



LONDON COLNEY PARISH COUNCIL

To: Councillors Hopcroft, Mugele, L Winstone, D Winstone, Prowse and Lillico

20th September 2024

You are hereby summoned to attend a meeting of the **EVENTS AND COMMUNITY COMMITTEE** meeting to be held on **THURSDAY 26th SEPTEMBER 2024, at 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY, HERTS, AL2 1PU**

Jane Johnstone
CEO/ RFO

AGENDA

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	To receive apologies for absence	
2.	NOTIFICATION OF SUBSTITUTIONS	1
	To receive any notification of substitute Members to the Clerk	
3.	DECLARATION OF INTEREST	1
	To receive Member's declarations of interest in items on the agenda	
4.	MINUTES OF PREVIOUS MEETING	2-4
	To approve the circulated minutes of the previous meeting held on 11th June 2024	
5.	EVENTS UPDATE 2024	5-6
	Report for Committee with details of Upcoming Events	
6.	Any Other Business	
	Lettings and Parking (Hirer's terms and conditions, section 5 & 6 – Supervision, <i>page 2 of T & C, page 10 of E & C Committee agenda</i>)	7-15
7.	DATE OF NEXT MEETING	
	THURSDAY 24 th OCTOBER at Caledon Community Centre	



LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 11th June 2024, 8.00PM SPORTS PAVILION, WHITE HORSE LANE, LONDON COLNEY AL2 1JW

PRESENT: Cllrs Hopcroft (Chairman), Mugele, D Winstone and L Winstone
Cllr Prowse and Lillico (ex officio)

IN ATTENDANCE: S Penny, Events & Community Administrator and J Johnstone, CEO/RFO

1. ELECTION OF CHAIRMAN

Nominations were sought for the position of Chairman and there being no other persons nominated, it was **RESOLVED** that:

Cllr Hopcroft is elected as Chairman of the Events and Community Committee

2. APOLOGIES

No Apologies were received.

3. NOTIFICATIONS OF SUBSTITUTES

None.

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 Thursday 18th April were received as a true record of the meeting with one adjustment. The dates for the upcoming meetings have mostly been changed and will need to be revised on the minutes before final approval of the minutes.

5. Events 2024

Lunch Club

- Currently pay for 25 meals a day but selling average of 22 people per day
- Charging an average of £8.15 (27% 2 courses and 73% 3 courses) per meal but paying £8.28 per meal.
- No feedback from them on our response to their queuing system requests
- Opening lunch club on Polling Day
- D Day lunch – 35 Attendees pre booked

Magazine

- Has gone out – More ideas for articles rather than adverts for next time.

Sponsorship

- Looking to go out into the community for more sponsorship (MKM and Burger King)

Chantry island

- June 19th, 6.30pm walk & drinks at GD after.
- To put on the LC website

Halloween event

- To increase the ticket price to include administration fees and the increase in food prices.

Fireworks

- Security numbers still being discussed – liaising with Katherine from the events team at St Albans and Principal Security
- Instead of 1:150 people security, there is an argument for less paid security and more volunteer marshals (staff and councilors) as it's a family event that only lasts 17 minutes for display but 3 hours total time.
- Tickets to be made available in the Community Centre with the help of "Computer Friendly" this year.

Remembrance Parade

- Teaming up with Matt for introductions into different faiths within the community.
- To confirm the list of new orders for Wreaths for 2024 and order.

Christmas Wreath making

- Trying to make a date available for the end of November as people are already asking for this event.

Christmas

- Light walk through done.

Summer Event

- Possible extension of the opening of the splash park, this did not happen. Attempt to revive summer event in the new year.

6. THE COMMUNITY PROJECT

- Cllr L Winstone waiting for further information as not attended anymore meetings to look at the community project.
- Possible article in the LC magazine and possible launch day at the end of September to help increase numbers of 3.
- Possible extend the age group.
- Possible survey
- Difficult to engage the 10 to 11 year olds.
- Primary schools have own clubs, they will hold the children.
- Possible secondary school age as LC does not have and secondary schools.
- Help to target antisocial behaviour.
- Showcase event or open day for youth services to showcase what is available to young people in the village. Summer day possible think about running.
- Need a proposal of what to do to move forward.

7. Any Other Business

“Victor” the puppet – Emotional wellbeing puppet including set of scenario cards. 170 euros each. Possible visits to the local schools to see if they are interested in adopting a “Victor” if LCPC can donate them to the schools. There will be funding available to purchase these on behalf of LCPC. More research to be done on this subject before making a commitment.

8. DATE OF NEXT MEETING

The next Events and Community meeting will take place on Thursday 26th September 2024

The meeting closed at 20.51.

Signed

Date

Events update by event

Halloween Party – Sunday October 27th 4pm – 6pm

Tickets now on sale.

Sponsorship from Little Nightingales towards the event.

I have approached Wenzels to sponsor the snack boxes.

Willows providing Pumpkin.

Fireworks Sunday 3rd November

Safety Advisory Group Wednesday 25th September.

Tickets now on sale.

Sponsorship from MKM Builders.

Security all booked.

Awaiting Scouts decision to attend.

Remembrance Parade Sunday November 10th

Awaiting Beverley Crofts response for a pre meeting with all parties.

Wreaths are Ordered.

Rev Tom Smith is leading the approach to the wider community to encourage more diversity.

The Piper has confirmed.

Scott will lead as in previous years.

Swing to King – Friday November 29th

Leigh Casling performing at the Caledon centre

Tickets now on sale

Christmas Light Switch on Sunday December 1st

Safety Advisory Group date TBC.

Sponsorship from Oliver & Akers & Lamps & Tubes illuminations.

Currently completing all the admin.

Lunch Club

We have reduced weekly numbers to 25 per day until the new year when we will review.

Currently average 23 per session.

There are 3 themed lunches leading up to Christmas – British Food Day, Halloween & St Andrews day.

Christmas Lunches are confirmed for 17th, 18th & 19th December - price to be set

Christmas Biscuits

Following a summer sports event at Morris way by the Fox Burton Group we have

received sponsorship for Christmas biscuits allowing us, once again, to provide them this year.

The advert has gone into the September magazine.

This year will be collection only.

Magazine

The next edition of the magazine is due out the first week of December.

Septembers was slightly delayed due to illness.

Village day 2024

St Peters is 200 years old next year

As our summer event we are looking to hold a traditional Village Day in August at Morris way.

Rev Tom would like to be a part of this and has offered help with volunteers from the church.

Events update by event

Village day 2024 (Continued)

Traditional theme – Dog show, cake judging, Tug of war etc.

Ask the local pubs to each bring their own speciality to the event.

External catering vendors.

Entertainment.

This event will require a separate committee to run.

Dates – 9th or 16th August TBC



London Colney Parish Council
London Colney Community Centre
Caledon Road, London Colney, AL2 1PU

Booking Form

Napsbury Sports Pavilion – Pegrum Drive

Details of Applicant

Name _____

Address _____

Tel _____

Date of Hire _____

Times reqd* From _____ To: _____

Purpose _____

Approx No of persons (max 60) _____

Signature _____

Please note that by signing this form you agree to be bound by the Parish Council's Hall Hire Terms and Conditions

Hire charges:

Mon – Friday	£24.00 per hour
Saturdays/Sundays	£29.00 per hour

Deposits

£100 security deposit to be paid at time of booking. This will be refunded in full subject to the venue being vacated by the agreed time and in the condition which is laid down in the booking agreement.

Balance to be paid no less than 28 days prior to event. (Deposit non-returnable if booking is cancelled within 28 days of hire date). **You may also pay via BACS, our**

Bank Details are: Co Operative Bank

Account Name: London Colney Parish Council

Account No: 65180305

Sort Code: 08-92-99

*** Note: Times booked must include set-up & breakdown and all areas must be left clean and tidy. No major changes/additions can be made within 14 days of event.**



London Colney Parish Council
London Colney Community Centre
Caledon Road, London Colney, AL2 1PU

Booking Form

Napsbury Sports Pavilion – Pegrum Drive

Here at London Colney Parish Council we take your privacy seriously and will only use your personal information to administer the services you use from the Parish Council. Please indicate below that you understand that we need to hold this information on file in order to contact you about these services.

I understand that London Colney Parish Council holds my personal information in order to contact me about the services I use from the Parish Council and that I can access this information at any time.

Please let us know how you would prefer to be contacted.

Post

Email

Telephone

Office Use Only

Booking form & deposit rcvd	£		Balance rcvd	£	
£100 Security Deposit	Received (date)		Returned (amount & date)	£	



LONDON COLNEY PARISH COUNCIL

HIRERS TERMS & CONDITIONS

These standard conditions apply to all hiring of the Parish Council facilities and a copy will be given to all Hirers. It is also available to download from our website. If the Hirer is in any doubt as to the meaning of the following, the Parish Council Booking Officer should immediately be consulted.

1. Applications

All applications for the hiring of the facilities shall be made on the relevant booking forms obtained from the Booking Officer at the Parish Council, at the Community Centre, Caledon Road, London Colney, Herts AL2 1PU. If there are any changes with the booking, then contact must be made immediately by telephoning 01727 821314 or emailing info@londoncolney-pc.gov.uk.

All bookings must be confirmed by the return of the completed and signed booking form. The person signing the booking form shall be deemed to be the hirer.

A signed booking form must be received to facilitate the booking. Once received the booking will be made and a confirmation email will be sent to you. The Deposit will then be required to confirm your booking.

Hours required and booked must be strictly adhered too. Any overrun will result in extra charges being made. Enough time should be allowed for guests to drink up and vacate the venue by the end of the allocated hours with the hall being returned to its original condition as booked. Your allocated time booked, includes the cleaning up of the hall and returning it to the condition in which it was found on the commencement of hire. Any excessive cleaning required will be charged for. The disco or entertainment must be given enough time to pack up and leave prior to the end of the booking. Any overrun in packing away the equipment, or the caterers cleaning up and leaving, will be the responsibility of the Hirer and so attract the same penalties.

- Kitchen preparation areas, with exception of the fridges and freezers, can be used by request and attract an additional hiring cost. Any outside companies or self-catering arranged by the Hirer must be aware that the Council's Insurance Cover does not cover hirers own equipment, negligence or personal liability. Any cover required should be arranged directly by the hirer.
- It is the Hirers' responsibility to provide their own black bin bags, washing up liquid and tea towels.
- The Hirer must be the last patron to leave the premises, they are responsible for all the guests, caterers and entertainers leaving by the allocated time.

2. Terms of payment

A deposit of £100 is required on all one-off bookings. This will be held by us and returned subject to the venue being vacated at the agreed time and in the condition, which is laid down in the Terms & Conditions. The balance of the hire to be paid no less than 28 days prior to the event. The deposit will be retained if the hire is cancelled after 28 days before the event, see clause 25 below.

3. Right to Terminate

The Parish Council reserves the right, by notice to the hirer, to terminate the Agreement and the hiring at any time, in which case the parish Council shall give to the hirer as much notice as possible of their intentions and shall return the deposit or the whole of the charge as the case may be, but shall not be liable for damages or otherwise in respect of their actions under this clause, nor be under any liability to the hirer for any loss or damage they may sustain by reason of such termination.

4. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

5. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric, and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Parish Council, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

6. Use of premises

The Hirer shall not use the premises (including the car park) for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

Persons must not trespass in parts of the building not hired.

Due to licencing conditions the Parish Council will not accept birthday party hires for ages 13 to 25 years.

Any breach of this clause will mean the hirer's deposit will be forfeited.

No persons under the age of 18 will purchase, solicit, or consume alcohol on any Council accommodation.

No alcohol sales are permitted at Napsbury Pavilion or Morris Way Pavilion (private consumption only)

The pavilions at both Morris Way and Napsbury must be cleared by 11.00pm

The Community Centre must be cleared by:

11.30pm Sunday – Thursday

Midnight Friday & Saturday

The Community Centre hall bar will normally be available:

7pm – 11.00pm Sunday – Thursday

7pm – 11.30pm Friday & Saturday

7. Insurance and indemnity

(a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages, and costs made against or incurred by the Parish Council, their employees, volunteers, agents, or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages, and costs made against or incurred by the Parish Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Parish Council and the Parish Council's employees, volunteers, agents and invitees against such liabilities.

(b) The Parish Council shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Parish Council shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of the Parish Council and the Parish Council's employees, volunteers, agents, and invitees against:

- (i) any insurance excess incurred and
- (ii) the difference between the amount of the liability and the monies received under the insurance policy.
- (iii) Where the Parish Council does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Parish Council Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Parish Council Bookings Officer to rehire the premises to another Hirer. The Parish Council is insured against any claims arising out of its own negligence.

8. Gaming, betting, and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

9. Inflatables & Smoke Machines

No outdoor inflatables are allowed at any Parish Council venue, internal inflatables are allowed at the Community Centre provided the inflatable meets our height restriction and that we see all relevant certification and public liability insurance prior to the hire. No smoke machines are permitted at any Parish Council venue

10. Music Copyright licensing

The Hirer shall ensure that the Parish Council holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence

11. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

12. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Parish Council with a copy of their CRB check and Child Protection Policy on request.

13. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Council's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's health and safety policy. The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Clerk of the Parish Council.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment (Include diagram of location)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Hirers are responsible for their own First Aid provision.

(b) In advance of any activity whether regulated entertainment or not the Hirer shall check the following items:

- That all fire exits are unlocked.
- That all escape routes are free of obstruction and can be safely used for instant free public exit
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

14. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

Abuse and aggression are treated seriously, and the Parish Council will take action to ensure the protection of other service users and staff where such behaviour occurs. Any violence, threat or harassment will be reported to the Police and where necessary, for the protection of other service users or staff, arrangements will be made to limit and control access to Parish Council facilities.

The Community Centre has CCTV installed and in the event of drunk and disorderly behaviour, suspected drug use, or violence, the Police will be provided with relevant footage.

16. Health and hygiene

The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations.

17. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

18. Stored equipment

The Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Parish Council may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Parish Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

19. Smoking

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

20. Accidents and dangerous occurrences

Any failure of equipment belonging to the Parish Council or brought in by the Hirer must also be reported as soon as possible. The Hirer must report all accidents involving injury to the public to a member of the Parish Council as soon as possible and complete the relevant section in the Parish Council's accident book. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Hirers are responsible for their own first aid provisions.

21. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of the Parish Council. No decorations are to be put up near light fittings or heaters.

22. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Parish Council. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

23. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Parish Council. No animals whatsoever are to enter the kitchen at any time.

24. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Parish Council's accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority. Regular hirers can display a banner/poster, but this must be removed at the end of each hire.

25. Right of Entry by the Parish Council

Parish Council staff always have access to Parish Council buildings.

26. Cancellation

If the Hirer wishes to cancel the booking before the date of the event, the deposit is non-returnable if the booking is cancelled within 28 days prior to the event. The Parish Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Parish Council reasonably considering that
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Parish

Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

27. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge.

28. No alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Parish Council. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Parish Council remain in the premises at the end of the hiring. It will become the property of the Parish Council unless removed by the Hirer who must make good to the satisfaction of the Parish Council any damage caused to the premises by such removal. No bolts, screws, nails, tacks, or Sellotape shall be driven or stuck on to any part of the premises

29. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer