



## LONDON COLNEY PARISH COUNCIL

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

28 June 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 5<sup>th</sup> JULY 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 24 May 2022 (attached).
5. **MATTERS ARISING FOR INFORMATION ONLY**
6. **FEEDBACK ON EVENTS**
  - 6.1 Chantry Island Pilgrimage – 22 June 2022
7. **FUTURE EVENTS**  
To receive an update on the following events:
  - 7.1 Official Opening of Splash Park – Date to be confirmed
  - 7.2 Picnic in the Park – 14 August 2022
8. **LUNCH CLUB**
  - 8.1 To receive an update on the performance of lunch club
  - 8.2 To receive an update on the promotional lunch club on Thursday 14 July 2022.
9. **CHAIRMAN'S FUNDRAISING EVENT**  
To receive a proposal from the Chairman of the Council for a fundraising event for the Peace Hospice.
10. **BUSINESS NETWORK OPPORTUNITY**  
To receive a verbal report on a proposal to co-host a business networking event to support small businesses in London Colney.

**11. WORK PROGRAMME**

To receive and note the work programme for this committee.

**12. DATE OF NEXT MEETING**

20 September 2022

**LONDON COLNEY PARISH COUNCIL**  
**MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE**  
**TUESDAY 24 MAY 2022, 7.30PM**  
**CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

**PRESENT:** Cllr McMillan (Chair), Cllr Lillico, Cllr Pakenham

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

**1. APOLOGIES**

Apologies were received from Cllr Pearl. Cllr Mortuza was absent.

**2. NOTIFICATIONS OF SUBSTITUTES**

No substitutions.

**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 8 March 2022 were adopted as a true record of the meeting.

**5. MATTERS ARISING FOR INFORMATION ONLY**

There were no matters arising.

**6. FEEDBACK ON EVENTS**

**6.1 Community Awards – 11 March 2022**

Members were very pleased how well the event had gone.

**6.2 Litter Pick – Saturday 26 March 2022**

The litter pick had been well attended by residents, with over 90 bags of rubbish collected, attended by the SADC Mayor. Feedback had been received that there was less rubbish than in previous years, and this was probably due to the ongoing efforts of the community litter pickers. The Co-Op had supplied refreshments. The Chairman asked for a letter of thanks to be sent to them.

## 7. FUTURE EVENTS

### 7.1 Provisional Opening of Splash Pad – Saturday 9 July 2022

Members were advised that the official opening of the splash park needed to be pushed back due to the opening date being pushed back due to supply issues. Members asked for a small buffet reception after the ceremony in the pavilion at Morris Recreation Ground.

### 7.2 Chantry Island Pilgrimage – 22 June 2022

Permission has been received from the landowner to access the site. Refreshments afterwards at St Peter's Church. It will be Rev Jones' last pilgrimage.

### 7.3 Picnic in the Park – 14 August 2022

Members were advised that there needed to be a change in the booking process. The contractor who supplies the equipment is a Community Interest Company (CIC) who organise other summer activities and their booking system is too complex for the needs of this event. Members were asked to approve a small increase in the ticket price to accommodate the booking fee. Members were advised that the booking site would be Ticket Source, which had been previously used for the Firework event. Members were advised that the booking fee should be included in the ticket price because it was felt that if the booking fee was seen as an added cost to the ticket price, then people would only want to buy tickets on the day. This could mean that in the event of bad weather, people would not attend, and the event would run at a loss.

Members enquired if there was a charge for charity stalls and were advised that it was £10. Members were reminded that all charities need to apply to the district council for a charity licence. It was **RESOLVED** to:

***Increase the ticket price to accommodate the booking fee:***

***Family ticket (4 wristbands) - £16.00 was £15.00***

***Individual wristband - £5.00 was £4.50***

## 8. EXTERNAL ORGANISATIONS CHARITY EVENT APPROVAL

### 8.1 1<sup>st</sup> London Colney Scouts – Saturday 16 July 2022

Members received a request from 1<sup>st</sup> London Colney Scouts to use Walsingham Way Open Space for a fund-raising event. Members asked the Scouts to leaflet residents who are adjacent to the site about possible noise from the event. It was **RESOLVED** to:

***Grant permission to 1<sup>st</sup> London Colney Scouts to use Walsingham Way Open Space on Saturday 16 July.***

### 8.2 Urban Saints – Saturday 24 September 2022

Members received a request from Urban Saints to use the land outside St Peter's Church to organise a virtual duck race for fund raising. It was **RESOLVED** to:

***Grant permission to Urban Saints to use land at the river on Saturday 24 September***

## 9. LUNCH CLUB FUNDING

Members had asked for Officers to investigate funding streams to off set the losses of the lunch club. They received a verbal update that an application had been made to the Co-Op fund with possible funding up to £3,000. We will be advised if we have been selected in October 2022. Officers will investigate applying to The St Albans Old People's Trust. The Tesco Bags of Help takes 3 years to be awarded. Awards for All will also be considered.

Members were advised that the activity is are promoted via The Old People's Trust, Small Bags of Kindness, and Communities 1<sup>st</sup>. Members asked Officers to investigate increasing the footfall to lunch club with a leaflet to encourage new attendees, distributed to properties surrounding the community centre with a discount club on production of the leaflet.

Members asked for a regular report on the performance of lunch club to be presented to this committee.

## 10. NEWSLETTER

Members received a report on the newsletter costs and the possibility of reducing the number of editions from 4 to 3 editions per annum. Members were advised that costs for the production of the newsletter are increasing, and Members must be made aware that it is very likely that that the budget will be exceeded.

The June edition of the newsletter will be produced with a small increase in printing of £179 as officers have used the council's previous printer. The only reason that the price could be held was because the printing company had a large stock of paper. Once this stock runs out, there will be an increase in printing costs. There had been an increase of £600 advised by printers who had undertaken the March edition. There is no increase in delivery costs. Quotations have been obtained for other delivery companies, which are more expensive.

Members expressed concern that if the number of editions was reduced, then regular block booked advertisers would suffer.

It was suggested that if budgeted was exceeded before the March edition, then an additional sum should be added to the newsletter budget for 2023-34. Members will ask for additional funds from General Reserves or a virement from another budget line e.g., Larks in the Parks.

Members considered reducing the number of the pages from 20 per edition to 16 but felt that it would be counterproductive because it would be mainly advertising with little space for editorial. Members asked for costs for a 16-page edition.

Members then went onto consider the honorium made to the newsletter designer and it should be a new budget item for 2023-24 to increase it from £750 to £1,000. They then went on to consider the newsletter advertising rates, which have not been increased for 3 years and a proposal to increase these rates would be submitted to Finance & General Purposes, when they review fees and charges in September 2022. It was **RESOLVED** to:

- a) ***Continue publishing four editions of the newsletter.***
- b) ***Receive quotations for 16 pages***
- c) ***Review the budget situation after December's edition.***

- d) *Propose that Finance & General Purposes consider an overspend in the newsletter printing budget to be met by a virement from Larks in the Park budget or General Reserves*
- e) *Propose that Finance & General Purposes increase the designer's honorium from £750 to £1,000 as a new budget item*
- f) *Propose to Finance & General Purposes an increase in advertising with effect from 1 April 2023.*

**11. RECRUITMENT EVENT**

Members received a verbal report on a proposal from the Holiday Inn to co-host a recruitment event for businesses in the village. Members agreed with the proposal.

**12. PARISH COUNCIL CHARITIES**

Members received a report regarding proposed organisations to be in receipt of charitable collections.

The Chairman's charity will be The Peace Hospice.

The firework charity collection should include the Scouts because of their support of the event with marshals. Members considered all the different organisations in the village including the mosques, The Base, churches etc. Members asked that this should be a decision for the Council to decide. It will be added to the agenda for the next meeting.

**13. WORK PROGRAMME**

Members noted the forward work programme and noted its contents with the additions proposed by the meeting regarding a regular report on the lunch club and a review of the newsletter printing budget in January 2023.

**14. DATE OF NEXT MEETING**

5 July 2022.

The meeting closed at 2045.

Signed: .....

Date: .....

## Lunch Club Income & Expenditure June 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
02/06/2022	Thursday		£86.11		
07/06/2022	Tuesday		£103.33		
09/06/2022	Thursday		£105.42		
14/06/2022	Tuesday		£97.08		
16/06/2022	Thursday		£69.16		
21/06/2022	Tuesday		£75.00		
23/06/2022	Thursday		£83.75		
28/06/2022	Tuesday		£102.92		
Estimate 30/06/2022	Thursday		£79.67		
HCL monthly costs				£1,500.00	
			<b>£802.44</b>	<b>£1,500.00</b>	<b>-£697.56</b>

## Events & Community Committee Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
05/07/2022	Lunch Club Operation	Events Officer	To receive a report on the operation of the lunch club	Standing Items
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
	Lunch Club Operation	Events Officer	To receive a report on the operation of the lunch club	Standing Items
15/11/2022	Calendar of Events for 2023	Events Officer	To consider the parish council's calendar of events	N/A
	Lunch Club Operation	Events Officer	To receive a report on the operation of the lunch club	Standing Item
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
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