

You are hereby summoned to attend the **COMMUNITIES AND EVENTS COMMITTEE MEETING** on Tuesday 21 November 2023 at 7.30pm in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and what the nature of the interest is.

Aims and Objectives of the Communities Committee

- To be responsible for planning, organising, and running Community events.
- To ensure each event to be financed within the budget agreed.
- To ensure all H & S and Safeguarding rules are considered and applied.
- To keep all residents informed of Events via media and paper communications.
- To produce a newsletter and publicity keeping residents updated.
- To pursue good communications with all volunteers, Community organisers and Community venues throughout Denham.

Item No	Agenda Item
20231121/01	Acceptance of Apologies for Absence
20231121/02	Election of Chairman All Cllrs agreed and elected Cllr A Hans as Chairman until March 2024
20231121/03	Election of Vice Chairman All Cllrs agreed - Cllr BK
20231121/04	Declaration of Interests – Cllr SJ Christmas lights
20231121/05	Public Session
20231121/06	Minutes of Last Meeting – 17 October 2023
20231121/07	Events: <u>Tea Dance/Bingo – 3 to 5pm,</u> 3 December 2023 UPDATE F&C clerk placed orders for Christmas table decorations, plates, and serviettes. Waiting for delivery . Cllr WD discussed the layout of the tables, all Cllrs agreed to put tables in slanted position known as herringbone style so that visitors can interact with others easier. Cllr SJ has given apologies for this date. • New proposed dates to book for 2024 - F&C clerk has confirmed booking up to December 2024 but waiting for a date in October will update once confirmed. ACTION: F&C clerk to place the orders for Tea & Bingo and Memory Café of a small portrait calendar and a hyacinth plant about 60 in total. In working progress. ACTION : Cllr WD to approach Co-op for bingo prizes – Bottles of wine, boxes of chocolates & tins of biscuits – waiting for update. <u>Memory Café – 11am to 2pm,</u> 1 December 2023 • New proposed dates to book for 2024 for the 1st Friday in the month. UPDATE : DC passed on new dates to F&C clerk , waiting for confirmation. .

Music on the green dates,

1 December 2023 – Carols on the Green

No more events for this year.

New proposed dates for 2024 to book for the 3rd Sunday in the month.

UPDATE: DC passed on new dates to F&C clerk to book. In working progress.

- **Beating of the Bounds – Rogation Sunday**

Booked for 5th May 2024.

UPDATE: Paul Graham has confirmed route 2, and requested we advertise the event in good time to get a better turnout. Paul will produce a short guide for the walk. Requested a small tent at the end of the walk and provide cold drinks for the walkers. F&C to advertise this event in good time.

- **Christmas Fayre.** This event will not be held this year.

- **Carols On the Green & Christmas tree – Friday 1 December 6pm**

UPDATE : DC ordered a 19ft Christmas tree - £500 plus VAT.

UPDATE: DC change date to install the tree on 24 Nov as will be decorated on 25th Nov. Handy man will bring the decoration to the office. DC received confirmation from Tom to support from 5pm for set up and 7.30pm for set down.

Cllr SJ sends apologies for this date.

UPDATE: DC emailed the 2 schools to sing 3 carol songs each & invite the governors of the schools to attend event. – Village School has confirmed but Denham academy has not acknowledged. Chased by email several times, no-one answering the phone. Will keep chasing.

ACTION : Cllr SJ to organise the lights and scaffolding tower. To give workers contact details to Cllrs SW. To checks all lights are in working order.

UPDATE: Cllrs SJ has booked the brass band for 1 Dec 2023 - invoice received and forwarded to FC clerk.

ACTION : Cllr SJ to organise the lights. Cllr SW to work with residents to dress the tree.

ACTION: Cllr AH to supply hot chocolate, mince pies, cups, packets of chocolate gifts and candy canes for the children. Will require 3 people to volunteer on the evening.

- **80th Anniversary for D-Day is 6th June 2024 – Proposed date Saturday 8th June 2024 Cricket field.**

Cllr SJ suggested a BBQ & animal farm, army man assault course & a band called Dolly mixtures. All Cllrs agreed.

ACTION : All Cllrs to discuss in next meeting & end of the year – Butcher, food vans, bands etc Cllr SJ to find details for army & pets' events & Cllrs SW to find details for music band.

UPDATE : DC emailed the Cricket Club to request use of the field on the Saturday 8 June 2024 and was informed all Saturday between May to August are booked with league games. There may be only a couple Sundays available throughout the season, the schedule will come out in mid Jan 2024 so let them know in advance for a date on a Sunday.

- **Denham Parish Council 130-year celebrations – Sunday 30 June/7 July 2024**

UPDATE : Martin Baker are happy for us to use the field for an event.

This event can be held anytime in 2024 & DPC are planning for the event to be on a Sunday.

Discussed on having a "Party in the park" type event, invite stall holders to sell their food & drink, kids fair, a stage for bands, no marquee required. This will be a free event. DPC to set up a working party as we will run this event.

ACTION : Cllr SW will give DC information that was used for the village fayre.

ACTION : Cllr SJ will find music bands.

	UPDATE : DC emailed both football team to confirm if we can use the field on either of those dates. Both teams confirm no matches so either date is fine for the use of the MB. UPDATE: DC had meeting with Denham County history project team on 10.11.23 – Happy to support – discussed options like have a covered stall, talks, slide show, story board display, invite visitors to act a mock council meeting. Will arrange another meeting for catch up. • <u>Market on station Road - Denham Farmers Market</u> Discussion to have a farmer market, areas like Morten gardens, Moorfield Rd service Rd for Sunday mornings. ACTION : Cllr SJ to find contact details farmer market people & update DC. If farmer market people can do this. DC to contact BC for road closures etc if required. UPDATE : LAT sent Bucks link for road closures and information on process should we need it. <u>Christmas Lights – New Denham Oxford Road 1 Dec 2023/ 6 Jan 2024</u> • <u>Christmas lights</u> – 9 Streetlights chosen. Half day/to midnight UPDATE : DC received confirmation from BC that New Denham will have Christmas lights this year – all actions completed by DC . Installation date was 12.11.23 ready for light switch on for 1 Dec 2023. • <u>General Christmas Lights – Lights on trees – 1 December 2023</u> Cllrs SJ confirmed all the lights will need checking or updating. Tatling End, Village green, Denham green & New Denham. Quotes won't be required as we will use our preferred supplier. ACTION: Cllr SJ will do all the checks this weekend plus costs for trees etc and email updates to Cllrs.
20231121 /08	<u>Village Flag</u> • <u>Denham Parish flag</u> UPDATE from Full council meeting : Cllrs chose option 1 - Remove wording under pictures & add 5 areas of Denham - Remove Denham village school and replace with Denham green Tudor shops. ACTION: Cllr SW to ask MS to do another sketch of Tudor shops in Denham green. UPDATE: DC informed contractor of new changes to the flag, they have done a sketching of the Tudor shops and sent us what it would look like - Cllrs to discuss. DC still trying to find information on young lad that did original drawing to say thank you.
20231121 /9	<u>Daffodils 6000 bulbs – Planting in Oct/Nov 2023 for 6 areas</u> UPDATE: DC provided 3 quotes for bulbs. All Cllrs agreed for Q1. Bulbs ordered & delivered to office. Contractors started on 06.11.23 with cutting grass & rotating for prepping the grounds for New Denham & Denham Green to plant the bulbs but due to heavy rainfall has slowed the job down.
20231121 /10	<u>Poppies/Silent Soldiers - Handyman put instu 23 Oct 2023/ remove 24 Nov 2023</u> • Cllrs agreed this year to have 20 poppies placed in each area. • 5 silent soldiers placed in each area. • Installed on 23 Oct and to be remove on 24 Nov 2023.
20231121 /11	<u>Volunteering</u> Cllr AH mentioned that the events organised are part of the structure of Communities. Only a handful of people support the events, while we understand we are all volunteers we need more support from all our volunteers. Either we recruit more volunteers from the community or a rota where some levels of events are supported. UPDATE: DC received email from Cllr SW, a contact for a volunteer, called volunteer explained support required and sent email with dates of current events, invited them to the office for a face to face catch up. Date to be confirmed.

	DC researched into event companies for large events, companies happy to support when we have an event to plan. ACTION: Cllr SW to advertise on the Denham community page, email list of residents for volunteers, list events we do and how often they run.
20231121 /12	<u>First aid (FAW) & Defib training - Training for 22 March 2024</u> UPDATE: DC emailed all Cllrs and office staff that could not attend the first training course, if 22 March 2024 proposed date would be a suitable date for them to attend. Waiting for updates from Cllrs. Emailed contractor to make them aware of possible date for 2024 and numbers that could be attending.
20231121 /13	<u>Dog waste signs – Cllrs to discuss.</u> DC in discussions with F&C clerk . Working in progress.
20231121 /14	<u>Funding / Grants</u> • Co-op Funding/Memory Café UPDATE : Co-op have confirmed they are happy to donate some refreshments and biscuits for the 1 December 2023 event and will confirm a date for collection. DC asked would they like to attend the event to see DPC support provided. Waiting for update. • Defibrillators – Government grant award UPDATE: We have been offered match funding for 7 defibrillators. Cllrs to discuss. DPC suggestions to put defibrillators on Martin Baker football ground, Cricket club, Denham green shops, Penn drive shops, Denham station, RSPCA shop & Denham Bowls club. DPC have 4 defibrillators at present, Landmark place, Toby Carvery, New Denham community centre & Denham village by garage.
20231121 /15	<u>Finance</u> • Financial year April 2023 – to date – Expenditures • Budget Headings report • Financial Comparison Report
20231121 /16	<u>Ongoing Projects</u> • Men In Sheds
20231121 /17	<u>Future Agenda items</u> • Annual Parish meeting – To book Memorial Hall for 8 May 2024 Date TBC. • Christmas lights 2024 – Oxford Road, top of Village Road, Denham green and railway bridge. • Christmas Fayre – Event in 2024 • BMX track – Near railway bridge – To make a community gardens.
20231121 /18	<u>Date of Next Meeting</u> Tuesday 19 December 2023 at 7.30pm Parish Council Office, Village Road, Denham UB9 5BN

Signed: Jay Mitchener – Deputy Clerk

Date: 16/11/2023

Committee Members			
Cllr A Hans - Chairman	Cllr S Williams	Cllr W Davey	Cllr Martin Goonesekera
Cllr B Keen - Vice Chair	Cllr S Jefferys	Cllr S Sproul	Cllrs G Hollis

Chairman _____

Date _____