



## LONDON COLNEY PARISH COUNCIL

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

22 December 2022

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 3 JANUARY 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** 3  
To receive the minutes of the previous meetings held on 24 November 2022
5. **REPORTS TO COMMITTEES**
- 5.1 **Lunch Club** 6  
To receive a report on lunch club performance
- 5.2 **Coronation Working Party** 9  
To agree Terms of Reference for a Working Party to consider Coronation commemorative activities
- 5.3 **Review of Newsletter Budget** 12  
To receive an update on the expenditure to date on the printing and distribution of the newsletter.
- 5.4 **Calendar of Events 2023** 14  
To ratify the Calendar of Events for 2023
- 5.5 **Warm Spaces** 17  
To receive a report on this initiative.

<b>6.</b>	<b>FORTHCOMING EVENTS</b>	23
	To receive a report on forthcoming events:	
a)	Tribute Night – Friday 24 February 2023	
b)	Larks in the Parks – Sunday 18 June 2023	
<b>7.</b>	<b>PAST EVENTS</b>	26
	To receive a report on the following events	
a)	Halloween Party – Sunday 30 October 2022	
b)	Christmas Lights Switch On – Sunday 4 December 2022	
c)	Special Lunches	
	St Andrew’s Day – Tuesday 29 November 2022	
	Christmas Lunches – Tuesday 13 and Thursday 15 December	
<b>8.</b>	<b>WORK PROGRAMME</b>	28
	To receive the Work Programme for the Events & Community Committee and note its contents.	
<b>9.</b>	<b>DATE OF NEXT MEETING</b>	
	21 March 2023	

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 15<sup>th</sup> NOVEMBER 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

**IN ATTENDANCE:** Emma Payne, Clerk

#### 1. APOLOGIES

Cllr Mortuza was absent

#### 2. NOTIFICATIONS OF SUBSTITUES

There were no substitutions.

#### 3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

#### 4. REPORTS TO COMMITTEE

##### 4.1 Budget 2023/24

This committee had been asked by the Finance & General Purposes Committee to review its budget in light of the pressures on the Parish Council's finances for 2023/24. The Budget Working Party had already recommended increasing the cost of lunch club by 50p for a two or three course lunch to £5.50/£6.50 respectively.

Members considered other ways to increase revenue/decrease costs. Increasing the charge for firework tickets, charging for seated exercises classes, and reducing the number of magazine editions were all considered. Members felt that the magazine was such a useful tool to engage with residents that it should not be reduced to three editions, in addition to the loss of revenue from advertisers. It was **RESOLVED** to recommend to the Budget Working Party that:

- a) The ticket price for Fireworks is increased from £1 per head to £2, with 50% of all proceeds going to offset the event costs.*
- b) Attendees at Seated Exercise classes will be charged £1 per day to attend sessions IF funding is not forthcoming.*

##### 4.2 Lunch Club

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

*Note the report.*

##### 4.3 Her Majesty Queen Elizabeth II

Members were advised that St Peter's Church had not been able to accommodate a service to commemorate the passing of Queen Elizabeth II. Members considered that it was too long after the event for an appropriate event to be organised.

#### 4.4 Finance Workshop for the Elderly

Members received a verbal update on this matter. Citizen's Advice and St Albans Old People's Trust are going to run a series of workshops on a variety of subjects, to help older people manage their income and expenditure.

#### 4.5 King Charles III Coronation – 6 May 2023

Members considered that residents should be involved in the organising the Coronation commemoration activity. Members were advised that the Budget Working Party had reduced the sum available for the events to £2,500. Members considered that community organisations should be contacted with an article in the newsletter. It was **RESOLVED** to:

***Set up a Coronation Working Party and seek volunteers to take part in the planning for Coronation events.***

#### 4.6 Computer Friendly

Members received a request from Computer Friendly to use the community centre, free of charge, to run a drop-in advice session and training courses, to enable residents to gain digital skills. It was **RESOLVED** to recommend to Finance & General Purposes that:

***Computer Friendly are given free use of the community centre to run drop-in advice sessions and training courses.***

### 6. FORTHCOMING EVENTS

Members noted the following forthcoming events:

**a) Christmas Lights Switch On – Sunday 4 December 2022**

There were no updates on this item.

**b) Special Lunches – St Andrews Day (29 November 2022) and Christmas Lunches (13 and 15 December).**

Tickets are on sale for these events.

**c) Tribute Night**

Members considered the ticket price for this event. The entertainment is £550 and at £7.50 per person, 74 tickets would need to be sold to cover this cost. Bar sales would then be additional income. It was **RESOLVED** that:

***Ticket price for Elvis Tribute on 24<sup>th</sup> February 2023 will be £7.50 per person.***

**d) Larks in the Parks – Sunday 18 June 2023**

Members considered the location for this event, in light of the development of the doctor's surgery at the community centre, since the last Larks in the Park. Members were keen to offer a similar event to those held previously at the community centre including the provision of a bar. Officers were asked to present an event plan to the next meeting, holding the event at Morris Recreation Ground.

### 7. UPDATE ON PREVIOUS EVENTS

**a) Halloween Party – Sunday 30 October 2022**

Income and expenditure for this event was not available and would be presented to the next meeting.

**b) Firework Display – Sunday 6 November 2022**

Members were advised that the event had raised £5,210 for charity, through tickets and bucket collections, plus Gift Aid and donations of £375.80. Members considered the previous distribution of funds from the event. Some of the ticket sales would be withheld to pay for the traffic management. It was **RESOLVED** that:

***Firework charity funds will be distributed as follows:***

<b><i>London Colney Scouts</i></b>	<b><i>£2,000</i></b>
<b><i>Peace Hospice</i></b>	<b><i>£950</i></b>
<b><i>St Peter's Church</i></b>	<b><i>£950</i></b>
<b><i>Hedgehog Rescue</i></b>	<b><i>£125 plus £375.80 Gift Aid totalling £500.80</i></b>

**8. WORK PROGRAMME**

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

**9. DATE OF NEXT MEETING**

3 January 2023

The meeting closed at 2005.

Signed .....

Date .....

## 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		£1,012.51	£1,500.00	-£487.49
December		£1,079.17	£1,500.00	-£420.83
		<b>£6,216.78</b>	<b>£10,500.00</b>	<b>-£4,283.22</b>

## Lunch Club Income & Expenditure November 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
01/11/2022	Tuesday	24	£116.67		
03/11/2022	Thursday	21	£104.17		
08/11/2022	Tuesday	19	£105.00		
10/11/2022	Thursday	15	£68.75		
15/11/2022	Tuesday	17	£95.42		
17/11/2022	Thursday	17	£86.67		
22/11/2022	Tuesday	26	£125.00		
24/11/2022	Thursday	17	£153.75		
29/11/2022	Tuesday	29	£157.08		
HCL monthly costs				£1,500.00	
			<b>£1,012.51</b>	<b>£1,500.00</b>	<b>-£487.49</b>

## Lunch Club Income & Expenditure December 2022

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
01/12/2022	Thursday	21	£111.67		
06/12/2022	Tuesday	28	£167.08		
08/12/2022	Thursday	26	£128.33		
13/12/2022	Tuesday	34	£240.83		
15/12/2022	Thursday	40	£283.33		
20/12/2022	Tuesday	26	£147.92		
HCL monthly costs				£1,500.00	
			<b>£1,079.17</b>	<b>£1,500.00</b>	<b>-£420.83</b>



## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:           EVENTS & COMMUNITY**

**DATE:                   3 JANUARY 2023**

**REPORT BY:           EMMA PAYNE, CLERK**

**SUBJECT:              CORONATION WORKING PARTY, TERMS OF REFERENCE**

### **1.       SUMMARY**

- 1.1     This report contains suggested Terms of Reference for a Coronation Working Party, to be ratified by this Committee.

### **2.       RECOMMENDATION**

Members are asked to ratify the attached Terms of Reference for a Coronation Working Party.

### **3.       BACKGROUND**

- 3.1     At the meeting of this committee held on 15 November 2022, it was agreed to set up a working party to be comprised of Councillors and residents, who could devise events and activities for residents to commemorate the Coronation of King Charles III on Saturday 6 May 2023, and the subsequent Bank Holiday on Monday 8 May 2023.
- 3.2     The onus of responsibility will be on residents to come up with suggestions of how to commemorate this event. This is partly due to the Parish Council elections being held on 4 May 2023, which will mean that the current Parish Councillors may not be in the role after the elections. It will also encourage residents to get involved in activities that the community will support.

### **4.       FINANCE**

- 4.1     There is a budget of £2,500 for Coronation Activities which comprises of £1,000 as a new budget item and £1,500 from Earmarked Reserves (Community Projects).

### **5.       IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	All activities will adhere to the Council's Equalities Policy
Environmental/Sustainability	All activities will consider their environmental impact
Crime & Disorder	All events will be considered by SADC Safety Advisory Group
Financial	There is a budget for these activities
Resources (including workforce)	There will be a workforce implication for working bank holidays
Risk Management	The Working Party does not have delegated powers to enter into contracts or expend budget.

## **LONDON COLNEY PARISH COUNCIL**

### **Coronation Working Party**

#### **Terms of Reference**

##### **Purpose**

This working group has been created to monitor and investigate community activities to celebrate the Coronation of King Charles III. The Working Group will be led by Councillors, including key officers tasked with providing information and include members of the public.

This Working Group has no statutory role and has no formal decision-making powers. It makes recommendations to the Events & Community Committee.

##### **Membership of Committee**

- a) A minimum of three Councillors, any Councillor is entitled to be a member
- b) The quorum for Working Group meetings shall be at least two Councillors supported by the Clerk or Deputy Clerk.
- c) The Working Group may appoint its own Chairman.
- d) Community representatives, subject to the Working Group's view that their input adds value. Non-Councillors do not have voting rights on any financial matter.
- e) The Chairman and Vice Chairman of the Council are ex officio members.

##### **Frequency of Meetings**

As and when required.

##### **Scope of Working Party**

1. Work in partnership with residents and community organisations to determine type of celebrations, format, date, time, and location.
2. Prepare an Event Plan for the Events & Community Committee's approval.
3. Prepare a budget, seek external funding and report back to Events & Community Committee.
4. Seek relevant licenses, insurance, and agreements.
5. Prepare event branding and implement agreed comms plan.
6. Secure sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner.

In delivering these objectives, the Working Group shall have authority to:

- a) Liaise with third party organisations.
- b) Request and review data from contractors, businesses, and principal authorities.
- c) Through the Clerk or Deputy Clerk, seek professional advice such as advice licensing, H&S

and financial matters.

- d) Promote the event to the community once event funding is secured.
- e) Make applications for grant funding and receive donations, on behalf of LCPC.

Full Council retains overall responsibility:

1. The Working Group must provide regular progress reports to Events & Community Council.
2. The Working Group does not have authority to agree or sign any contracts or deeds.
3. The Working Group does not have delegated financial authority; however, the Clerk or Deputy Clerk may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
4. The Working Group must acknowledge LCPC's duty to provide for all demographics within the community and must not discriminate against protected characteristics.
5. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
6. Data Protection – the Working Group's work must comply with the Data Protection Act and member must have regard to LCPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** EVENTS & COMMUNITY

**DATE:** 3 JANUARY 2023

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** MAGAZINE BUDGET

### 1. SUMMARY

1.1 This report outlines expenditure to the year to date for the magazine printing and distribution.

### 2. RECOMMENDATION

2.1 Members are asked to note the report.

### 3. BACKGROUND

3.1 Members asked for the budget for the Magazine production and distribution to be considered at this meeting.

3.2 The costs are outlined below:

	<b>Newsletter Printing</b>	<b>Distribution</b>
June	£1,172	£390
September	£1,390	£390
December	£1,406	£390
March **	£1,500	£390
	<b>£5,468</b>	<b>£1,560</b>
<hr/>		
Honorium	£750	
Budget	£5,000	£1,300
Variance	<b>-£1,218</b>	<b>-£260</b>

\*\* Projected Costs

### 4. FINANCE

4.1 The budget for 2023-24 for this item has been set at:

Printing	£6,000
Distribution	£1,500

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One and Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Monitoring of expenditure can identify when overspends are likely
Resources (including workforce)	N/A
Risk Management	Effective budget setting means that unforeseen overspends are unlikely

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:           EVENTS & COMMUNITY**

**DATE:                   3 JANUARY 2023**

**REPORT BY:           EMMA PAYNE, CLERK**

**SUBJECT:              CALENDAR OF EVENTS 2023**

### **1.       SUMMARY**

1.1     Setting a calendar of events enables Officers to plan for these activities in advance, and assists with budget setting, as there are no unplanned events agreed without a budget being made available.

### **2.       RECOMMENDATION**

2.1     Members are asked to ratify the Calendar of events planned for 2023.

### **3.       BACKGROUND**

3.1     The attached calendar of events for 2023 identifies the key events for the parish council:

- Larks in the Park
- Picnic in the Park
- Firework Display
- Remembrance Sunday
- Christmas Lights Switch On

3.2     It also outlines minor activities including:

- Tribute Night
- Litter Pick
- Chantry Island Pilgrimage
- MacMillan Coffee Morning
- Halloween Party
- Special Lunches
- Magazine production

3.3     Events needs careful planning and preparation in advance of the activity taking place including risk assessments, road closures, first aid and notification to the Safety Advisory Group. Agreeing these dates helps with this forward planning.

### **4.       FINANCE**

4.1     These activities have already had a budget agreed.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Budget
Resources (including workforce)	Efficient use of staff resource
Risk Management	N/A

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Mon					1 Bank holiday							
Tue					2			1				
Wed		1	1		3			2			1	
Thu		2	2 St. David's Day Lunch		4	1		3			2	
Fri		3 COPY DEADLINE	3		5	2		4 COPY DEADLINE	1		3 COPY DEADLINE	1 LCN DISTRIBUTION
Sat		4	4	1	6 CORONATION	3	1	5	2		4	2
Sun	1 New Years Day	5	5	2	7	4	2	6	3	1	5 FIREWORKS	3 XMAS LIGHTS
Mon	2 Bank Holiday	6	6 LCN DISTRIBUTION	3	8 Bank Holiday	5 LCN DISTRIBUTION	3	7	4 LCN DISTRIBUTION	2	6	4
Tue	3	7	7	4	9	6	4	8	5	3	7	5
Wed	4	8	8	5	10	7	5	9	6	4	8	6
Thu	5	9	9	6	11	8	6	10	7	5	9	7
Fri	6	10	10	7 Bank Holiday	12 COPY DEADLINE	9	7	11	8	6	10	8
Sat	7	11	11	8	13	10	8	12	9	7	11	9
Sun	8	12	12	9	14	11	9	13 PICNIC?	10	8	12 REMEMBRANCE SUNDAY	10
Mon	9	13	13	10 Bank Holiday	15	12	10	14	11	9	13	11
Tue	10	14	14	11	16	13	11	15	12	10	14	12
Wed	11	15	15	12	17	14	12	16	13	11	15	13
Thu	12	16	16 St. Patrick's Day Lunch	13	18	15	13	17	14	12	16	14
Fri	13	17 PRINT DEADLINE	17	14	19	16	14	18 PRINT DEADLINE	15	13	17 PRINT DEADLINE	15
Sat	14	18	18	15	20	17	15	19	16	14	18	16
Sun	15	19	19	16	21	18 LARKS IN THE PARK	16	20 PICNIC?	17	15	19	17
Mon	16	20	20	17	22	19	17	21	18	16	20	18
Tue	17	21 Pancake Day	21	18	23	20	18	22	19	17	21	19 CHRISTMAS LUNCH
Wed	18	22	22	19	24	21	19	23	20	18	22	20
Thu	19	23	23	20	25	22 CHANTRY ISLAND PILGRIMAGE	20	24	21	19	23	21 CHRISTMAS LUNCH
Fri	20	24 TRIBUTE NIGHT	24	21	26 PRINT DEADLINE	23	21	25	22	20	24	22
Sat	21	28	25 Litter Pick	22	27	24	22	26	23	21	25	23
Sun	22	26	26	23	28	25	23	27	24	22	26	24
Mon	23	27	27	24	29 BANK HOLIDAY	26	24	28 BANK HOLIDAY	25	23	27	25 CHRISTMAS DAY
Tue	24	28	28	25 St. George's Day Lunch	30	27	25	29	26	24	28	26 BOXING DAY
Wed	25		29	26	31	28	26	30	27	25	29	27
Thu	26		30	27		29	27	31	28	26	30 St. Andrew's Day Lunch	28
Fri	27		31	28		30	28		29 MacMillan Coffee Morning	27		29
Sat	28			29			29		30	28		30
Sun	29			30			30			29 HALLOWEEN PARTY		31 NEW YEARS EVE
Mon	30						31			30		
Tue	31									31		



## LONDON COLNEY PARISH COUNCIL

**COMMITTEE:** EVENTS & COMMUNITY COMMITTEE

**DATE:** 3 JANUARY 2023

**REPORT BY:** EMMA PAYNE, CLERK

**SUBJECT:** WARM SPACES INITIATIVE

### 1. SUMMARY

1.1 The Warm Spaces Initiative was set up to give residents the opportunity to use the community centre instead of heating their own homes.

### 2. RECOMMENDATION

2.1 Members are asked to note the attached risk assessment.

### 3. BACKGROUND

3.1 The original decision of this Committee meeting held on 30 August 2022 was:

#### 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.***

3.2 These days were chosen because they either coincided with activities already being held in the community centre or were on days when the lounge was not being used by hirers (Ad hoc Wednesdays – ME Group, Fridays – Foodbank). Tea, coffee, and biscuits are made available, with hot water being provided in vacuum flasks, and disposable cups.

3.3 The timings of the project would be from 10-12 noon, with attendees then being able to stay for lunch (Tuesday and Thursday) and visit the library at 2pm. From January 2023, the library will open additional hours on Mondays from 2-4.30pm.

3.4 The Chairman of the parish council volunteered to extend the hours of operation on Mondays until 2.30pm and make soup and sandwiches for attendees. This has been advertised in the magazine.

3.5 The attached risk assessment has been drafted to ensure that the parish council is protected in the event of an accident.

3.6 Officer input needs to be kept to a minimum due to staff shortages, hence the vacuum flasks and disposable cups. It means that officers only need to put the refreshment equipment out at 9.30am, and then the Hertfordshire Catering Ltd Cook refreshes the tea/coffee before lunch club starts on Tuesdays/Thursdays. On Mondays, officers tidy up the lounge at 2.30pm.

**4. FINANCE**

4.1 A financial donation can be made, and this is being used to cover the refreshments.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	Sessions are open to all
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Donations cover refreshment costs
Resources (including workforce)	Some officer time required to support this activity.
Risk Management	Risk Assessment agreed.

## RISK ASSESSMENT

<b>Item:</b> Risk Assessment - Warm Spaces Project	<b>Assessor:</b> Emma Payne	<b>Date:</b> 1 November 2022 <b>Review:</b> 1 November 2023	<b>REF:</b> RAWS
---	--------------------------------	--	---------------------

<b>Likelihood: how likely is it that the harm presented by the hazard will actually occur?</b>	<b>Severity: what impact or damage could the harm presented by the hazard have on a person or persons?</b>
<b>High (3):</b> Harm is certain, or near certain, to occur	<b>High (3):</b> Death or major injury
<b>Medium (2):</b> Harm will often occur	<b>Medium (2):</b> 7 day injury or illness
<b>Low (1):</b> Harm will seldom occur	<b>Low (1):</b> All other injuries or illnesses

**Risk rating:** Once the likelihood and severity have been determined, the risk can be calculated as shown below:

	Likelihood		
Severity	3	2	1
3	High	High	Medium
2	High	High	Medium
1	Low	Low	Low

Haz No	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm	People affected	Risk rating L x S = R			Control measures e.g. physical safeguards, training, PPE etc	Residual risk rating L x S = R			
			L	S	R		L	S	R	
1	Slips, Trips and Falls - Injury such as bruising, jarring, sprains and cuts	Visitors Councillors Staff	3	2	6	<ul style="list-style-type: none"> <li>Tidy space, free from obstacles &amp; obstructions.</li> <li>Even floor</li> <li>Staff aware of visitors and will be able to provide support if required</li> <li>Unauthorised people not permitted in Kitchen Area</li> </ul>	1	2	2	<b>Completion date:</b> 01/11/22 <b>Completed by:</b> 01/22/23
2	Use of Urn - scalds	Visitors, Councillors Staff	3	2	6	<ul style="list-style-type: none"> <li>Only staff can use the urn in the kitchen</li> <li>Vacuum flasks used by visitors</li> </ul>	1	2	2	<b>Completion date:</b> 01/11/22 <b>Completed by:</b> 01/11/23

3	Food Poisoning and allergic reaction	Visitors	3	2	6	<ul style="list-style-type: none"> <li>• Food preparation undertaken by staff/volunteers with Level 2 Food Hygiene or above.</li> <li>• Health and safety record sheet to be kept and saved</li> <li>• Foods with allergenic ingredients to be stored separately in the fridge</li> <li>• All kitchen users will follow good food hygiene practices</li> <li>• Cuts and open wounds will be covered by blue plasters.</li> <li>• Equipment will be checked for cleanliness before use, thoroughly washed up and dried after use, then stored.</li> <li>• Work surfaces will be cleaned after any food preparation</li> <li>• Equipment used for high risk foods will be sterilised in the dishwasher after use, dried and put away.</li> <li>• Hot food will be quickly cooled and stored between 1-5 degree c within 1-2 hours and accurately labelled.</li> <li>• Food waste will be disposed off in the dedicated bin at the end of the session.</li> </ul>	1	2	2
							<b>Completion date:</b> 01/11/22 <b>Completed by:</b> 01/11/23		

						<ul style="list-style-type: none"> <li>• Cleaning chemicals will be stored safely</li> <li>• COSHH records are updated and available.</li> <li>•</li> </ul>			
4						<ul style="list-style-type: none"> <li>•</li> </ul>			
						<ul style="list-style-type: none"> <li>•</li> </ul>			

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:           EVENTS & COMMUNITY**

**DATE:                   3 JANUARY 2023**

**REPORT BY:           EMMA PAYNE, CLERK**

**SUBJECT:              FORTHCOMING EVENTS 2023**

**1.       SUMMARY**

1.1     This report highlights forthcoming events, progress to date and other relevant matters

**2.       RECOMMENDATION**

2.1     Members are asked to note the report.

**3.       TRIBUTE NIGHT – 24 FEBRUARY 2023**

Tickets for this event will go on sale w/c 16 January 2024 and will be available online. The entertainment costs £500 and 67 tickets at £7.50 per person will need to be sold to cover this cost. The event will be advertised via social media and posters.

**4.       LARKS IN THE PARKS – SUNDAY 18<sup>TH</sup> JUNE 2023**

4.1     It was agreed at the last meeting that this event will be held at Morris Recreation Ground due to the surgery development at the Community Centre. A proposed site plan is attached to this report.

4.2     The Clerk/Grounds Maintenance Manager will meet with the funfair to ensure that they are in agreement with their proposed location.

4.3     Stall holders will be approached from February 2023 about booking stalls. Stall booking fee is £10 per stall, or free if a charity or not for profit organisation.

4.4     Everyone Active has taken over the event from 1Life when they were awarded the leisure contract by SADC. Officers have advised the Clerk that funding has been applied for from SADC to support the event, as it is held in areas of deprivation or multi race and the activity meets the Council's inclusion strategy. Everyone Active covers the cost of first aid and some entertainment, and supports officers with paperwork e.g., risk assessments, management plans and Safety Advisory Group

**4.       FINANCE**

4.1     The Tribute Night does not have a budget.

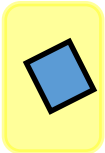
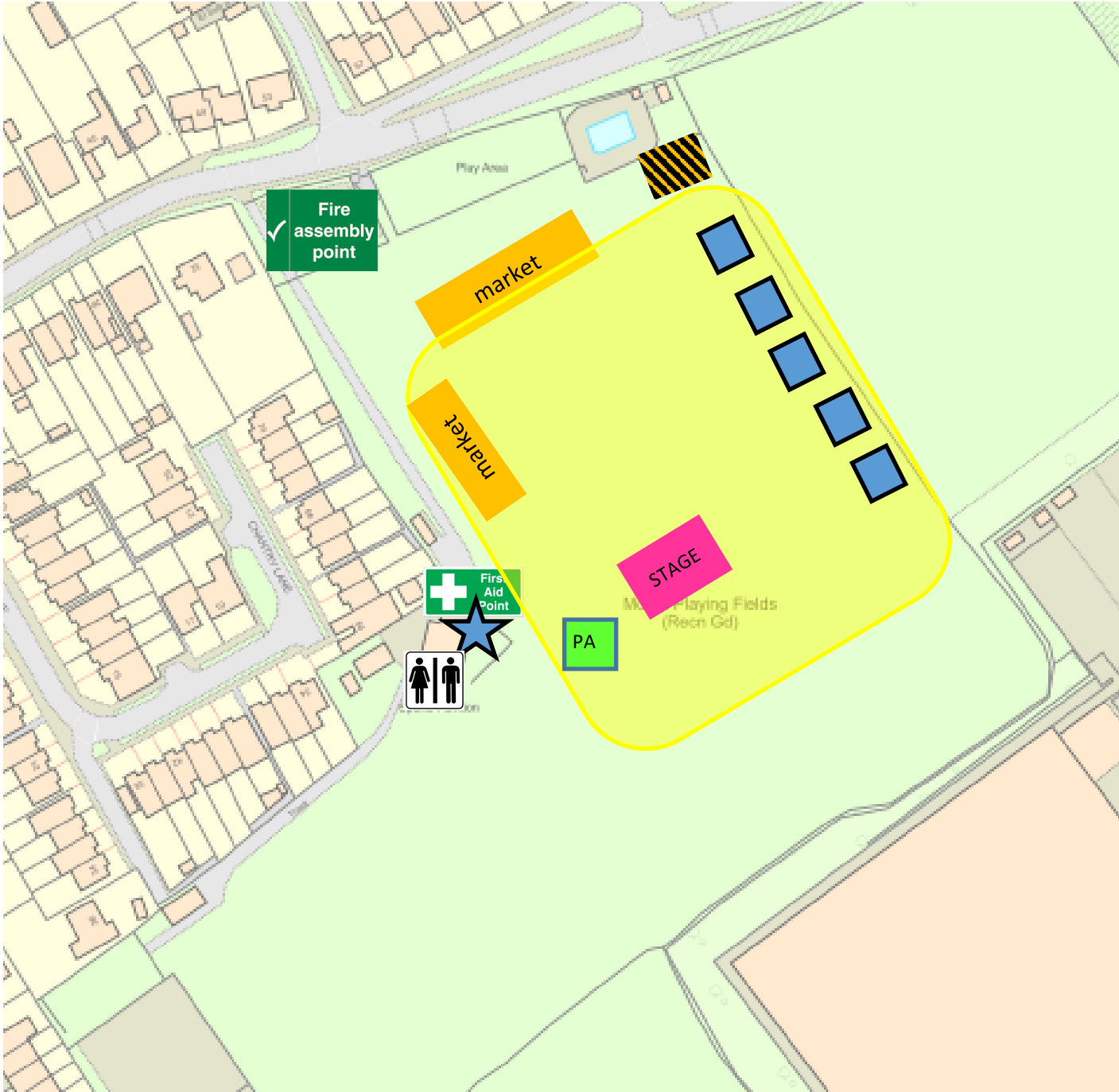
4.2     Larks in the Parks has a budget which was agreed by this committee.

## 5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	This event is open to all
Environmental/Sustainability	Single use plastics are banned by the parish council for use at events.
Crime & Disorder	All public events are advised to the Safety Advisory Group. The tribute night is covered by the premises licence for the community centre
Financial	The Tribute Night does not have a budget. Larks in the Parks has a budget.
Resources (including workforce)	There is considerable officer time involved in the organisation of events.
Risk Management	All events are fully risk assessed.



**Picnic in the Park 2022**  
**Morris Way Playing Fields**  
**Sunday 14th August**  
**11am - 4pm**



**Funfair**



**Music/PA Tent**  
**Lost Child Point**



**Bar located  
in Pavilion**



**Keep Clear - Access  
to container cafe**



**STAGE**



**Toilets**



**Medics**

**LONDON COLNEY PARISH COUNCIL**

**COMMITTEE:           EVENTS & COMMUNITY**

**DATE:                   3 JANUARY 2023**

**REPORT BY:           EMMA PAYNE, CLERK**

**SUBJECT:              PAST EVENTS**

**1.       SUMMARY**

1.1     This report reports on events held by the Parish Council including financial matters.

**2.       RECOMMENDATION**

2.1     Members are asked to note the report.

**3.       HALLOWEEN PARTY – SUNDAY 30 OCTOBER 2023**

3.1     The financials for this event are below:

<b>Expenditure</b>		<b>Balance</b>
Party Bags/ Contents	£12.99	
Morrisons - food	£79.69	
Entertainment	£150.00	
	<hr/>	
	<b>£242.68</b>	
	<hr/>	
<b>Income</b>		
Bar Income		£271.30
Advance Ticket Sales		£376.32
		<hr/>
		<b>£647.62</b>
		<hr/>
Variance		<b>£404.94</b>

#### 4. CHRISTMAS LIGHTS SWITCH ON

4.1 The financials for this event are below:

<b>Expenditure</b>		<b>Balance</b>
TENS licence	£21.00	
Mulled wine	£398.50	
Road closures	£1,480.00	
Handheld radios	£235.00	
Medical cover	£100.00	
Entertainment	£100.00	
	<hr/>	
	<b>£2,334.50</b>	
<b>Income</b>		
Bar - Mulled wine	£430.81	
Concessions	£220.00	
Funfair	£230.00	
Peace Hospice charitable collections	£146.47	
	<hr/>	
	<b>£1,027.28</b>	
		<b>£1,307.22</b>

#### 5. SPECIAL LUNCHES

5.1 St Andrew's Day Lunch had 29 attendees.

5.2 Christmas Lunches were held on Tuesday 13<sup>th</sup> and Thursday 15<sup>th</sup> December and attracted 34 and 40 attendees respectively. Attendees were greeted with a welcome drink, enjoyed a three-course lunch, followed by minced pies, coffee/tea and after dinner mints.

5.3 Due to a lack of Events Officer, there was more officer input from the Clerk and Admin Officer than normal. The lunch club volunteers were extremely helpful with allocating tables and ensuring everyone received the food that they had ordered.

#### 4. FINANCE

4.1 All events have a budget which have been agreed by this committee and ratified by the Finance & General Purposes Committee.

**5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	These events have their own budgets.
Resources (including workforce)	There is some officer input for ticket sales and setting up the room for the event.
Risk Management	N/A

## Events & Community Committee Work Programme 2022-23

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
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