



LONDON COLNEY PARISH COUNCIL

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

18 May 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 24 MAY 2022, at 7.30PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

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 8 March 2022 (attached).
5. **MATTERS ARISING FOR INFORMATION ONLY**
6. **FEEDBACK ON EVENTS**
To receive feedback on events held:
 - 6.1 Community Awards – Friday 11 March 2022
 - 6.2 Litter Pick – Saturday 26 March 2022
7. **FUTURE EVENTS**
To receive an update on the following events:
 - 7.1 Official Opening of Splash Pad – Saturday 9 July 2022 (change to previous date)
 - 7.2 Chantry Island Pilgrimage - 22 June 2022
 - 7.2 Picnic in the Park – 14 August 2022 including increase in pricing to cover online booking fee.
8. **EXTERNAL ORGANISATION CHARITY EVENT APPROVAL**
 - 8.1 Request from 1st London Colney Scouts, to use Walsingham Way Open Space for a fund-raising event on Saturday 16 July 2022
 - 8.2 Request from Urban Saints to use green space outside St. Peters Church on Saturday 24th September for Virtual Charity Duck Race.

9. **LUNCH CLUB**
To receive a verbal update on grant funding for this service
10. **NEWSLETTER**
To receive a report on future editions of the newsletter and associated costs.
11. **RECRUITMENT EVENT**
To receive a verbal report on a proposal to co-host a recruitment event at Holiday Inn Express to increase employment opportunities for residents.
12. **PARISH COUNCIL CHARITIES**
To consider the Parish Council's charities for 2022-23 and recommend any decision to Council for ratification.
13. **WORK PROGRAMME**
To receive and note the work programme for this committee.
14. **DATE OF NEXT MEETING**
5 July 2022

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 8 MARCH 2022, 7.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

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

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

1. APOLOGIES

Apologies were received from Cllr Pakenham (SADC Scrutiny Committee)

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 1 February 2022 were adopted as a true record of the meeting.

5. MATTERS ARISING FOR INFORMATION ONLY

There were no matters arising.

6. FUTURE EVENTS

6.1 Community Awards – 11 March 2022

Members were advised of the format for the event. The panel had met to agree the winners. There would be a special posthumous award for Mr Peak. All winners would receive a £50 Amazon voucher, with the Foodbanks receiving a donation of £50. There had been 115 invitations sent out to all nominees and their nominators. To date 75 people have RSVP'd. Cllrs Winstone and Gardner volunteered to help with welcome drinks/refreshments.

6.2 Litter Pick – Saturday 26 March 2022

All arrangements were in place for the litter pick. All community groups had been invited to attend including churches, mosques, Scouts, Brownies, Police, and the Co-Op were providing refreshments and volunteers. The Scouts have invited the Mayor of SADC. SADC are supporting the event with litter pickers, bags etc. Officers have been working with local litter picking groups to target litter prone areas that need attention. The event runs from 10-12.

7. FUTURE EVENTS

7.1 Opening of Splash Pad

Members discussed a small ceremony to commemorate the opening of the new splash pad in late May. The Clerk advised Members that she wanted to have a soft opening w/c 23 May 2022 with a formal opening event on Saturday 28 May. Members agreed to invite Mrs Marion Brown DL to assist with the opening of the facility. Cllr Dreda Gordon would also be asked to attend to thank her for all her hard work. The ceremony would be at 11am.

8. STREET PARTY KITS

Members received a report with the proposed contents for the street party kits. Members agreed the contents of the kits with some small amendments proposed.

9. LUNCH CLUB

9.1 Members received a report on the operation of the lunch club after an initial 6 months of operation. Members noted that the parish council paid for a minimum of 25 covers per session, regardless of how many people attended at £6.50 per person plus VAT and the sale price was £6,50 including VAT. If VAT was charged on £6.50 then it would be £7.80 per person. Members were advised that Tuesday was more popular than Thursdays, probably due to bingo on Tuesday afternoon. Members noted that the costs of running of service in house were higher.

9.2 Members asked Officers to investigate funding to supplement the activity, stressing the importance on reducing loneliness.

10. NEWSLETTER

Members discussed the latest edition of the newsletter and were advised by Officers that the cost of printing the newsletter are increasing due to raised energy and paper prices which are being passed on. The latest edition was 24 pages in length, up by 4 pages from its normal 20 pages.

Members asked Officers to provide a comprehensive report to the next meeting outlining the costs of printing/distribution vs income from advertising and how this was as a percentage of the total content of the newsletter. Members may want to consider reducing the newsletter to 3 editions per annum to ensure that the newsletter remains within budget.

11. WORK PROGRAMME

Members noted the forward work programme and noted its contents.

12. DATE OF NEXT MEETING

To be advised

The meeting closed at 1940.

Signed:

Date:

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 24 MAY 2022

**REPORT BY: EMMA PAYNE, CLERK
 ANTONIA WINGATE-MARTIN, EVENTS OFFICER**

SUBJECT: REQUEST TO USE PARISH COUNCIL LAND

1. SUMMARY

1.1 The Events & Community Committee has delegated powers to approve the use of parish council land by third parties.

2. RECOMMENDATION

2.1 Members are asked to consider the requests in this report and advise the Clerk if they are approved

3. 1st LONDON COLNEY SCOUTS

3.1 The Scout Group are based at Walsingham Way Open Space and have made a request to use the site on Saturday 16 July 2022 for a fund-raising event.

3.2. The event will include a tabletop sale, bouncy castles, possible climbing wall amongst other things and all the RA's will be sent prior to the event. The event will all be over by about 6pm.

3.3 They have made a separate grant application for funding towards the hire of a PA for the event, which is being considered at the Finance & General Purposes Committee on 19 May.

3.4 The Scouts have their own Public Liability Insurance.

4. URBAN SAINTS

4.1 Charitable organisation, Christian faith charity organisation, working with children and young people, who offer groups, education, camps, and residential holidays. Based in Luton, it has links with St. Peters Church, London Colney, Charity number SCO39313. Urban Saints have made a request to use land at Lowbell Lake outside St. Peters Church to film a virtual duck race for a charity event in September – suggested date Saturday 24th September.

4.2 Event will have 4 people in attendance. For a duration of approximately 1 hour. Risk Assessment, event management plan/operation plan will be sent prior to use of the land. Filming the duck race.

4.3 Urban Saints have their own public liability insurance.

5. FINANCIAL

There are no financial implications associated with this report.

6. IMPACT ASSESSMENT

Strategic Plan	Objective Four
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Organisations will be required to provide proof of public liability insurance

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS AND COMMUNITY

DATE: 24 MAY 2022

REPORT BY: ANTONIA WINGATE-MARTIN, EVENTS OFFICER

SUBJECT: LONDON COLNEY NEWSLETTER

1. SUMMARY

1.1 The London Colney News Magazine currently has 4 x 20-page editions a year, distributed to approx. 4000 households in London Colney.

2. RECOMMENDATION

2.1 Members are asked to:

- a) To consider the number of editions per year in light of increasing costs to print and consider publishing 3 editions per year (February, June, October)
- b) Consider rates for block booking discount in light of any decision to reduce the number of editions
- c) Refer the advertising rates for the newsletter to Finance & General Purposes for review.

3. BACKGROUND

3.1 Currently we publish and deliver 4 editions in March, June, September, and December.

3.2 The future cost of printing is uncertain with increased costs of materials and energy. The printing of June's edition has been to another printer who was offering better value, but their prices cannot be guaranteed for later editions.

4. FINANCE

4.1 Costs of printing

A4, Colour Throughout, 20pp, 130gsm Silk, Self-Cover, Stapled x 4000. No VAT on printing.

Company A

2021 Price (actual) **£995**

March Edition (actual) **£1217** for 24 pages, would have been **£1031** for 20 pages

Quote for June	£1395.00	10 – 12 Working days turn around
20 pgs	£1530.00	5 Working days turn around

Unable to quote in advance, quotes valid for 28 days.

Company B

June edition £1179
20 pages

Company B – “won't be able to forecast the prices for the future issues due to the volatile pricing situation of energy and paper. Our current estimate for this issue would remain valid for future issues assuming those elements remain fairly static.”

Budget vs actual

Actual Cost 2021/22	£4202
Budget 2021/22	£5000
Cost YTD 2022/23	£4716*
22/23 Budget	£5000

*Forecast, if printing costs remain same.

The designer's honorium is met from this budget.

4.2 Delivery Costs

Company A

No change in costs currently:

Per edition including Napsbury £390
Cost for 3 editions: £1170
Cost for 4 editions: £1560

Quote from Company C

Per edition including Napsbury £480
Cost for 3 editions: £1440
Cost for 4 editions: £1920

Budget for delivery: **£1300**
Prices exclude VAT.

4.3 Advertising income

Current prices:

Advert Type	Advert Size	Cost	Block Booking Cost
Full Page - Back Cover	(w) 210mm X (h) 297mm	£135 +VAT	£486 +VAT
Full Page - Inside Back/Front Cover	(w) 210mm X (h) 297mm	£126 +VAT	£453.60 +VAT
Full Page - Inside	(w) 210mm X (h) 297mm	£121.80 +VAT	£438.48 +VAT
Half Page	(w) 200mm X (h) 140mm	£64.68 +VAT	£232.85 +VAT
Quarter Page	(w) 98mm X (h) 145mm	£35.28 +VAT	£127 +VAT
Classified Advert	(w) 98mm X (h) 70mm	£35.28 +VAT	£127 +VAT

If there is a reduction from 4 to 3 editions, there will be a decrease in income per year. An adjustment would need to be made to advertisers who have block booked for 4 editions with a 10% discount.

2021/22 advertising income

June 21	£750.25
September 21	£593.17
December 21	£526.31
March 22	£853.49

Total: £3415.17

2022/23 advertising income YTD

June 22	£1426.96
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5. IMPACT ASSESSMENT

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	Less paper used.
Crime & Disorder	N/A
Financial	Reduction of income, reduction of print costs and delivery costs.
Resources (including workforce)	Reduction in officer time to prepare magazine to print if reduce to 3 editions
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 24 MAY 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PARISH COUNCIL CHARITIES

1. SUMMARY

1.1 The parish council has traditionally fund raised for local charities and this report outlines previous recipients of charity collections to inform a decision about beneficiaries for this year's charities.

2. RECOMMENDATION

2.1 Members are asked to advise the Clerk of the three charities selected as the Parish Council's charities for 2022-23 and make a recommendation to Council.

3. BACKGROUND

3.1 Previous charities who have received funding from the firework collection are:

	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*
The Swan Sanctuary	TBC		

* Gift Aid was split between these two charities.

3.2 The firework event is the biggest event where the most charitable donations are received. Other events have included Larks in the Park and the Christmas Lights Switch On event.

3.3 A decision needs to be made regarding which charities to support so that the relevant charity collection licence application can be made to the District Council.

4. FINANCE

4.1 Part of the firework collection is held over to offset the costs of running the event, typically the road closure. All other funds are handed over to the relevant charities.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Three
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Charity collection licence a requirement from the District Council to ensure collections are handled appropriately.

Events & Community Committee Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
24/05/2022	Newsletter costings	Events Officer	Review of newsletter production	Strategic plan
	Parish Council Charities	Clerk	To consider the parish council's charities for 2022-23	
05/07/2022				
20/09/2022	Review of lunch club	Events Officer	12 month review of lunch club operation	
	Budget 2023-24	Clerk	To review this committee's budget for 2023-24 and refer it to Finance & General Purposes Committee	Internal control
15/11/2022	Calendar of Events for 2023	Events Officer	To consider the parish council's calendar of events	N/A
03/01/2023				
21/03/2023	Communications and Marketing Strategy	Clerk	To review this policy	Policy Review
	Community Engagement	Clerk	To review this policy	Policy review

Future Meetings