



LONDON COLNEY PARISH COUNCIL

To: Councillors MacMillan (Chair), Lillico, Mortuza, Pakenham and Pearl

8 November 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 15 NOVEMBER 2022, at 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

AGENDA

1. **APOLOGIES**
2. **NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitute Members to the Clerk
3. **DECLARATION OF INTEREST**
To receive Member's declarations of interest in items on the agenda.
4. **MINUTES OF PREVIOUS MEETING** 3
To receive the minutes of the previous meetings held on 4 October 2022
5. **REPORTS TO COMMITTEES**
- 5.1 **Budget 2023/24** 6
To receive a request from the Finance & General Purposes Committee to identify savings in this committee's budget
- 5.2 **Lunch Club** 11
To receive a report on:
 - a) Regular update on lunch club performance
 - b) The Co-Operative Funding application
- 5.3 **Her Majesty Queen Elizabeth II**
To consider holding a commemorative event to mark the life of Her Majesty
- 5.4 **Finance Workshop for The Elderly**
To be advised of the format for this event to be held on Tuesday 14 February 2022.
- 5.5 **King Charles III Coronation– 6 May 2022**
To consider ideas to commemorate this event in the parish.

- 5.6 Computer Friendly**
To receive a request to use run these community-based sessions, free of charge at the community centre.
- 6 FORTHCOMING EVENTS**
To note the forthcoming events:
- a) Christmas Lights Switch On – Sunday 4 December 2022
 - b) Special Lunches
St Andrew’s Day – Tuesday 29 November 2022
Christmas Lunches – Tuesday 13 and Thursday 15 December (with additional date 20 December)
 - c) Tribute Night – 24 February 2023
 - d) Larks in the Parks – Sunday 18 June 2023
To consider the location for this event.
- 7. PAST EVENTS**
- a) Halloween Party – Sunday 30 October 2022
To receive a verbal update on this event.
 - b) Firework Display – Sunday 6 November 2022 13
To receive a report on costs for the event and the division of charity collection.
- 8. WORK PROGRAMME** 15
To receive the Work Programme for the Events & Community Committee and note its contents.
- 9. DATE OF NEXT MEETING**
3 January 2023

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 4th OCTOBER 2022, 6.00PM MORRIS WAY PAVILION, WHITE HORSE LANE, LONDON COLNEY

PRESENT: Cllr McMillan (Chair), H Pakenham, S Pearl

IN ATTENDANCE: Emma Payne, Clerk

1. **APOLOGIES**

Apologies were received from Cllr Lillico (health).

2. **NOTIFICATIONS OF SUBSTITUTES**

There were no substitutions.

3. **DECLARATION INTEREST**

There were no declarations on any item on the agenda.

4. **REPORTS TO COMMITTEE**

4.1 **FIFA World Cup 2022**

Members were advised that the Clerk had not yet ascertained about playing football games via the projector. Members agreed dates of games to be shown at the community centre which would be promoted via social media and banners at strategic points in the village. The games to be shown were agreed by the meeting. Members offered to undertake a leaflet drop. Members proposed some bar promotions.

4.2 **Tribute Night**

Members were advised that the tribute act is not available now until 2023 and had suggested a date of 24 February. Members agreed the date and marketing will commence in 2023. Members were advised that the cost for the act had not been advised.

Post meeting note: The charge for the act will be £550.

4.3 **Lunch Club**

- a) Members received figures for the lunch club performance which were noted. Members acknowledged the appointment of a dedicated cook by the contractor, and it is hoped that with the quality of the food, that attendance will improve. Members were advised that there had been some new attendees through social prescribing from the Summerfield Health Centre and a new volunteer, from Shenley, had also been spreading the word. The Warm Spaces initiative agreed at the last meeting, may also encourage people to attend the lunch club as they will be held immediately before the lunch sessions on Tuesdays and Thursdays. Members agreed that the service was a value to the community.
- b) Members noted the performance of lunch club over the 12 months of operation and noted the savings achieved as opposed to running the service in house. Members were advised

that the budget for this committee had been adjusted to include a sum to cover the shortfall between expenditure and income.

It was **RESOLVED** that:

Note the report.

4.4 Her Majesty Queen Elizabeth II Commemorative Event

Members asked the Clerk to organise a service of commemoration for the service of HM Queen Elizabeth II. The Clerk had made initial enquiries with St Peter's Church but because there isn't a regular Vicar at the moment, they are struggling to find someone to officiate at the service. Members asked the Clerk to investigate another venue. The Clerk will advise Members of progress.

4.5 Operation Golden Orb

Members considered how to commemorate the coronation of HM King Charles III in 2023. Members considered putting flags on the lamp columns in the High Street and Members were advised of provisional costs of £4000. Members considered sponsorship and an application to the County Councillor. It was **RESOLVED** to:

Add a new budget item of £5,000 for Coronation activities.

4.6 Budget 2023/24

Members received a proposed budget for this committee, to be submitted to Finance & General Purposes. Members considered the new budget items; the fees and charges for sponsorship, magazine advertising, stall hire and lunch club. Members were advised the fairground charges were dependent on the money taken by the funfair at the event.

Members agreed the following:

- Sponsorship rates increase by 10%
- Magazine advertising rates increase by 10%
- Stall hire no change in rate
- Food vendors increase to £40
- Firework charitable donation to remain the same at £1
- Special lunch charge increased to £7.00
- Christmas lunch increased to £8.00

It was **RESOLVED** to recommend to Finance & General Purposes:

- a) The honorium for the newsletter designer is increased from £750 to £1,000***
- b) The fees and charges are reviewed and increased as per the recommendations of this committee***
- c) The Events budget for 2023-24 is adopted***

5.7 St Albans Old People's Trust

Members were advised that the St Albans Old People's Trust have awarded the parish council a grant of £4830 to fund three exercise classes (1 seated exercise and 2 seated yoga) for 12 months. This left the Council to fund 1 session. Members were asked to consider an article in the next newsletter thanking the Trust for their generous grant.

6. FORTHCOMING EVENTS

Members noted the following forthcoming events:

- a) **Halloween Party – Sunday 30 October 2022**
This event is sold out. Volunteers are required to help with preparing the food.
- b) **Firework Display – Sunday 6 November 2022**
Tickets are on sale from Friday 7 October.
- c) **Remembrance Sunday – Sunday 13 November 2022**
Members were advised that all permissions have now been received, the piper is booked, and the Deputy Lieutenant is attending. Members were advised that with staff issues the Clerk will require someone to ensure that the DL is accompanied in the processions. The service will be led by Rev Wood from the Baptist Church. The order of service has been updated and will be printed.
- d) **Christmas Lights Switch On – Sunday 4 December 2022**
Stall bookings are incoming. The landlord from White Horse has been met and they are happy to continue with their sponsorship of the event.
- e) **Special Lunches – St Andrew’s Day – Tuesday 29 November 2022, Christmas Lunches – Tuesday 13 & Thursday 15 December (with additional date on 20 December)**
Members noted the dates.
- f) **Tribute Night – 24 February 2022**
Noted.
- g) **Larks in the Parks – Sunday 18 June 2023**
Members noted the date for this event.

7. UPDATE ON PREVIOUS EVENTS

- a) **Picnic in the Park – 14 August 2022**
Members were advised that the event had made a surplus of £486.75.
- b) **MacMillan Coffee Morning**
This had been hosted at the Holiday Inn and had raised £253.

8. MAGAZINE

Members were advised that with the staffing issues, the Clerk will not have any capacity to support this and Cllr Pearl volunteered to take over this edition. He will arrange to meet with the Community & Events Officer for a handover.

Articles for the next magazine includes Environment Agency on flooding, Old People’s Trust, Sustainable St Albans on Making a Change.

9. DATE OF NEXT MEETING

The meeting closed at 1845.

15 November 2022

Signed

Date

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY COMMITTEE

DATE: 15 NOVEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: EVENTS BUDGET 2023-24 V2

1. SUMMARY

- 1.1 This committee's budget was received by the Budget Working Party meeting held on 26 October 2022.
- 1.2 This year is proving very difficult to balance the budget, without increasing the precept excessively, which the Budget WP would like to avoid doing in light of the other inflationary factors affecting residents. They have asked this committee to review the budget and identify where savings can be achieved

2. RECOMMENDATION

- 2.1 Members are asked to consider this report and identify where savings can be achieved to report back to the Budget Working Party on 16 November 2022.

3. BACKGROUND

- 3.1 The Clerk has identified some possible areas where savings in the events budget can be achieved:

a) Fireworks

Increase the 'ticket' price from £1 per person to £2 with the increased ticket sales being used to offset the costs of the event. It would mean that 50% of ticket sales would be the charitable donation, with the other 50% going to offset the costs of the event. With 4,500 attendees, this would raise £4,500 which would almost cover the entire cost of the firework display.

b) Magazine

Reduce the number of editions from 4 to 3 editions per year. This would make a saving on £1500. It would have an equivalent reduction in advertising income of £500.

c) Exercise Class

Charge £1 per person to attend exercise classes. With 35-40 attendees at each class, this would cover the costs of the instructor. Currently three of the four classes are funded by St Albans Old People's Trust but there is no guarantee that this funding would be available again. The funding expires at the end of October 2023.

The tutor charges £35 per session and operates 40 sessions per annum.

- 3.2 This committee has already recommended increasing sponsorship rates, and advertising rates.

- 3.3 The Budget WP has recommended increasing the charge for lunch club with a 50p increase on a 2 and 3 course lunch, with an increase for special and Christmas lunches. This increase has been factored into V2 and V3 of the budget.
- 3.4 The Clerk has considered the budget and made some additional savings through revaluation of previous expenditure.
- 3.5 Below are three versions of the budget.
- V1 is the one previously presented to the Budget Working Party with a total budget of £26,050.
 - V2 is a budget where there is an increase in firework ticket price and a charge to attend seated exercise. The total budget is £19,670
 - V3 is where there is an increase in the firework ticket price and no charge to attend seated exercise. The total budget is £22,070.
- 3.6 The savings from the reduction in the magazine editions is is not shown in these figures.

Events & Community Budget 2023/24

Description	Cost Centre	COSTS						INCOME					Cost to Council	
		Event Costs 5000	Food 5010	Entertainment 5015	Other Event Costs 5020	Road Closures 5035	Bar Supplies 4170	Total Costs	Bar takings 1250	Other 1300	Ticket Sales 1310	Misc		Total Income
Larks in the Park	300	£2,990.00	£300.00	£2,000.00	£1,151.00	£0.00	£1,000.00	£7,441.00	£2,000.00	£600.00	£0.00	£0.00	£2,600.00	£4,841.00
Fireworks	320	£665.00	£50.00	£4,700.00	£511.00	£900.00	£300.00	£7,126.00	£600.00	£400.00	£0.00	£500.00	£1,500.00	£5,626.00
Remembrance Sunday	340	£201.00	£0.00	£500.00	£482.50	£970.00	£0.00	£2,153.50	£0.00	£0.00	£0.00	£0.00	£0.00	£2,153.50
Halloween Disco	420	£44.00	£150.00	£200.00	£100.00	£0.00	£50.00	£544.00	£100.00	£0.00	£300.00	£0.00	£400.00	£144.00
Xmas Light Switch on	430	£718.00	£0.00	£400.00	£302.00	£1,850.00	£150.00	£3,420.00	£600.00	£480.00	£0.00	£0.00	£1,080.00	£2,340.00
Picnic in the Park	460	£231.00	£60.00	£2,500.00	£277.00	£0.00	£0.00	£3,068.00	£0.00	£350.00	£2,928.00	£0.00	£3,278.00	£210.00
General Council Events	400													
Community Awards														
Litter Pick	400	£44.00	£20.00	£0.00	£50.00			£114.00					£0.00	£114.00
Pilgrimage	400	£22.00	£50.00					£72.00					£0.00	£72.00
Susfest 20	400	£0.00	£0.00		£30.00			£30.00					£0.00	£30.00
Seated Exercise-Mon	400	£0.00	£0.00	£1,470.00				£1,470.00					£0.00	£1,470.00
Seated Exercise-Thu	400	£0.00	£0.00	£1,470.00				£1,470.00					£0.00	£1,470.00
Lunch Club	370	£18,000.00						£18,000.00			£10,000.00		£10,000.00	£8,000.00
Council Events Total		£66.00	£70.00	£2,940.00	£80.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00		
Total		£4,915.00	£630.00	£13,240.00	£2,903.50	£3,720.00	£1,500.00		£3,300.00	£1,830.00	£3,228.00	£500.00		-£26,050.50

Events & Community Budget 2023/24 V2

Description	Cost Centre	COSTS							INCOME					Cost to Council
		Event Costs 5000	Food 5010	Entertainment 5015	Other Event Costs 5020	Road Closures 5035	Bar Supplies 4170	Total Costs	Bar takings 1250	Other 1300	Ticket Sales 1310	Misc	Total Income	
Larks in the Park	300	£2,990.00	£300.00	£2,000.00	£1,151.00	£0.00	£1,000.00	£7,441.00	£2,000.00	£600.00	£0.00	£0.00	£2,600.00	£4,841.00
Fireworks	320	£665.00	£50.00	£4,700.00	£531.00	£900.00	£300.00	£7,146.00	£600.00	£400.00	£4,500.00	£0.00	£5,500.00	£1,646.00
Remembrance Sunday	340	£201.00	£0.00	£500.00	£482.50	£970.00	£0.00	£2,153.50	£0.00	£0.00	£0.00	£0.00	£0.00	£2,153.50
Halloween Disco	420	£44.00	£150.00	£200.00	£100.00	£0.00	£50.00	£544.00	£100.00	£0.00	£300.00	£0.00	£400.00	£144.00
Xmas Light Switch on	430	£718.00	£0.00	£400.00	£302.00	£1,850.00	£150.00	£3,420.00	£600.00	£480.00	£0.00	£0.00	£1,080.00	£2,340.00
Picnic in the Park	460	£231.00	£60.00	£2,500.00	£277.00	£0.00	£0.00	£3,068.00	£0.00	£350.00	£2,928.00	£0.00	£3,278.00	£210.00
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Susfest 20	400	£0.00	£0.00		£30.00			£30.00					£0.00	£30.00
Seated Exercise-Mon	400	£0.00	£0.00	£1,470.00				£1,470.00			£1,200.00		£1,200.00	£270.00
Seated Exercise-Thu	400	£0.00	£0.00	£1,470.00				£1,470.00			£1,200.00		£1,200.00	£270.00
Lunch Club	370	£18,000.00						£18,000.00			£10,000.00		£10,000.00	£8,000.00
Council Events Total		£66.00	£70.00	£2,940.00	£80.00	£0.00	£0.00		£0.00	£0.00	£2,400.00	£0.00		
Total		£4,915.00	£630.00	£13,240.00	£2,923.50	£3,720.00	£1,500.00		£3,300.00	£1,830.00	£8,928.00	£0.00		-£19,670.50

Events & Community Budget 2023/24 V3

Description	Cost Centre	COSTS							INCOME					Cost to Council
		Event Costs 5000	Food 5010	Entertainment 5015	Other Event Costs 5020	Road Closures 5035	Bar Supplies 4170	Total Costs	Bar takings 1250	Other 1300	Ticket Sales 1310	Misc	Total Income	
Larks in the Park	300	£2,990.00	£300.00	£2,000.00	£1,151.00	£0.00	£1,000.00	£7,441.00	£2,000.00	£600.00	£0.00	£0.00	£2,600.00	£4,841.00
Fireworks	320	£665.00	£50.00	£4,700.00	£531.00	£900.00	£300.00	£7,146.00	£600.00	£400.00	£4,500.00	£0.00	£5,500.00	£1,646.00
Remembrance Sunday	340	£201.00	£0.00	£500.00	£482.50	£970.00	£0.00	£2,153.50	£0.00	£0.00	£0.00	£0.00	£0.00	£2,153.50
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Xmas Light Switch on	430	£718.00	£0.00	£400.00	£302.00	£1,850.00	£150.00	£3,420.00	£600.00	£480.00	£0.00	£0.00	£1,080.00	£2,340.00
Picnic in the Park	460	£231.00	£60.00	£2,500.00	£277.00	£0.00	£0.00	£3,068.00	£0.00	£350.00	£2,928.00	£0.00	£3,278.00	£210.00
General Council Events	400													
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Litter Pick	400	£44.00	£20.00	£0.00	£50.00			£114.00					£0.00	£114.00
Pilgrimage	400	£22.00	£50.00					£72.00					£0.00	£72.00
Susfest 20	400	£0.00	£0.00		£30.00			£30.00					£0.00	£30.00
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Seated Exercise-Thu	400	£0.00	£0.00	£1,470.00				£1,470.00					£0.00	£1,470.00
Lunch Club	370	£18,000.00						£18,000.00			£10,000.00		£10,000.00	£8,000.00
Council Events Total		£66.00	£70.00	£2,940.00	£80.00	£0.00	£0.00		£0.00	£0.00	£0.00	£0.00		
Total		£4,915.00	£630.00	£13,240.00	£2,923.50	£3,720.00	£1,500.00		£3,300.00	£1,830.00	£7,728.00	£0.00		-£22,070.50

Lunch Club Income & Expenditure 2022

Date	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
June		£802.44	£1,500.00	-£697.56
July		£731.41	£1,500.00	-£768.59
August		£886.84	£1,500.00	-£613.16
September		£954.43	£1,500.00	-£545.57
October		£749.99	£1,500.00	-£750.01
November				
December				
		<hr/>		
		£4,125.11	£7,500.00	-£3,374.89

Lunch Club Income & Expenditure October 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
04/10/2022	Tuesday	13	£67.92		
06/10/2022	Thursday	18	£90.83		
11/10/2022	Tuesday	21	£104.58		
13/10/2022	Thursday	17	£79.58		
18/10/2022	Tuesday	16	£90.83		
20/10/2022	Thursday	22	£112.08		
25/10/2022	Tuesday	21	£102.08		
27/10/2022	Thursday	22	£102.08		
HCL monthly costs				£1,500.00	
			£749.99	£1,500.00	-£750.01

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY COMMITTEE

DATE: 15 NOVEMBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: FIREWORKS 2022

1. SUMMARY

1.1 This report outlines the income and expenditure for the Firework Display, along with previous charitable distributions.

2. RECOMMENDATION

2.1 Members are asked to consider the distribution of charity collections from the firework display.

3. FINANCE

Expenditure		
First aid cover	£160.00	
Traffic management	£860.00	
Refreshments for volunteers	£27.79	
Mulled wine	£320.25	
Radio Hire	£216.00	
Hire of Pedestrian Barriers	£176.06	
Fireworks	£4,250.00	
MC	£100.00	
TEN licence	£21.00	
	£6,161.10	
Income		
Advance Ticket Sales		£3,999.71
Ticket sales on the day		£545.00
Mulled Wine		£894.00
Charity Buckets		£289.82
Gift Aid		£375.80
Concessions inc funfair		£400.00
		£6,504.33

3.2 Staff costs have not been factored into this.

4. CHARITY PAYMENTS

4.1 Community organisations and charities benefiting from the firework charity collection were asked to provide stewards to help with the event. London Colney Scouts, St Peter’s Church and The Peace Hospice all provided volunteers. London Colney Hedgehog Rescue was not able to provide any volunteers.

4.2 Previous charity payments:

	2019-20	2020-21	2021-22
St Peter’s Church (Fireworks)	£700	No event held	£700
London Colney Scouts (Fireworks)	£700		£2000
Peace Hospice (Fireworks)			£527.54*
Citizens Advice (Fireworks)	£700		
Hedgehog Rescue (Fireworks)			£100.00*
London Colney WI (Fireworks)	£700		
The Swan Sanctuary	TBC		
* Gift Aid was split between these two charities			

4.2 Not all the community organisations helping with the event are registered charities and are therefore not eligible to claim Gift Aid.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Charity licence has to be applied for to support the event, with all funds collected reported back to SADC.

Events & Community Committee Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
03/01/2023	Review of newsletter budget	Events Officer	To receive an update on the newsletter's budget	Action from minutes
	Lunch Club Operation	Events Officer	To receive a report on the operation of the lunch club	Standing Item
	Calendar of Events for 2023	Events Officer	To consider the parish council's calendar of events	N/A
21/03/2023	Communications and Marketing Strategy	Clerk	To review this policy	Policy Review
	Community Engagement	Clerk	To review this policy	Policy review
	Lunch Club Operation	Events Officer	To receive a report on the operation of the lunch club	Standing Item

Future Meetings