



LONDON COLNEY PARISH COUNCIL

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

14 March 2023

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 21 MARCH 2023, 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**
To receive the minutes of the previous meetings held on 3 January 2023 & 24 January 2023 2
5. **REPORTS TO COMMITTEES**
 - 5.1 **Lunch Club** 5
To receive a report on lunch club performance
 - 5.2 **Summer Events** 9
To receive a report about Summer Events
6. **FORTHCOMING EVENTS** 11
To receive a report on forthcoming events:
 - a) Litter Pick – Change of Date
 - b) St George's Day Lunch - 25 April 2023
 - c) Coronation Big Lunch – 7 May 2023
7. **PAST EVENTS** 15
To receive a report on the following events
 - a) Elvis Tribute Night – Friday 24 February
8. **DATE OF NEXT MEETING**
30 May 2023

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE

TUESDAY 3 JANUARY 2023, 7.00PM

CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllr McMillan (Chair), T Lillico, and S Pearl

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Pakenham (health)

2. NOTIFICATIONS OF SUBSTITUTES

There were no substitutions.

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 November 2022 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Lunch Club

Members received an update on attendance and income received from lunch club. It was **RESOLVED** to:

Note the report.

5.2 Coronation Working Party

Members received a proposed Terms of Reference for a Coronation Working Party. Members were advised that once these had been adopted, the Clerk will start to promote the working party to recruit residents to organise an event to commemorate the Coronation. It was **RESOLVED** to:

Ratify the Terms of Reference for the Coronation Working Party

5.3 Review of Magazine Budget

Members received a report on the expenditure to date on the production and distribution of the Parish Council Magazine. Members noted that at the end of the year, it is predicted that the printing budget would be overspent by £1,218 and the distribution budget would be exceeded by £280. Members were advised that the budget for 2023/24 had been increased to take this into consideration. It was **RESOLVED** to:

Note the report.

5.4 Calendar of Events 2022

Members received a proposed calendar of events for 2023. Members noted that there wasn't a specific Burns Lunch on 26 January 2023, however, there will be haggis served as a main course and a Scottish themed dessert. It was **RESOLVED** to:

Ratify the Calendar of Events for 2023.

5.5 Warm Spaces

Members received a report on the implementation of the Warm Spaces initiative. Members noted the attached risk assessment in relation to the handling of food and for anyone preparing food to have a Level 2 Food Hygiene Qualification. Members were advised that as the weather had not been excessively cold, apart from a brief spell in December, the warm spaces had not been used for those it was intended for. Attendees of the exercise classes on a Monday and Thursdays were using the free and tea coffee and there was an honesty box. The Clerk will promote the project via social media and invest in a banner to go on the railings at the community centre. It was **RESOLVED** to:

Note the risk assessment.

6. FORTHCOMING EVENTS

Members received a report on forthcoming events, and it was **RESOLVED** to:

Note the report.

7. UPDATE ON PREVIOUS EVENTS

Members received a report on past events, and it was **RESOLVED** to:

Note the report

8. WORK PROGRAMME

Members received an updated work programme for this Committee and its contents were noted.

9. DATE OF NEXT MEETING

21 March 2023

The meeting closed at 1922.

Signed

Date

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EXTRA EVENTS AND COMMUNITY COMMITTEE TUESDAY 24 JANUARY 2023, 6.30PM

CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: Cllr Gardner
Emma Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Lillico (SADC meeting)

2. NOTIFICATIONS OF SUBSTITUTES

Cllr Winstone substituted for Cllr Lillico

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. REPORTS TO COMMITTEE

4.1 Larks in the Park 2023

Members received a report outlining the withdrawal of support by SADC for this event. Members were advised on the financial support received which included entertainment, an art activity and first aid cover. The other support includes administrative help with the paperwork required to ensure the event was safe, as well as marketing. Members received a proposed amended budget which included additional funding for first aid cover and marketing.

Everyone Active, the contractor who is responsible for the organisation of the event, were endeavouring to find grant funding to support the event.

The event has been run for approximately 16 years and Members considered that this would be an opportunity to replace it with something else. Members were advised that the Picnic in the Park was also in danger of not happening in its existing format due to the supplier not wanting to be involved in 2023.

Members had a robust discussion about potential sponsorship for the event, the lack of the Events Officer and the proximity of a potential Coronation event in early May. Members acknowledged the value of a community event, with sports and dance club along with more ethnic groups, to represent the diversity of London Colney.

It was **RESOLVED** to:

Not organise Larks in the Parks in 2023.

5. DATE OF NEXT MEETING

21 March 2023

The meeting closed at 1848.

Signed

Date

Lunch Club Income & Expenditure 2022-23

Date	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
Jun-22		£802.44	£1,500.00	-£697.56
Jul-22		£731.41	£1,500.00	-£768.59
Aug-22		£886.84	£1,500.00	-£613.16
Sep-22		£954.43	£1,500.00	-£545.57
Oct-22		£749.99	£1,500.00	-£750.01
Nov-22		£1,012.51	£1,500.00	-£487.49
Dec-22		£1,079.17	£1,500.00	-£457.25
Jan-23		£1,042.75	£1,500.00	-£457.25
Feb-23		£892.00	£1,500.00	-£608.00
Mar-23		£488.75	£1,500.00	
		£8,640.28	£15,000.00	-£6,359.72

Lunch Club Income & Expenditure January 2023

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
03/01/2023	Tuesday	20	£61.67		
05/01/2023	Thursday	30	£101.50		
10/01/2023	Tuesday	22	£115.83		
12/01/2023	Thursday	15	£89.58		
17/01/2023	Tuesday	23	£125.42		
19/01/2023	Thursday	31	£155.83		
24/01/2023	Tuesday	20	£102.08		
26/01/2023	Thursday	35	£184.17		
31/01/2023	Tuesday	21	£106.67		
		217			
HCL monthly costs				£1,500.00	
			£1,042.75	£1,500.00	-£457.25

Lunch Club Income & Expenditure February 2023

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
02/02/2023	Thursday	16	£83.75		
07/02/2023	Tuesday	19	£93.25		
09/02/2023	Thursday	18	£81.25		
14/02/2023	Tuesday	32	£182.08		
16/02/2023	Thursday	19	£105.00		
21/02/2023	Tuesday	15	£86.25		
23/02/2023	Thursday	16	£85.42		
28/02/2023	Tuesday	30	£175.00		
		165			
HCL monthly costs				£1,500.00	
			£892.00	£1,500.00	-£608.00

Lunch Club Income & Expenditure March 2023

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
02/03/2023	Thursday	21	£104.17		
07/03/2023	Tuesday	21	£120.42		
09/03/2023	Thursday	23	£117.08		
14/03/2023	Tuesday	28	£147.08		
16/03/2023	Thursday				
21/03/2022	Tuesday				
23/03/2023	Thursday				
28/03/2023	Tuesday				
30/03/2023	Thursday				
		93			
HCL monthly costs				£1,500.00	
			£488.75	£1,500.00	-£1,011.25

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY COMMITTEE

DATE: 21 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: SUMMER EVENTS

1. SUMMARY

- 1.1 Members are asked to consider the provision of summer events/activities in the village, following the decision of this Committee not to proceed with Larks in the Parks, after the withdrawal of support from SADC.
- 1.2 There has also been a considerable increase from the supplier of the equipment for Picnic in the Park (see 3.3 below).
- 1.3 Plans are progressing on a Coronation Big Lunch on Sunday 7 May, which is being supported by University of Hertfordshire work experience students.

2. RECOMMENDATION

- 2.1 Members are asked:
 - a) Do they want to continue with Picnic in the Park considering the price increase.
 - b) If Members want to continue with Picnic in the Park, then a recommendation on pricing should be made to the Finance & General Purposes Committee.
 - c) If they don't want to continue with Picnic in the Park, then do they want to consider having a new Summer event at Morris Recreation Ground.

3. BACKGROUND

- 3.1 At the last meeting of this Committee, a decision as taken not to proceed with Larks in the Parks, following the decision by SADC to withdraw funding. There was also the question of whether the Council could support a Summer event with the lack of staff resources that are currently being experienced.
- 3.2 The Clerk has been advised by Apex 360 that they have had to increase the price the event from £2,175 to £3,950.
- 3.3 In 2022, tickets were price at £15 for a family of 4. This equates to £3.75 per wristband. Ticket sales were £2,793.00 and 744 individual wristbands sold.
- 3.4 With the increase in price, and if 700 wristbands were sold, the price per wristband would be £5.65 or a family of four would be £22.57. This is a 50% increase in cost.
- 3.5 There are other income sources from market stalls etc, and these were £270.00

4. SUMMER EVENT

- 4.1 Before the removal of support by SADC, this committee had agreed that Larks in the Park event would be relocated to Morris Recreation Ground due to the lack of space at the community centre.
- 4.2 If a Summer event is to be planned that replaces both Larks and Picnic, then it would be held at Morris Recreation Ground and be a completely new event, held on Sunday 2 July which is a different weekend then Larks.
- 4.3 This new event could incorporate the best of both events; music and children's activities and the budget allocated for Larks in the Park could be used to off set the costs of this new event.
- 4.4 Interviews for a replacement Events Officer are being held on 15 March 2023 and they could be in place by the end of April 2023. A locum clerk has been employed to assist the Clerk with background planning (road closures, emergency plans etc). They are contracted until 3 April but this would be extended for additional support to the new Officer.

5. FINANCE

- 5.1 There is a budget for Larks in the Parks which could be transferred to a new event.
- 5.2 Picnic in the Park is self-financing and makes a profit.

6. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Existing budget in place
Resources (including workforce)	Recruitment ongoing and Locum Clerk in place to offer additional support.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 21 MARCH 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: FORTHCOMING EVENTS UPDATE MARCH 2023

1. SUMMARY

- 1.1 This report provides an update on forthcoming events.

2. RECOMMENDATION

- 2.1 Members are asked:
- a) Approve the change of date for the litter pick.
 - b) Note the date for St George's Day lunch.
 - c) Note the work to date for the Coronation Big Lunch.

3. LITTER PICK

- 3.1 This event requires the support of 1st London Colney Scouts, who are unable to support the event on the date originally planned (25th March) due to a Scout event the following weekend.
- 3.2 They have suggested an alternative date of Saturday 22 April.
- 3.3 The event is supported by SADC with litter pickers/rubbish bags/gloves.

4. ST GEORGE'S DAY LUNCH

- 4.1 The date for this has been set as Tuesday 25 April. The menu has been agreed with Herts Catering Ltd and tickets will go on sale w/c 3 April 2023.

5. CORONATION BIG LUNCH - SUNDAY 7 MAY 2023

- 5.1 Please see the notes from the working party held on 28 February 2023.
- 5.2 Supported by two work experience students from the University of Hertfordshire, a list of stakeholders has been drawn up and a poster has been designed which will be used as the basis for the marketing strategy. They will then be engaging with stakeholders to hold their own 'Big' lunch/dinner/breakfast event, which will be promoted through the community with the hashtag #londoncolneylunch. The poster and marketing material can then be reproduced for the venues concerned. Venues already interested are Carmelo's and The Green Dragon.
- 5.3 At the community centre, an event with refreshments and entertainment will be arranged for 100 people. A finger buffet menu is awaited from Herts Catering Ltd who will be catering the event, support by the lunch club chef.

- 5.4 Marks Bilsby is going to help arrange the entertainment including other local entertainers. The bar will also be open. Other activities for children are being investigated including face painting, balloon sculptures and possibly a couple of funfair rides on the open space.

6. FINANCE

- 6.1 The budget for the litter pick is minimal (refreshments after the event), with litter pickers and bags being supplied by SADC.
- 6.2 There is no budget required for St George's Day lunch.
- 6.3 The budget for the Coronation event is £2,500. Costs for the refreshments and entertainment have yet to be calculated. The ticket price will then be determined to cover costs. If there are to be concessions like funfair, ice cream etc, then some income will be received from these suppliers. There will also be income from the bar.
- 6.4 Street party packs will come from the above Coronation budget. The Jubilee pack were circa £50 each.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Budgets in place
Resources (including workforce)	Staff will have to work on Sundays at double time.
Risk Management	All activities are fully risk assessed.

NOTES FROM CORONATION WORKING PARTY 28/2/2023

Present: Cllrs Gardner, Gordon, MacMillan, Pearl, Pakenham

E Payne, Clerk
Antonina Plytchuk & Olesia Zhmetko (University of Hertfordshire)

1. Introductions

Everyone introduced themselves for the benefit of the work experience students who will be helping the Clerk with the organisation of this event.

2. Election of Chairman

As the parish council elections will have happened by the time this event is held, the Clerk was asked to chair this working party.

3. Coronation Weekend

The format for the weekend is:

Saturday 6 May 2023	Coronation during the morning
Sunday 7 May 2023	The Big Lunch An opportunity for residents to get together in their communities and have a meal together.
Monday 8 May 2023	The Big Help Out Doing something for your community e.g., litter pick, tidy up

4. Budget for Event

- a) Members were advised that the budget for the event was £2,500.
- b) Sponsorship will be sought but cannot be relied upon.

5. Event Suggestions from Members

- a) Members brought forward suggestions including:
 - Parade along the High Street with fancy dress
 - Big Lunch at the Community Centre with music and refreshments
 - Coronation Street Party Packs
 - History Society Exhibition on Previous Coronations
 - Outdoor event at the Village Green with a marquee in the event of bad weather
- b) The parade was thought to be too time consuming and difficult to organise in a relatively small timescale. It would also involve a road closure and traffic management, which would cost approximately £1k.
- c) Big Lunch at the community centre, catered for by Herts Catering Ltd (lunch club providers). Musical entertainment from local musicians etc.

- d) Spread The Big Lunch across London Colney with other venues and community organisations hosting events which will be promoted by the Council #londoncolneylunch.
- e) Street Party Packs were well received and can be organised for those streets which make a street party application to HCC.

6. Parish Council Event

- a) It was agreed to hold go with option c) and d) above, a Big Lunch across London Colney, with community organisations encouraged to organise their own events with the hashtag #londoncolneylunch

Actions:

1. Ask venues and community groups to take part.
2. Organise lunch at Community Centre for 100-120 people, in the hall and lounge.
3. Ask HCL about menu and costs for lunch.
4. Entertainment from local musicians and entertainers
5. Street party packs for those streets in London Colney who are making a road closure application to HCC
6. Seek sponsorship to offset the costs of the lunch at the community centre.

Elvis Tribute Night 24/2/23

	Expenditure	Income
Artist fee	£500.00	
Staff overtime	£73.60	
	£573.60	
Ticket Sales	£668.54	120 tickets sold = £725 less commission £50
Bar Sales	£663.30	Total sales £1326.60 at 50% profitability
	£1,331.84	
Profit on Event	£758.24	