



LONDON COLNEY PARISH COUNCIL

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

27 September 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 4 OCTOBER 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 5 July 2022 and 30 August 2022
5. **REPORTS TO COMMITTEES**
 - 5.1 **FIFA WORLD CUP 2022**
To receive a verbal report on this item
 - 5.2 **TRIBUTE NIGHT**
To agree a date for this event in February 2023.
 - 5.3 **LUNCH CLUB**
To receive a report on:
 - a) Regular update on lunch club performance 8
 - b) A 12 month review of the service 11
 - 5.4 **HER MAJESTY QUEEN ELIZABETH II**
To consider holding a commemorative event
 - 5.5 **OPERATION GOLDEN ORB**
To consider the parish council's contribution to the Coronation commemoration and identify funding

5.6 BUDGET 2023/24

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| a) | To consider new budget items from this committee to be submitted to F&GP | 13 |
| b) | To consider fees and charges for events to be submitted to F&GP | 14 |
| c) | To review the budget for this committee | 15 |

5.7 ST ALBANS OLD PEOPLE'S TRUST

To receive a verbal update on the grant application for seated exercise classes

5.8 FORTHCOMING EVENTS

To note the forthcoming events

- a) Halloween Party – Sunday 30 October 2022
- b) Firework Display – Sunday 6 November 2022
- c) Remembrance Sunday – Sunday 13 November 2022
- d) Christmas Lights Switch On – Sunday 4 December 2022
- e) Special Lunches – St Andrew's Day – Tuesday 29 November 2022, Christmas Lunches – Tuesday 13 and Thursday 15 December (with additional date
- f) Tribute Night – TBC
- g) Larks in the Parks – Sunday 18 June 2023

7. UPDATE ON PREVIOUS EVENTS

- a) Picnic in the Park – 14 August 2022
- b) MacMillan Coffee Morning – Friday 30 September 2022

8. NEWSLETTER

To consider articles for December 2022 edition

9. DATE OF NEXT MEETING

15 November 2022

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 5 JULY MAY 2022, 7.00PM
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 (family) and Cllr Mortuza (health).

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 24 May 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 Chantry Island Pilgrimage – 22 June 2022

Members were very pleased how well the event had gone. It had been well attended and Rev Jones had been presented with a bouquet of flowers from the parish council on her retirement.

7. FUTURE EVENTS

7.1 Provisional Opening of Splash Pad

Members were advised that the splash park will be operational in mid-July. This meant that the official opening, with the Deputy Lieutenant on 9 July had to be cancelled. A new date was agreed for Wednesday 3 August at 11am, with a small reception afterwards in the sports pavilion.

7.2 Picnic in the Park – 14 August 2022

Ticket sales were progressing well with approximately 300 tickets at the time of the meeting. 21 stalls are booked. There will be a dance presentation from a local dance group with attendees encouraged to learn a dance routine. Officers are liaising with the container café contractor about ice cream/teas & coffees etc. The need for volunteers is not so essential because the event contractor provides staff. The Chairman of the parish council will be running a charity stall for The Peace Hospice.

8. LUNCH CLUB

8.1 Performance of Lunch Club

Members received this as a standing item on the agenda. Members were advised that the figure for 30 June was estimated and would be updated for the next report. From July the report will include the numbers of attendees. Members asked for figures required to break even and this will be provided for the next meeting.

Members asked how the grant investigations were proceeding and were advised that it was an agenda item for September's meeting.

8.2 Promotional Lunch Club - Thursday 14 July 2022

Approximately 500 leaflets have been distributed by councillors for this promotional lunch, to include a £1.50 discount. We have booked 40 meals on a first come, first served basis.

9. CHAIRMAN'S FUNDRAISING EVENT

The Chairman asked to organise a fundraising event for his charity, The Peace Hospice. The proposal was for a quiz night, with some refreshments included in the entry price. Refreshments were considered as platters of cheese and biscuits, which will be organised by volunteers.

Members were advised that it is a busy time of year for officers; Fireworks, Remembrance Sunday and Christmas event preparations will be in hand, as well as the Regulation 14 consultation for the Neighbourhood Plan. Members were asked to consider holding the event in early 2023. Members said that Officers were not required to organise the event. Availability for Friday nights in October will be checked.

10. BUSINESS NETWORKING EVENT

Members received a verbal report about the business networking event which had previously been organised by a local business. Members were advised that the event had struggled to reengage with businesses after the pandemic. This could be held in a local business or at the community centre.

Members were advised that it was an opportunity for the parish council to be seen to engage with local businesses, who do support the parish council as sponsors or advertise in the newsletter. Engaging with local businesses is also part of our engagement for the neighbourhood plan. Members agreed that this could be investigated further.

11. WORK PROGRAMME

Members noted the forward work programme.

Members noted future events and asked if a tribute night could be arranged for early 2023.

14. DATE OF NEXT MEETING

20 September 2022.

The meeting closed at 1945.

Signed: Date:

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 30TH AUGUST 2022, 6.00PM
MORRIS WAY PAVILION, WHITE HORSE LANE, LONDON COLNEY

PRESENT: Cllr McMillan (Chair), Cllr Lillico, Cllr Gordon

IN ATTENDANCE: A Wingate Martin, Events & Community Officer

1. APOLOGIES

Apologies were received from Cllr Pearl (family) and Cllr Pakenham.

2. NOTIFICATIONS OF SUBSTITUTES

Cllr Gordon for Cllr Pakenham

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. REPORTS TO COMMITTEE

4.1 Christmas Lights

Members received a report on the increased structural testing regime introduced by Herts Highways with associated costs. Members were advised that this is a requirement to satisfy Hertfordshire Highways who are the owners of the lamp columns. Members noted that the decision on an enhanced electrical infrastructure for the columns has not been decided. The Christmas lights cannot be installed if this testing is not undertaken. It was **RESOLVED** to:

- a) Note the increased testing regime*
- b) Request the additional funding from Finance & General Purposes Committee*
- c) To retain the same number of column displays*

4.2 Firework Display

- a) Members received quotations for the annual firework display contract for next 3 years. It was **RESOLVED** to:

Appoint Entertainment Effects to supply the parish council's annual firework display from 2022-2024.

- b) Members received a request from Herts Young Homeless to be a recipient of the firework charity collection. The decision on the charities for 2022 has already been made. It was **RESOLVED** that:

Herts Young Homeless will be invited to apply to be supported for the 2023 display

4.3 FIFA World Cup 2022

Members considered opening the community centre to show games for World Cup in November & December 2022. Members were made aware that opening the bar would cost the council money, and that some games clash with regular hirers. The current TV equipment doesn't make viewing easy. 3pm and 7pm games would need staffing and a caretaker cost. A final decision will be made at the next meeting

It was **RESOLVED** that:

Officers would look into the possibility of showing the games via projector and PA. The first few games could be trialled to see if there is demand from residents.

4.4 Dementia Art Workshops

Members received a verbal report on a proposal from a local artist to run dementia friendly workshops. Members were in support of offering the space for the classes to run, twice a month at the community centre. The artist is offering their services, free of charge, along with the art supplies, if the parish council can provide the facilities free of charge. It was **RESOLVED** to:

Dementia friendly art classes will be supported by the parish council

4.5 St Albans Old People's Trust

Members received a verbal report on a proposal to hold a financial workshop designed to support older people. Members were in support of the proposal and the Events Officer will liaise with the St Albans Old People's Trust and Citizen's Advice to organise a workshop in early 2023. It was **RESOLVED** to:

Support an older people's financial workshop, hosted by the parish council, and supported by St Albans Old Peoples Trust and Citizen's Advice St Albans District.

4.6 Warm Places

Members considered opening up the community centre as a warm place so that people who are struggling to heat their homes can use the community facilities. It was **RESOLVED** to:

Open the lounge on Monday, Tuesday, and Thursday mornings for Warmer Places this winter.

5. DATE OF NEXT MEETING

20 September 2022

Lunch Club Income & Expenditure July 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
05/07/2022	Tuesday	18	£89.16		
07/07/2022	Thursday	22	£110.83		
12/07/2022	Tuesday	18	£102.50		
14/07/2022	Thursday		£125.00		
19/07/2022	Tuesday	cancelled	£0.00		
23/07/2022	Thursday		£107.08		
26/07/2022	Tuesday	20	£110.00		
28/07/2022	Thursday	18	£86.84		
HCL monthly costs				£1,500.00	
			£731.41	£1,500.00	-£768.59

Lunch Club Income & Expenditure August 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
02/08/2022	Tuesday		£98.84		
04/08/2022	Thursday		£87.59		
09/08/2022	Tuesday	20	£99.58		
11/08/2022	Thursday	19	£81.25		
16/08/2022	Tuesday	20	£118.75		
18/08/2022	Thursday		£102.50		
23/08/2022	Tuesday	17	£95.00		
25/08/2022	Thursday	17	£88.33		
30/08/2022	Tuesday	25	£115.00		
HCL monthly costs				£1,500.00	.
			£886.84	£1,500.00	-£613.16

Lunch Club Income & Expenditure September 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
01/09/2022	Thursday	18	£88.33		
06/09/2022	Tuesday	20	£90.00		
08/09/2022	Thursday	27	£136.25		
13/09/2022	Tuesday	22	£115.00		
15/09/2002	Thursday	24	£115.83		
20/09/2022	Tuesday	17	£90.83		
22/09/2022	Thursday				
27/09/2022	Tuesday	24	£119.17		
29/09/2022	Thursday				
HCL monthly costs				£1,500.00	
			£755.41	£1,500.00	-£744.59

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 4 OCTOBER 2022

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: LUNCH CLUB OPERATION

1. SUMMARY

- 1.1 The lunch club has been in operation for a year since it's relaunch using Hertfordshire Catering Ltd (HCL). This report outlines the performance of lunch club during its first year of operation and the implications to the Council's budget.

2. RECOMMENDATION

Members are asked to note the report.

3. BACKGROUND

- 3.1 HCL charges the parish council for a minimum of 25 covers at £6.50 excluding VAT per person or £1500 per month.
- 3.2 The parish council charges £6.50 including VAT which means that it keeps £5.20, leaving a shortfall of £1.30 per person. The parish council can claim back the VAT from the HCL.
- 3.3 When the parish council ran the service in house, the staffing costs were circa £18,500 as there were two cooks (24 hours per week) plus a kitchen porter (10 hours per week) in addition to the cost of purchasing ingredients, which were covered by the income from the lunch club.
- 3.4 The Events Committee has tried to increase attendance, offering a promotional £1.50 voucher to encourage new attendees. Special lunches are popular, with nearly full attendance at 35-40 people. There are approximately 7 special lunches every year including two Christmas lunches. Tuesday lunches tend to be better attended, with bingo afterwards.

4. FINANCE

- 4.1 Monthly figures since September 2021 are outlined below. There is a cost to the parish council of £8,389 per annum. This is a £10,000 saving on the previous operation.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Regular reporting of turnover to be monitored by Events & Community Committee
Resources (including workforce)	N/A
Risk Management	

Lunch Club Income & Expenditure 2022			
Date	Income excluding VAT	Expenditure excluding VAT	Balance
Sep-21	760.41	1,500.00	-739.59
Oct-21	717.50	1,500.00	-782.50
Nov-21	825.95	1,500.00	-674.05
Dec-21	620.43	1,500.00	-879.57
Jan-22	609.57	1,500.00	-890.43
Feb-22	993.86	1,500.00	-506.14
Mar-22	1,001.18	1,500.00	-498.82
Apr-22	769.04	1,500.00	-730.96
May-22	891.65	1,500.00	-608.35
June-22	802.44	1,500.00	-697.56
July-22	731.41	1,500.00	-768.59
August-22	886.84	1,500.00	-613.16
	£9,610.28	£18,000.00	-£8,389.72

LONDON COLNEY PARISH COUNCIL - BUDGET 2023-24 NEW BUDGET ITEMS

Newletter printing	Honorium for designer	E&C	24/05/2022	£1,000		Increase honorium from £750 to £1,000
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Fees & Charges for Events & Community Committee

Sponsorship

Platinum Package	£2,000 plus VAT Sponsorship of 4 Parish events: Larks in the Park, Fireworks, Picnic in the Park, Christmas Light Switch On – logo on all marketing + announcements at events Social media promotion and listed website as a major sponsor/community partner. Half page ad in all editions of the parish magazine for the year. (artwork to be provided for advert) Option to specifically sponsor an element – e.g. the Christmas Tree, Christmas Biscuits or Santa's Grotto.
Gold Package	£1,000 plus VAT Sponsorship of 2 Parish Council Events social media sites and listed website as a gold sponsor/community partner Quarter page ad in all editions of the parish magazine for the year. (artwork to be provided for advert)
Silver Package	£500 plus VAT Sponsorship of 1 event social media support and website as a sponsor 1 x quarter page ad in 2 edition of parish magazine (artwork to be provided for advert)
Bronze Package	£300 plus VAT Quarter page advert in 2 editions of London Colney News social media and listed on website as a sponsor/community partner (artwork to be provided for advert)

Newsletter Advertising All rates exclude VAT

	Size	Per Advert	Block Booking (4 editions)
Full page back cover	width 210mm x height 297mm	£135.00	£486.00
Full page inside back or front	width 210mm x height 297mm	£126.00	£453.60
Full page inside	width 210mm x height 297mm	£121.80	£438.48
Half page	width 200mm x height 140mm	£64.68	£232.85
Quarter Page	width 98mm x 145mm	£35.28	£127.00
Classified Ad	width 98mm x 70mm	£35.28	£127.00

Stall Hire

Events: Larks in the Park, Picnic in the Park, Christmas Lights Switch On

Regular Stall	£10.00
Food vendors	£35.00
Funfair negotiate separate rates	

Charities and not for profit groups are not charged

Firework Display

Donation per person	£1.00
Glo-stick vendors	£75.00
Food vendors	£65.00

Lunch Club

Regular Lunch	3 courses	£6.50
	2 courses	£5.50
Special Lunches		£6.50
Christmas lunches		£7.50

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 5020	Total Costs	Bar takings 1250	Other 1300	Ticket Sales 1310	Misc	Total Income	
Larks in the Park	300	£2,990.00	£300.00	£2,500.00	£907.00	£0.00	£750.00	£7,447.00	£1,500.00	£600.00	£0.00	£0.00	£2,100.00	£5,347.00
Fireworks	320	£3,342.00	£100.00	£5,500.00	£982.00	£1,100.00	£300.00	£11,324.00	£600.00	£400.00	£0.00	£500.00	£1,500.00	£9,824.00
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	£1,000.00	£150.00	£2,570.00	£600.00	£480.00	£0.00	£0.00	£1,080.00	£1,490.00
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			£9,600.00		£9,600.00	£8,400.00
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		£7,592.00	£680.00	£14,540.00	£3,130.50	£3,070.00	£1,250.00		£2,800.00	£1,830.00	£3,228.00	£500.00		-£20,434.50