



LONDON COLNEY PARISH COUNCIL

To: Councillors Hopcroft, Mugele, L Winstone & D Winstone

23 May 2023

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **TUESDAY 30 MAY 2023, at 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

Emma Payne
Clerk

AGENDA

1. **ELECTION OF CHAIRMAN**
To receive nominations for the position of Chairman of the Committee
2. **APOLOGIES**
To receive apologies for absence
3. **NOTIFICATION OF SUBSTITUTIONS**
To receive any notification of substitute Members to the Clerk
4. **DECLARATION OF INTEREST**
To receive Member's declarations of interest in items on the agenda.
5. **MINUTES OF PREVIOUS MEETING** 3
To receive the minutes of the previous meetings held on 21 March 2023
5. **REPORTS TO COMMITTEES**
- 5.1 **Lunch Club** 5-8
To receive a report on lunch club performance and consider additional special lunches
- 5.2 **Review of Policies** 9-17
To review the following policies and recommend their adoption to Council:
 - a) Social Media
 - b) Volunteer
- 5.3 **Airfield Memorial** 18
To receive a report on the commemoration of London Colney Airfield
- 5.4 **Christmas Lights Additional Testing Regime** 20
To receive a report on an additional testing regime required by Herts Highways
- 5.5 **Firework Charities** 23
To receive a report on potential recipients for firework charity collection.

6.	FORTHCOMING EVENTS	25
	To receive a report on forthcoming events and to resolve to adopt recommendations:	
a)	Chantry Island Pilgrimage – 22 June 2023	
b)	Picnic in the Park – 13 August 2023	
c)	MacMillan Coffee Morning – Date to be agreed	
d)	Halloween Party – 29 October 2023	
e)	Fireworks – 5 November 2023	
f)	Remembrance Sunday – 12 November 2023	
g)	Christmas Lights Switch On – 3 December 2023	
7.	PAST EVENTS	28
	To receive a report on the following events	
a)	St George’s Day Lunch – 25 April 2023	
b)	Coronation Big Lunch – 7 May 2023	
8.	WORK PROGRAMME	29
	To receive the Committee’s Work Programme and consider new items for future meetings.	
9.	DATE OF NEXT MEETING	
	3 October 2023	

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 21 MARCH 2023, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllr Gardner (acting Chair) and S Pearl

IN ATTENDANCE: Cllr Pakenham (virtually)
Emma Payne, Clerk

As the Meeting was not quorate, the meeting proceeded as a Working Party with all decisions to be ratified by Council.

1. APPOINTMENT OF CHAIRMAN

In the absence of the Chairman, it was **RESOLVED** that:

Cllr Gardner was elected as the Chairman for this meeting.

2. APOLOGIES

Apologies were received from Cllr Pakenham who was attending virtually and Cllr MacMillan (health).

3. NOTIFICATIONS OF SUBSTITUTES

Cllr Gardner was substituting for Cllr MacMillan.

4. DECLARATION INTEREST

There were no declarations on any item on the agenda.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3 and 24 January 2023 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. Members noted that attendance was often weather dependent, with poor weather conditions meaning that less people attended. Members noted that the special lunches were popular, and it was discussed that more special lunches should be considered by the next Council, perhaps one per month. It was **RESOLVED** to:

Note the report.

5.2 Summer Events

Members received a report on the summer events. Members considered that with the loss of Larks in the Parks that an additional summer activity might want to be organised. With

the Coronation planned in May and Picnic in the Park in August, Members considered that an additional summer event was not necessary.

Members were advised that the supplier for Picnic in the Park had increased their charge from £2,175 to £3,950. This would mean that if 700 wristbands were sold, they would need to be sold at £22.57 for a family of four to cover the cost. It was **RESOLVED** to:

- a) ***Continue with Picnic in the Park on 13 or 20 August 2023***
- b) ***Recommend to Finance & General Purposes Committee that the price of the tickets are increased to £25 for four wristbands and the cost of stalls from £10 to £15.***
- c) ***Make an application to the HCC Locality Fund***
- d) ***Sponsorship should be investigated to offset the costs.***

6. FORTHCOMING EVENTS

Members received a report on forthcoming events.

Members received the notes from the Coronation Working Party. They noted the work undertaken to date on the event. There would be a buffet lunch, with music entertainment and a fancy-dress competition. The event was run from 12-4pm. Funfair rides are being considered for the open space. A provisional budget was shared with Members.

Stakeholders in the village are getting involved with their own activities which will be promoted by the parish council. It was **RESOLVED** to recommend to Council that:

- a) ***The new date for the litter pick is 22 April 2023.***
- b) ***The date for St George's Day Lunch is noted.***
- c) ***The date for the Coronation Big Lunch is Sunday 7 May 2023.***
- d) ***The price for the Coronation Big Lunch is set at £7.00 per person, £3.00 per child or £20 for family of 5.***

7. UPDATE ON PREVIOUS EVENTS

Members received a report on past events. The figures on the Elvis tribute night were received and it was **RESOLVED** to:

Note the report.

8. DATE OF NEXT MEETING

30 May 2023

The meeting closed at 1945.

Signed

Date

Lunch Club Income & Expenditure 2022-23

Date	No of tickets	Income excluding VAT	Expenditure excluding VAT	Balance
Jun-22	N/A	£802.44	£1,500.00	-£697.56
Jul-22	113	£731.41	£1,500.00	-£768.59
Aug-22	163	£886.84	£1,500.00	-£613.16
Sep-22	192	£954.43	£1,500.00	-£545.57
Oct-22	150	£749.99	£1,500.00	-£750.01
Nov-22	185	£1,012.51	£1,500.00	-£487.49
Dec-22	175	£1,079.17	£1,500.00	-£457.25
Jan-23	217	£1,042.75	£1,500.00	-£457.25
Feb-23	165	£892.00	£1,500.00	-£608.00
Mar-23	227	£1,250.89	£1,500.00	-£249.11
Apr-23	196	£1,087.91	£1,500.00	-£412.09
May-23	129	£740.56	£1,500.00	-£759.44
		£11,230.89	£18,000.00	-£6,769.12

Lunch Club Income & Expenditure April 2023

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
04/04/2023	Tuesday	22	£115.42		
06/04/2023	Thursday	23	£129.17		
11/04/2023	Tuesday	24	£140.83		
13/04/2023	Thursday	20	£85.42		
18/04/2023	Tuesday	23	£131.67		
20/04/2023	Thursday	18	£102.50		
25/04/2023	Tuesday	50	£291.66		
27/04/2023	Thursday	16	£91.25		
		196			
HCL monthly costs				£1,500.00	
			£1,087.91	£1,500.00	-£412.09

Lunch Club Income & Expenditure May 2023

Date	Day	No of tickets Sold	Income excluding VAT	Expenditure excluding VAT	Balance
02/05/2023	Tuesday	23	£121.67		
04/05/2023	Thursday	24	£149.58		
09/05/2023	Tuesday	22	£131.67		
11/05/2023	Thursday	18	£113.33		
16/05/2023	Tuesday	22	£103.48		
18/05/2023	Thursday	20	£120.83		
23/05/2023	Tuesday				
25/05/2023	Thursday				
30/05/2023	Tuesday				
		129			
HCL monthly costs				£1,500.00	
			£740.56	£1,500.00	-£759.44

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 30 MAY 2023

REPORT BY: HAYLEY BARROW, EVENTS AND COMMUNITY OFFICER

SUBJECT: PARISH COUNCIL SPECIAL LUNCHESES

1. SUMMARY

1.1 Following the success of the previous ‘Special lunches’ we are looking to offer a further 3 this year.

2. RECOMMENDATION

2.1 Members are asked to discuss themes, cost and timings for three additional special lunches for 2023.

3. BACKGROUND

3.1 Previous special lunches included St Patrick’s Day, St George’s Day and St David’s Day. We tend to do the Saints days and average 45 attendees at each special lunch, compared with an average of 22-25 for regular lunch clubs.

3.2 We do not make a profit, the cost is £6.50+VAT, and special lunches are charged at £7 including VAT, so there’s a nominal loss on each lunch. There is scope to increase the price (following the price increase of the standard weekly lunch) and we’d like to propose this to the Finance and General Purposes committee.

3.3 Looking at the calendar, additional Special Lunches could take place at the beginning of July, end of August and beginning of October.

3.4 Special Lunches are pre-booked, unlike the usual Lunch Club where attendees turn up on the day with no prebooking required.

4. FINANCE

4.1 As above, we do not make a profit on Special lunches.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Special Lunches require more input from Office staff.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 30 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REVIEW OF POLICIES

1. SUMMARY

- 1.1 The regular reviews of policies and procedures is important to ensue that they remain current. Part of this review is to bench mark the against the policies of other parish/town councils and industry standards (NALC and SLCC).
- 1.2 This is not a policy to handle the use of the staff's private social media presence. This is covered by the staff handbook.

2. RECOMMENDATION

Members are asked to review the following policies and recommend their adoption by Council:

- a) Social Media
- b) Volunteer

3. BACKGROUND

- 3.1 The use of social media does not replace existing forms of communication but enhances those channels already in place. The social media policy is not designed to block the use of social media but to ensure that all those who engage do so in a safe manner, without bringing any risk of damage to the reputation of the Council or bring themselves in breach of the Code of Conduct.
- 3.2 The parish council values its volunteers at the various events that it holds and the lunch club. The policy sets out what we expect from our volunteers and what, in return, they can expect from the parish council.

4. FINANCE

- 4.1 There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	Volunteers Policy adheres to Equality and Diversity Policy
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Volunteers are a resource to support the parish council in its operation
Risk Management	N/A



LONDON COLNEY PARISH COUNCIL

SOCIAL MEDIA POLICY

1. Introduction

This policy provides Councillors and Council staff with an overview of social media, guidelines on how to use social media, and advice on minimising or mitigating any risks or pitfalls associated with social media.

London Colney Parish Council (LCPC) acknowledges social media as a set of useful communication tools. However, clear guidelines are needed to ensure they are used effectively as part of a wider communications mix, and that their use does not expose the Council to security risks, reputational damage, or a breach of the General Data Protection Regulations.

This document provides a structured approach to using social media effectively, lawfully and without compromising LCPC. Councillors and Council staff must use social media sensibly and responsibly, in line with Council policy. They must ensure their use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

This policy applies to Councillors and Council staff at LCPC.

2. Definition of Social Media

Social media is a term describing online tools, websites and interactive media that enables users to interact with each other by sharing information, opinions, knowledge, and interests.

This interaction focuses on user participation and features user-generated content. Social media:

- Covers many formats, including text, video, photographs, and audio.
- Allows messages to flow between different types of device, such as computers, smart phones, and tablets (e.g., iPad).
- Involves various levels of engagement by participants who can create, comment, or just view information.
- Speeds and broadens the flow of information.
- Provides one-to-one, one-to-many and many-to-many communications.
- Allows communication to take place in real time or intermittently.

Examples of popular social media tools include Email, smart phone apps, social networking sites, blogging, tweeting, and other sites centred on user interaction. Popular social media platforms include Twitter, Facebook, Instagram, WhatsApp, Wikipedia, You Tube, Pinterest, LinkedIn, Tik Tok and Google Plus. Groupings of interest are a natural feature of such systems, with people sharing similar interests being attracted to share information.

Please note: Email is a form of social media.

3. Why the Council Needs A Social Media Policy And Presence

Social media increases our access to audiences and improves the accessibility of our communication. It allows us to communicate with a wide audience instantaneously on a range of subjects relating to our activities, providing updates, news, information and 'retweeting' of relevant information from other sources.

It also provides an opportunity to communicate directly with young people, the business community and harder to reach groups. This enables us to be more active in our relationships with citizens, partners, and stakeholders, and encourages people to be involved in local decision making, enabling better engagement and feedback, helping to improve the services we provide.

It can also:

- Provide a forum for debate, where those speaking can choose to either be identified or remain anonymous.
- Be used to encourage feedback and interaction.
- Provide a less formal means of promoting key facts/events and engaging with individuals.

This method of communication is two-way. It is as much about listening as speaking. As such, it resembles a recorded conversation far more than a website or notice board. Councillors should conduct themselves on social media with the same transparency, authenticity, professionalism, and adherence to the Nolan principles that they would conduct themselves with when engaged in conversation.

LCPC recognises and welcomes these uses of social media as part of the wider communications landscape. LCPC understands these diverse voices can be heard worldwide, and each individual or group opinion is important.

4. Dangers of Social Media

While social media tools are a very useful way of sharing information quickly with other people, there are some pitfalls to be aware of. These pitfalls are the same as those associated with everyday conversation, though they are exacerbated by their being written down.

The following risks have been identified with social media use (this is not an exhaustive list):

- Disclosure of confidential information.
- Damage to the Council's reputation.
- Social engineering attacks (also known as 'phishing').
- Bullying or 'trolling.' An internet 'troll' is a person who starts arguments or upsets people, by posting inflammatory or off-topic messages online with the deliberate intent of provoking readers into an emotional response, or of otherwise disrupting normal discussion, often for their own amusement.
- Civil or criminal action relating to breaches of legislation.

- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.
- Breach of the code of conduct for Councillors through inappropriate use.

LCPC appreciates not all social media users share its point of view or its goals, and that differing perspectives must be treated with respect. This is especially important where an issue is contentious.

Opinions, questions, and discussions appearing on social media should be treated as if they are available for all to see, as they often are. Once posted, they will remain accessible for future users to find.

LCPC will use approved social media tools to quickly disseminate information but carefully control their use to minimise risks such as those stated above.

5. How To Use Social Media

Social media will be used by LCPC as an effective and measurable way to achieve resident engagement and attract publicity. When using social media, all Councillors and LCPC staff will:

- Engage with individuals and communities to successfully promote Council-based services.
- Ensure a consistent approach is adopted and maintained.
- Ensure LCPC information remains secure and is not compromised.
- Operate within existing policies, guidelines, and relevant legislation.
- Ensure LCPC's reputation is upheld and improved rather than adversely affected.
- Aim to keep communication effective, timely, appropriate, and useful.
- Use cross-promotion of other LCPC communication tools (for example, website, noticeboard, London Colney News).
- Social media activity does not stand alone.
- To be effective it must be integrated as part of the general communications mix. Any planned campaigns, promotions and activities should use cross-promotion with other LCPC communication tools (for example, website, noticeboard, London Colney News) to increase reach and exposure.

6. Responsibilities

Councillors and staff must use social media sensibly and responsibly. As with all communication, it should not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

In addition to the Nolan principles, the following guidelines set out standards of behaviour expected from LCPC representatives when using social media:

- Social media must not be used in a way that might lead to a complaint that you have breached the Council's Code of Conduct.
- Members of LCPC should have separate social media profiles for their role as Councillor, distinct from their private life. A Councillor can be forced to share all their Council emails but not their personal emails if the two are kept separate.

- You are personally responsible for the content you publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a libel action for which you will be personally liable; no indemnity from the Council will be available.
- Social media sites are in the public domain, so it is important to ensure you are confident of the nature of all information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.
- Make use of stringent privacy settings if you do not want your social media to be accessed by the press or public.
- Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings.
- Do not disclose personal details of others, such as home addresses and telephone numbers. Ensure you manage any personal or sensitive information in line with the Council's data protection policies.
- Safeguarding issues are paramount because social media sites are open to misuse by offenders. Safeguarding is everyone's business – if you have any concerns about other site users, you have a responsibility to report them.
- Do not publish or report on meetings which are private or internal (where no members of the public are present, or it is of a confidential nature) or exempt reports (which contain confidential information or matters which are exempt under the provision of the Freedom of Information Act 2000).
- Copyright laws still apply to social media. Using images or text from a copyrighted source (e.g., extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about or seek permission from the copyright holder in advance.
- Be aware of your own safety when sharing information on social media, and do not publish information which could leave you vulnerable.
- Use of the Council's social media platforms must always reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal or political opinion, particularly when used by a Councillor.
- Statements made on behalf of LCPC should be either statements of fact or LCPC policy.
- Comments of a derogatory, proprietary, or libellous nature should not be made, and care should be taken to avoid guesswork, exaggeration, and colourful language.
- Members should not tag staff in posts using their personal social media profiles. All communication with staff should be via official channels.

7. Principles for Using Social Media

You should follow these five guiding principles for any social media activities:

- Be respectful – set the tone for online conversations by being polite, open, and respectful. Use familiar language, and be cordial, honest and professional at all times.
- Respect people’s confidentiality – do not disclose non-public information or the personal information of others.
- Be credible and consistent – be accurate, fair, thorough, and transparent. Encourage constructive criticism and deliberation. Make sure what you say online is consistent with your other communications.
- Be honest about who you are – it is important that any accounts or profiles you set up are clearly and easily identifiable. Be clear about your own personal role.
- Be responsive – make an effort to share what you know. Offer insights where appropriate and put people in touch with someone who can help if you cannot. Respond to questions and comments in a timely manner.

Think twice – think carefully about all your social media posts. Once published it will be too late to change your mind. **IF UNSURE, SAY NOTHING.**

Follow these rules and seek further guidance if needed.

8. Communications from the Council will meet the following criteria

- Be civil, tasteful, and relevant.
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, or racially offensive.
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright.
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk to the Council.
- Social media will not be used for the dissemination of any political advertising.

9. Inappropriate Use of Social Media by Others

Anyone receiving threats, abuse, or harassment via their use of social media should report it to the police. Other inappropriate content can be reported to the social media site directly to ask for it to be removed. You may wish to save a screenshot in these circumstances.

10. Guidance for Councillors – Social Media and Meetings

LCPC encourages Councillors to keep residents informed of London Colney issues and the use of social media can help with this, especially during official Council meetings. Below are extra guidelines for Councillors to consider if they use social media during Council meetings:

Handheld devices and laptops are permitted for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings, not to interrupt or distract anyone taking part. Ensure the volume on all electronic devices is turned to 'mute'.

Councillors' tweets/blogs during Council meetings should refer to discussions taking place at the meeting. Tweeting/Blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting, so should be avoided.

Councillors have a responsibility to take Council business seriously and it is not appropriate for Members to use social media to tease or insult other Members. London Colney residents expect debate and to be informed about Council business. They do not expect to witness petty arguments.

Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible.

11. Structure

The Parish Clerk and Events & Community Officer will oversee and manage the Council's Social Media Presence.

Document History

Date	Comment
March 2023	Policy adopted
May 2023	Reviewed and readopted Addition of Tik Tok as an additional social media stream Additional details on tone of communication



LONDON COLNEY PARISH COUNCIL

VOLUNTEER POLICY

Introduction

This Policy sets out the Parish Council's position about the engagement of volunteers. This can cover support in the Council Offices, the Community Centre, around the Parish and at events, e.g., Larks in the Parks, Fireworks. This policy highlights the benefits of using volunteers for the Parish Council but also for the volunteers.

Collaborating with volunteers must not be taken lightly and there should be procedures in place to ensure volunteers receive the best possible management support and the Parish Council receives maximum benefit from a volunteer's contribution. This should include what is expected from the volunteer during their contribution (i.e., performing the required duties/tasks adequately) but also what the volunteer will gain from the experience (i.e., increased knowledge and/or quality of life).

By producing this policy, it demonstrates the Parish Council's commitment to volunteering by recognising and appreciating their support through their involvement in the work of the Parish Council for the benefit of the Parish.

The Benefits of Engaging Volunteers

Volunteering provides the opportunity to use current skills and develop new ones, acquire new interests, meet people, become active in bringing about social change, and to get involved.

Undertaking voluntary work provides:

- Enjoyment and personal satisfaction.
- A chance to meet people, make new friends and associates and get involved in the community.
- Gain valuable work experience and training.
- A chance to use and learn new skills.
- A change from the normal routine.
- Recognition and a chance to build up confidence.

Volunteering **can also improve the wellbeing by:**

- Improving health and fitness, particularly with outdoor activities.
- Reducing depression and combating stress.
- Build on self-esteem.

Collaborating with Volunteers

We should engage with volunteers regularly to ensure the best working practices are in place. The Council will provide all volunteers with an introduction to the organisation, as well as any induction or training required for the volunteering opportunity.

All volunteers will be made aware of our Health and Safety Policy and any practical safety concerns as part of their induction. All roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a preexisting medical condition or disability, an individual risk assessment may also be necessary. All volunteering undertaken shall be conducted in line with the Health and Safety at Work Act 1974, any other health and safety legislation and the relevant Parish Council policies. Engagement of volunteers is covered by the Parish Council's insurance whilst working on projects initiated and supervised by Parish Council staff.

What Should Be Expected by Volunteers

Anyone can be a volunteer – whether it is on a planned project, work experience or specific arrangement.

The engagement of volunteers should be:

- Encouraged;
- Planned in advance for sufficient notification.
- Offered as widely as possible.
- Duties/tasks clearly identified.

The Parish Council will ensure all volunteers are:

- Fully supervised.
- Treated as a co-worker and not just free help, in doing so ensuring they are part of the process, free to make suggestions, and respected for their views and opinions.
- Provided with any required training.
- Provided with adequate tools and equipment to undertake their duties/tasks.
- Covered by health and safety legislation, which is in place and enforced.
- Recognised for their support and achievements.

Document History

Date	Comment
June 2023	Policy adopted
May 2023	Reviewed and readopted

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 30 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: LONDON COLNEY AIRFIELD

1. SUMMARY

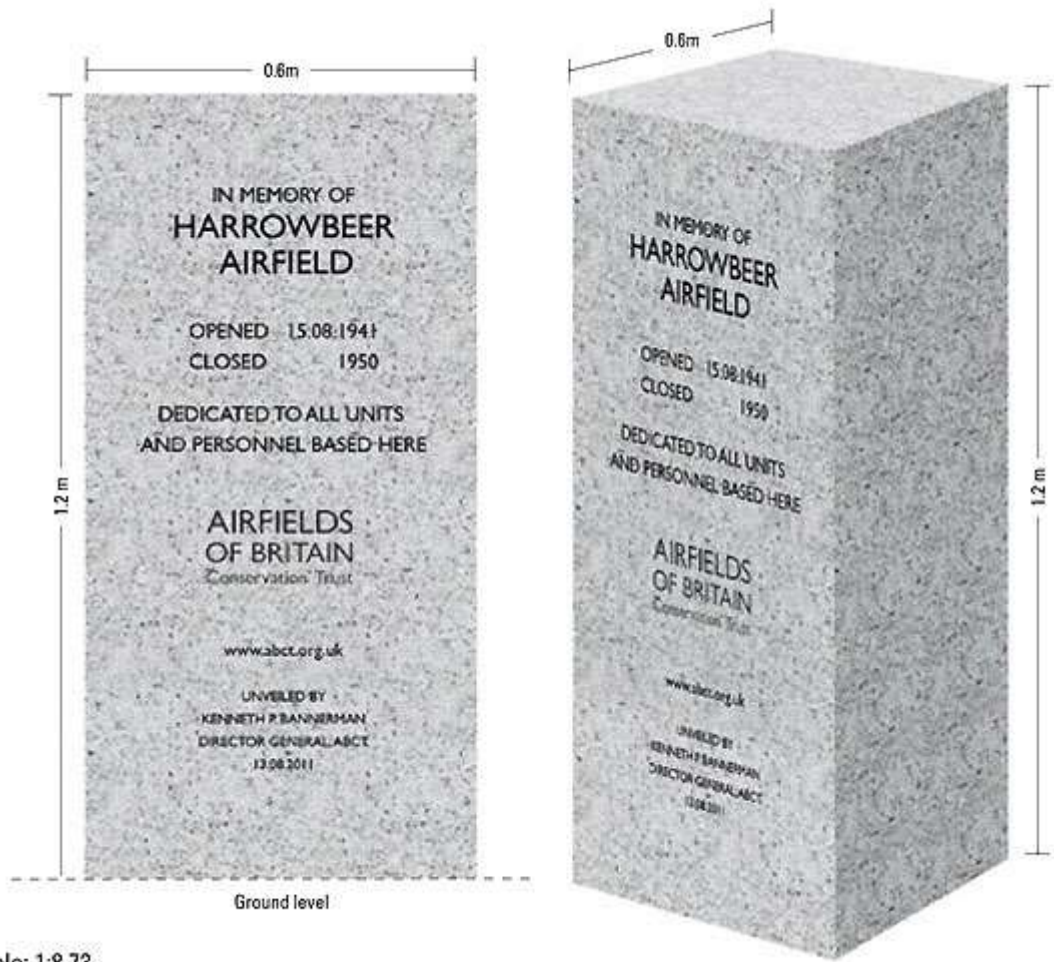
- 1.1 London Colney History Society has approached the Council to seek their comment about the commemoration of the London Colney Airfield.

2. RECOMMENDATION

Members are asked if they wish to be involved in this project.

3. BACKGROUND

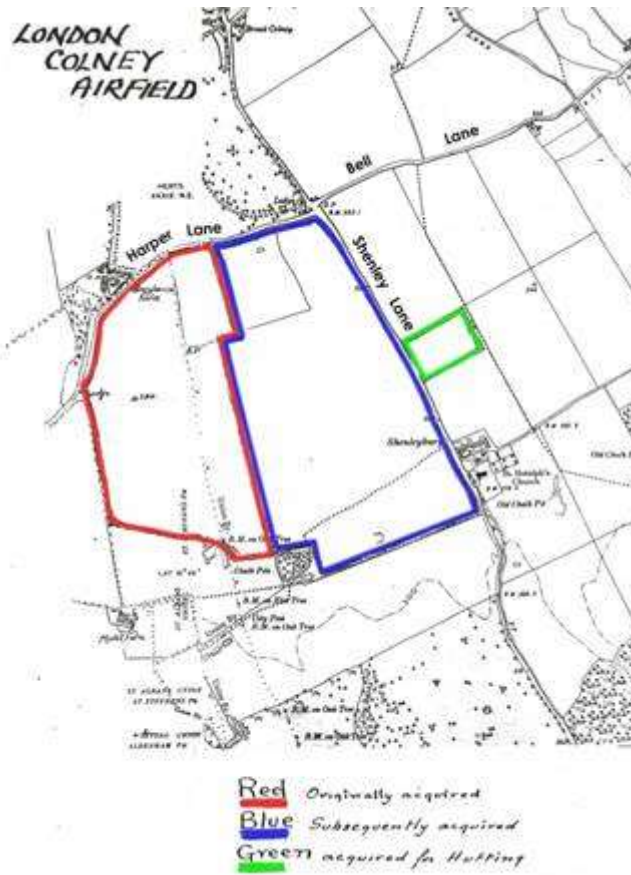
- 3.1 The aerodrome at Shenleybury began as a Royal Flying Corps safe landing ground. The twenty-five-acre site, which was requisitioned in early 1916, included land from the Tyttenhanger Estate belonging to Elizabeth, Countess of Caledon as well as the Model Farm which was part of the Porters Park Estate owned by Cecil Raphael. It was called London Colney because Shenley was too similar to another RFC establishment at Kenley near Croydon. The most well-known and written about occupants of the aerodrome were No. 56 Squadron who arrived there on 14th July 1916, Captain Albert joined as a flight commander in February 1917. He went on to be awarded the VC.
- 3.2 The Airfield of Britain Conservation Trust has approached the History Society about commemorating the airfield. Guy Thomas, a historian associated with the Trust will be talking to the London Colney History Society's AGM on Wednesday 24 May at the Community Centre. The Trust will supply and install a memorial at the site. He can be seen on this link talking about the airfield <https://www.rafstories.org/story/raf-wp-22832#>



Scale: 1:8.73

- 3.3 The former airfield actually covers three parishes: Shenley, Ridge and London Colney.





4. FINANCE

There are no financial implications.

5. 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	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 30 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CHRISTMAS LIGHTS – ADDITIONAL TESTING REGIME

1. SUMMARY

1.1 The Clerk has been advised that the testing regime for the annual Christmas lights display has been enhanced by the owners of the light columns, Herts Highways (HCC).

2. RECOMMENDATION

2.1 Members are asked to note the cost of the festive lights for 2023 and advise the Clerk if they wish to proceed on this basis.

3. BACKGROUND

1.1 The parish council hires a festive light display from Lamps and Tubes which are installed on shops and lamp columns in the High Street (see map). The contract was issued in 2019 and expires after Christmas 2024. The display is 22 column displays and 1 set of icicle lights (on Haseldine Road shops).

1.2 The columns are owned by HCC and managed by Herts Highways. The parish council are required to apply for a licence to install any item on the lamp columns. This relates to Christmas lights or bunting.

1.3 Herts Highways issue a two-part licence to the parish council on the basis of certain testing regimes, undertaken by the Parish Council's contractor. This contractor has to have the required registration with a national body to undertake the works on highways electricity. The tests include column stress testing and an electrical test. This information is passed to Herts Highways as part of the licence application and the first part of the licence has to be issued before any festive lights can be installed. A second test is then undertaken once the festive lights are in situ which is then sent to Herts Highways. If the necessary standards are met, the second part of the licence is then signed off.

1.4 The festive light contractor has advised the Clerk that the testing regime for the columns has been updated. Herts Highways require two of the twenty columns to have an additional structural test. The remaining 18 columns only need to have a visual check.

1.5 An additional electrical inspection is required to all lamp columns, the building supply, and the Christmas tree supply. 23 columns need additional column power supplies at £80 per column.

1.6 A good will payment is paid to the owner of the shop who provides the electricity supply for the Haseldine Road display. The Christmas tree is a permanent tree (as of 2022), and the Grounds Maintenance staff dress the tree.

1.7 An application for an unmetered power supply is made to Southern Electric who are the parish council's electrical suppliers. This is approximately £95 for the entire display's duration.

4. FINANCE

4.1 The total cost of the rent of column displays, icicle lights for shops, infrastructure, installation, in season maintenance support and removal is **£11,643.90**.

4.2 There is a budget for Christmas lights of £13,500. This was increased from 2023/24 as we were advised of the potential price increase before the budget was agreed. Because we were unsure of the testing regime, a nominal increase in the budget was agreed.

5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Within budget
Resources (including workforce)	N/A
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 30 MAY 2023

REPORT BY: HAYLEY BARROW, EVENTS AND COMMUNITY OFFICER

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 2023-24 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	2022-23
St Peter's Church (Fireworks)	£700	No event held	£700	£950
London Colney Scouts (Fireworks)	£700		£2000	£2000
Peace Hospice (Fireworks)			£527.54*	£950
Citizens Advice (Fireworks)	£700			
Hedgehog Rescue (Fireworks)			£100.00*	£500.80**
The Swan Sanctuary	TBC			

* Gift Aid was split between these two charities.

** The Hedgehog Rescue stats show £125 + £375.80 Gift Aid bringing their total to £500.80 – however, please see point 3.5 below

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 in the past.

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.

3.4 A request has been made from Herts Young Homeless group to be one of the charities.

3.5 Due to an error with Gift Aid, London Colney Hedgehog rescue did not receive the sums agreed in 2022. They were unable to claim the Gift Aid and only received £125. This should be taken into consideration when allocating the funds this year.

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.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY

DATE: 30 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: FORTHCOMING EVENTS UPDATE MAY 2023

1. SUMMARY

1.1 This report provides a summary and update on forthcoming events.

2. RECOMMENDATION

2.1 Members are asked:

- a) Approve not holding a Chantry Island Pilgrimage in June 2023
- b) Refer to F&GP the pricing on the Picnic in the Park tickets and stall prices.
- c) Approve the date for the MacMillan Coffee morning.
- d) Note the work to date on other events.

3. FUTURE MEETINGS

3.1 Chantry Island Pilgrimage – 22 June 2023

- a) This event is normally held on the 22 June 2023, the saint's feast day. The pilgrimage assembles on the village green, making its way to Chantry Island via the footpath at Broad Lakes, to Chantry Island at the Pastoral Centre where a short presentation is held by the Vicar of St Peter's Church, before returning along the same route back to St Peter's where refreshments are hosted by the Church.
- b) There currently isn't a vicar at St Peter's and Members are asked to agree to defer this event to a future year.

3.2 Picnic in the Park - 13 August 2023 (reserve date 20 August).

- a) Picnic in the Park is a family event, held at Morris Recreation Ground during the summer holidays. The Council outsources this event to an external contractor, Apex 360. They bring with them about 10 inflatables and activities which they undertake to staff and risk assess. Wristbands are sold which allows attendees unlimited access to all the activities. There is music playing in the background and a small market with stalls from community groups and commercial activities. There are no food vendors on site (apart from ice cream from the splash park café) and attendees are encouraged to bring a picnic with them. The premise behind the event is to have a family day, which is relatively low cost.
- b) At the last meeting of this Committee the meeting was advised that Apex 360 have increased the price the event from £2,175 to £3,950.
- c) 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.

- d) 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. The previous recommendation was that a family ticket would cost £25 for 5 with individual tickets at £5.50.
- e) The cost of stalls should be increased from £10 to £15.

3.3 Halloween Party – 29 October 2023

- a) This event is held in the main hall at the Community Centre on the Sunday nearest to Halloween. It is a children's event (under 7s) and parents are required to attend, no children are left unattended. The Council pays for an entertainer, who provides entertainment for the afternoon and a sandwich tea is served (in picnic boxes). The bar is open for parents. Ticket price is £12 family (2 adults & 2 children) with £3.50 for extra tickets. Tickets are sold online.

3.4 MacMillan Coffee Morning – Date to be agreed.

- a) The parish council has traditionally taken part in this national event, raising funds for MacMillan Cancer Support. However, we are unable to hold the event on the normal Friday morning, as we have a hirer in the main hall and the Foodbank in the lounge.
- b) If Members wish to go ahead with this, the suggested date is Wednesday 20 September as there is no hirer in the centre on this morning.

3.5. Fireworks – 5 November 2023

- a) This event is held at Morris Recreation Ground on the nearest Sunday to 5th November. The event was previously free to attend with a charity bucket collection, but with Covid restrictions, in 2021, the event was ticketed at £1 per person. This proved very successful and was repeated as a ticketed event in 2022, which raised £4,500 for local organisations.
- b) It was agreed by this Committee to increase the cost of tickets to £2 per person with 50% of the proceeds going to charity with the remaining amount offsetting the costs of the event.
- c) The firework's contract is undertaken by Entertainment Effects, who have a contract to supply the display until 2024.
- d) The Council sells mulled wine to offset some of the costs, and there are food vendors and funfair rides which brings in further income.
- e) There is a road closure in place to ensure safe ingress/egress to the site which is monitored by traffic management. A road closure application has been made to HCC, an application has been lodged with SADC Safety Advisory Group and a traffic management company has been engaged.

3.6 Remembrance Sunday – 12 November 2023

- a) The service of Remembrance is held at the War Memorial with a parade to/from the community centre. The road is closed between the community centre and the War Memorial and monitored by traffic management.

- b) The parade is traditionally lead by a piper, and the Events Officer is in the process of finding a new piper for this event. The Deputy Lieutenant of Hertfordshire, Mrs Marion Brown, attends the event to represent the King. Local organisations including the Scouts, Brownies, WI, and Royal British Legion also take part in the parade which is led by Parish Councillors. All parade attendees lay a wreath at the war memorial. The Scouts and Guides etc put in crosses to represent those who fell in the World Wars whilst the names of the fallen are read out.
- c) Refreshments are served after the event in the lounge at the community centre, which is undertaken by the WI.
- d) A road closure application has been made to HCC, an application has been lodged with SADC Safety Advisory Group and the traffic management company has been engaged.

3.7 Christmas Lights Switch On – 3 December 2023

- a) This event is designed for the community to join together and celebrate the turning on of the Christmas lights. It is held on a section of the High Street, which is closed to traffic between Haseldine Road roundabout and Alexander Road roundabout.
- b) There is entertainment on the stage from local entertainers, dance troops, school choirs etc.
- c) Santa is on site, handing out gifts to children from his grotto. There is a small market and funfair, and the Parish Council sells mulled wine. A charity collection is taken.
- d) A road closure application has been made to HCC, an application has been lodged with SADC Safety Advisory Group and the traffic management company has been engaged.

6. FINANCE

- 6.1 Each event has its own budget (see attached).

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 who work weekends are either paid overtime or accrue time off in lieu at double time.
Risk Management	All activities are fully risk assessed.

CORONATION BIG LUNCH 7 MAY 2023 - BUDGET

Budget	£2,500.00		
	Expenditure	Income	
Buffet	£630.00		80 @ £7.00
Entertainment	£450.00		3 acts @ £150 each
Face painter & balloon artist	£438.00		
Decorations	£225.80		
T-shirts	£24.98		
Advertising Banner	£42.24		
Lamp post decorations	£42.99		
	<u>£1,854.01</u>		
Ticket sales		£499.00	£7.00 per ticket
Bar income		£176.00	£600.00 bar sales @ 50%
Grant		£500.00	
		<u>£1,175.00</u>	
Total Expenditure/Income	<u>£1,854.01</u>	<u>£1,175.00</u>	
Over/underspend	£1,820.99	-£679.01	

Events & Community Committee Work Programme 2023-24

Date of Meeting	Matter for Consideration	Responsible Officer	Background Information	Source Document (if applicable)
30/05/2023				
	Volunteers Policy	Clerk	To review this policy and recommend its adoption by Council	Policy Review
	Social Media Policy	Clerk	To review this policy and recommend its adoption by Council	Policy Review
	Special lunches	Events Officer	To consider additional special lunches	
	Airfield Memorial	Clerk	To consider a request from the History Society to support a memorial for the London Colney Airfield (WW1)	
	Firework Charity	Events Officer	To consider the recipients of the firework collection	
	Christmas Lights - Additional Testing Regime	Clerk	To receive a report on additional testing regime for Christmas Lights	
03/10/2023	New Budget Items 2024-25	Clerk	To consider new budget items for inclusion in budget 2024-25	Internal Control
	Magazine Engagement	E&C Officer	To discuss the distribution and production of London Colney News including the number of editions, online editions, regular email bulletins	
21/11/2023	Budget 2024-25	Clerk	To consider this committee's budget for 2024-25	Internal Control
	Programme of Events for 2023-24	E&C Officer	To consider the programme of events for 2024	
20/02/2024				