category solely based on reason the nominated individuals has been put forward and who nominated them is not relevant to this decision-making process.

The judging panel will meet on Thursday 24 February 2022. Members discussed the format for the event including the provision of entertainment between awards and the Events Officer will investigate suitable entertainment.

## **7.2 Litter Pick – Saturday 26 March 2022**

The Scouts are assisting, and residents will be encouraged to attend. SADC are supporting the event with equipment for litter collection and will dispose of the collected rubbish.

## **8. LARKS IN THE PARKS**

Members were advised that SADC have set the date for this event as Sunday 10 July 2022, which is later than normal due to other activities in the district. Members were disappointed at the short notice for the date being changed from its normal weekend. Members considered the length of time between this event and the Council's Picnic in the Park and judged that there was insufficient time to organise both events, and an adverse effect on staff resources. Members considered merging the two events but felt that they were different events, targeted to different audiences. It was **RESOLVED** that:

***London Colney Parish Council will not participate in Larks in the Parks on Saturday 10 July 2022.***

## **9. FIREWORK CONTRACT**

Members received the specification for the firework contract. They noted the amendment to the specification to include quieter fireworks. Amendments were made to the specification to encourage contractors to increase the number of quieter fireworks in subsequent displays, subject to the display quality being satisfactory. Members also asked for a clause in case the event had to be postponed for any unforeseen circumstances (national period of mourning, pandemic etc).

## **10. CHRISTMAS LIGHTS SWITCH ON EVENT**

Members were asked to confirm the date they wished to hold the Christmas lights switch on event. Members asked if Officers could ascertain from SADC when their event was being held. Officers advised Members that SADC's event will be in mid-November, and they would like a decision at tonight's meeting so that the event paperwork (road closures and Safety Advisory Group application) can be submitted during this quieter period. It was **RESOLVED** that:

***The Christmas Lights Switch On Event will be held on Sunday 4 December 2022***

## **11. QUEEN'S PLATINUM JUBILEE**

Members considered organising an event to commemorate the Queen's Platinum Jubilee on Sunday 5 June 2022. They were advised that there are already plans to have a 'Big Lunch' on Tuesday 31 May and the Holiday Inn would like to have a tea party on Wednesday 1 June. Members were also advised that supervising the event would be problematic with staff having personal commitments that weekend.

Members were advised that HCC are taking applications for road closures to facilitate street parties which would be free of charge. They were also advised that this would be included in an article for the March newsletter. They went on to consider how they could support residents

holding street parties. Members considered giving a 'cash' donation to residents organising street parties but were advised that this would not be transparent and there would be no audit trail. It was agreed that a 'street party kit' could be compiled which could include decorations such as bunting, flags and possibly temporary road closure signage. Members were keen to see some sort of children's activity included in the kit. A full proposal for this will be presented to the next meeting. An article will be included in the newsletter. It was **RESOLVED** to:

***Seek the approval of Finance & General Purpose for the amendment to the Events budget following the decision not to hold Larks in the Parks, and the virement from this budget heading to increase the general events budget to accommodate street party kits.***

**12. NEWSLETTER**

Members were advised that the next newsletter is March 2022, and the copy deadline is Friday 4 February. Members considered the list of articles for inclusion including one on the withdrawal of the Hertsmere BC local plan, green article on parish council environmental activities, chair's article with a roundup on the year's activities including the budget. The doctor's surgery would like to have an article on their patient participation group and the Clerk will contact them directly.

**13. WORK PROGRAMME**

Members noted the forward work programme. They asked what criteria would be used in the report on the lunch club evaluation and suggestions were made on the type of information they would like to see in the report. They were advised that it is not possible to compare year on year figures. They also asked Officers to investigate grant funding to support the activity.

**14. DATE OF NEXT MEETING**

8 March 2022

The meeting closed at 2010.

Signed: .....

Date: .....

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:           EVENTS AND COMMUNITY**

**DATE:                   8 MARCH 2022**

**REPORT BY:           ANTONIA WINGATE-MARTIN, EVENTS OFFICER**

**SUBJECT:              STREET PARTY KITS**

### **1.       SUMMARY**

1.1     At the Events & Community Committee meeting held on 1 February 2022, it was agreed to distribute street party kits to any street in London Colney who had applied to Herts County Council for a road closure, once it had been approved

### **2.       RECOMMENDATION**

2.1     Members are asked to note the provisional contents of the kits.

### **3.       BACKGROUND**

3.1     The Queen's Platinum Jubilee is being held over the weekend of Thursday 2 – Sunday 5 June 2022.

3.2     Residents are being encouraged to apply to HCC for a road closure to hold their own street parties. Once the road closure application has been made, residents can apply for their street party kit, which will be distributed when the road closure has been approved.

### **4.       FINANCE**

4.1     Current prices – contents would cost £50 per pack:

- 25 handheld Union Jack flags (£7.49)
- 1 5FT X 3FT Jubilee Union Jack flag (£6.99)
- Pack of 27 paper crowns (£10.59)
- 40m of Union Jack bunting (plastic) (£8.75)
- Pack of 36 bubbles for children (£12.99 excl. VAT))
- street games such as Quoits or Boules. (£3.50 – 4.10 excl. VAT)
- Colouring sheets (printed in house)

Information sheet regarding street safety – not attaching bunting to lamp posts etc, reusing/recycling items after use

4.2     Finance & General Purposes Committee (17 March 2022) have been asked to approve the virement of £1,000 of the Larks in the Park budget to the General Events budget to cover the costs of the kits.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective Four
Equalities	N/A
Environmental/Sustainability	Single use plastics is not in line with the Climate Change and Biodiversity Plan
Crime & Disorder	N/A
Financial	Virement required to be agreed by F&GP
Resources (including workforce)	N/A
Risk Management	N/A



M.Y Royal Court Garden Quoits Outdoor Game



LOW Stock

PN: TY5529

Each	<b>BEST PRICE SHOWN</b>		
£4.15 Ex VAT	£4.15	£4.15	

ROYAL COURT WOODEN GARDEN QUILTS  
090660

BULK QUANTITY DISCOUNTS	
EACH £3.36	
UNIT PRICE £3.36	STOCK In stock
TOTAL UNIT: 1	TOTAL PRICE: £3.36
UNIT OF SALE EACH	QUANTITY - 1 +
ADD	
MORE INFO	

Summer Fun And Games - Sports 8 Boules Set



NEW ITEM

PN: 53934

Each	3	6	12
£4.33 Ex VAT	£4.08	£3.85	£3.64

MORE DETAILS

36x Farm Game Top Bubbles



PN: R42494

Display Of 36	2
£13.75 Ex VAT	£12.99

Unit prices from only 36p



Platinum Jubilee 2022 Lamp Post Sign  
£4.99



Platinum Jubilee 2022 Bunting  
£12.99



Platinum Jubilee 2022 Large Flag  
£15.99





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## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:           EVENTS & COMMUNITY**

**DATE:                   8 MARCH 2022**

**REPORT BY:           EMMA PAYNE, CLERK**

**SUBJECT:              LUNCH CLUB – 6 MONTH REVIEW**

### **1.       SUMMARY**

1.1     This report outlines the initial 6 months of operation of the lunch club, since it has been operated by Hertfordshire Catering Ltd (HCL)

### **2.       RECOMMENDATION**

2.1     Members are asked to note the report.

### **3.       BACKGROUND**

3.1     The decision to outsource the provision of lunch club was made on 15 June 2021, and Hertfordshire Catering Ltd (HCL) commenced their service on 1 September 2021.

3.2     There was a slow start at first, as Covid restriction were still in place but recently numbers have been increasing, with Tuesday being the better attended of the two sessions (probably due to bingo immediately after it).

3.3     The offer is a three-course lunch (with a choice for each course) which is charged at £6.50 per person inc VAT.

3.4     After shaky start with some issues about portion size and menu choices, things have settled down. Officers also fed back to the HCL when there were issues about a repetition of the type of carbohydrates served and this has improved.

3.5     There was also a transition period where the staff transferred from the parish council to HCL under TUPE needed to learn different techniques and systems for reporting on food hygiene/allergies. This has now settled down. HCL are very aware of the vulnerable nature of the attendees, which is why they are prescriptive when it comes to their reporting. They have a visit booked with Environmental Health from SADC in March 2022.

3.6     Feedback from attendees is good with a recent survey reporting high levels of satisfaction, with some suggested additions to the menu. Other matters like the single use condiments were covered in a recent meeting between officers and HCL, and these comments have been taken on board.

3.7     HCL have requested additional storage and extra freezer space and officers are investigating reconfiguring the chiller to accommodate this request.

3.8     Volunteers continue to help with the lunch club and are an intrinsic part of the operation. They are offered lunch after the service.

#### 4. FINANCE

4.1 The cost of a lunch is £6.50 per person plus VAT with a minimum number of 25 per service. Any covers over 25 are charged at £2.50 per person.

4.2 Income/expenditure from 1 September to 28 February 2022:

Income (Tuesday) £2,211.86

Income (Thursday) £2,208.06

**Total** £4,419.92

Expenditure £7,530.00

Cost to Council **£3,110.08**

#### 5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	Lunch club is accessible to all residents
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Outsourcing the operation transfers the risk to the Contractor

## Events & Community Committee Work Programme 2021-22

<b>Date of Meeting</b>	<b>Matter for Consideration</b>	<b>Responsible Officer</b>	<b>Background Information</b>	<b>Source Document (if applicable)</b>
08/03/2022	Street Party Kits Lunch Club Evaluation	Events Officer Clerk	Previous agenda item 6 month evaluation of lunch club operation	N/A N/A
May-22	Newsletter costings	Events Officer	Review of newsletter production including analysis of % of articles vs advertising and income generated through advertising	Strategic plan
<b>Future Meetings</b>				
Mar-23	Communications Policy			
Mar-23	Community Engagement			