

Minutes of the meeting of **COMMUNITIES & EVENTS COMMITTEE on Thursday 1 August 2024 at 7.00pm at Parish Council Office, Rear of memorial hall, Village Road, Denham UB9 5BN.**

Councillors:	Cllr A Hans (AH) - Chairman	Cllr S Jefferys (SJ)
	#Cllr B Keen (BK) – Vice Chair	Cllr G Hollis (GH)
	Cllr S Williams (SW)	#Cllr M Goonesekera (MG)
	## Cllr W Davey (WD)	# Cllr S Sproul (SS)
Clerk:	Jay Mitchener - Clerk	# Apologies Given ## Apologies Not Given

Meeting was Voice-Recorded

Agenda No	Minutes	Actions																								
20240801/01	Welcome & Acceptance of Apologies for Absence Cllrs B Keen, S Sproul and M Goonesekera gave their apologies.																									
20240801/02	Declaration of Interests No declarations recorded																									
20240801/03	Public Session No members of the public present																									
20240801/04	Minutes of last meeting – 20 June 2024 All Councillors agreed .																									
20240801/05	Events Memory Café – 11am to 2pm, 1st Friday in the month<table><tr><td>12 January</td><td>5 July</td></tr><tr><td>2 February</td><td>6 September</td></tr><tr><td>1 March</td><td>4 October</td></tr><tr><td>5 April</td><td>1 November</td></tr><tr><td>3 May</td><td>6 December</td></tr><tr><td>7 June</td><td></td></tr></table> It was mentioned that Cllr JW had a discussion with a volunteer, that it could be a possibility that we could charge commercial organizations that run care homes if the event got busier. In this meeting it was said that Cllr JW should have approached all the councilors for their views in the first instance and that Denham residents would not be charged to attend this event. If this event became popular with outside areas attending, then a discussion could be had, to source a larger venue and possible costs, but Denham residents would not have to pay. It was mentioned that the nursing home based in Denham can bring up to 8 people but if we need space for our residents that they happily forfeit their spaces. Social Afternoon with Bingo – 3 to 5pm, Sunday<table><tr><td>11 February</td><td>11 August</td></tr><tr><td>17 March – Irish theme.</td><td>1 September</td></tr><tr><td>14 April</td><td>20 October</td></tr><tr><td>12 May</td><td>10 November</td></tr><tr><td>2 June</td><td>8 December</td></tr><tr><td>14 July.</td><td></td></tr></table> Cllr SW is unable to support this event, volunteers will need to take over the responsibility.	12 January	5 July	2 February	6 September	1 March	4 October	5 April	1 November	3 May	6 December	7 June		11 February	11 August	17 March – Irish theme.	1 September	14 April	20 October	12 May	10 November	2 June	8 December	14 July.		
12 January	5 July																									
2 February	6 September																									
1 March	4 October																									
5 April	1 November																									
3 May	6 December																									
7 June																										
11 February	11 August																									
17 March – Irish theme.	1 September																									
14 April	20 October																									
12 May	10 November																									
2 June	8 December																									
14 July.																										

	Cllr SJ and AH are available to support on the day. ACTION: Email volunteers for support on the day. ACTION: Place order for food/ inform Cllr AH to collect ACTION: To collect sandwiches for 11 August 2024. • Music on the green dates - 3rd Sunday in the month. 19 May Chasing Deer 18 August Eclectica 16 June Amir & James 15 September Tracey O'Connor 21 July Mandolyn Mondays 20 October subject to review. It was discussed to have another date added for 20 October – subject to review and if a band can be booked. It was mentioned if the ice cream man could sell on the dates for music on the green event, all Cllrs agreed if he can find parking. Cllr BK sent a message suggesting a new band. ACTION: Request more details and website to listen to their music. Banner 6ft x 3ft for use at events - Quote all Cllr agreed. Action: Place order.	SW SW AH BK DC
20240801/ 06	DPC 130-year celebration – Confirmed date: 7th September 2024 – 2pm to 8pm. Fayre in the Field • Advert added for stall holders - need 20 stalls at least. • Clear vegetation • Charge for stalls discussed and agreed by all Cllrs £100.00. • Posters. • Banners – 18 x 6ft for A40/A412 & 6ft x 3ft under MB notice banner. Have 130 yr logo at both ends. Title - Fayre in the field, info to be added. Add website details to banners. • Add as front page on our webpage and newsletter. • Advertsie on social media FB etc. • Elvis is booked as one of the bands – check if he can play for 2hrs. 4.30/6pm • Jazz a size – could do a slot – 2.30pm (45mins) to 3.15 • Pink academy – to book. • Band – Chemistry now booked - £1,500.00 - waiting for costs for DJ. • First Aid/ambulance/Community responders. • Zumba - to book. • Stage – Sound system, stage lighting and covered stage £2,200.00 plus VAT. Can generators for power supply for £165.00 plus VAT. • Fairground - booked • Public toilets 4/1 disabled x 5 – Contact MT Loos • Invite – Community stalls, Brownies, dog trust, Boch, Community board, Colne valley, Co-op. • Farm animals. • Food stalls, Butchers B&Q, ice cream, fish and chips • Drink – Swan pub Land Rover • Water x 10 cases to give out/ask Co-op – get label. • TENTS licence entertainment and alcohol use. • PCSO – PC Dobbin may attend later in the day- late shift. • Summary of event weekly - to send to all Cllrs involved • Rope off areas for use for event – on the day.	SJ DC SJ SJ/FC DC EC SW/FC FC/DC SW SW SJ GH GH SW SW DC SW SJ SJ SW SW AH/DC SW/DC SJ

20240801/ 07	Sunday morning farmers market - First Sunday of the month. ACTION : Speak to man at Denham station counter – use of car park. ACTION : Toby carvery – car park	DC DC
20240801/ 08	Online DBS checks & Food hygiene training - Memory café & Afternoon Social and Bingo. • DBS checks – Standard/Enhanced – Cllrs and volunteers still need to complete information online. • Food hygiene Level 1 - Cllrs and volunteers still need to complete information online. ACTION : Send copy of DBS certificate to office ACTION : Send email to Cllrs to complete.	AH DC
20240801/ 09	Newsletter 2 - September 2024 This edition will focus on Services, then Communities, followed by Planning and then Finance to deal with the budget. UPDATE : A few areas in Denham were missed out, will require an extra person to support from the company. Denham is a large area with a lot of open spaces. ACTION : Order 3,600 printed copies folded in A5 – once approved. • Extra cost £92.00 for delivery discussed and approved by all Cllrs. UPDATE : DDC & Fire brigade would like to add some information. ACTION : Preparation for 2nd newsletter.	DC SW
20240801/ 10	Shop Fronts. Noted. Need to completed land registry for all dwellings involved. ON-GOING • Flags/ Hanging baskets Land registry searches still need to be arranged, not time critical as other factors need to be considered, obtaining quotes for flagpoles and flags. Preparation work should be done this year for implementation next year.	
20240801/ 11	Video presentation for Marketing Denham EC obtained information, that it is now possible to fly within flight restriction zone (FRZ) with a quote for £3,000.00 – All Cllrs agreed ACTION : Contact company informing of approval & find out what the process will be. It will be 6/8-month project.	EC
20240801/ 12	Website Design – All Cllrs approved. EC research found that DPC would be advised to stay with current provider – they are already approved by BALC & NALC. ❖ A booking form added for MB and allotments for a monthly cost £10.00 each. ❖ Add function to upload YouTube videos. ❖ Have a news page and a lot of other functions. ACTION : EC to get full costs for the website refresh. Provide for next meeting.	EC
20240801/ 13	Higher Denham – DPC flag It was requested as Higher Denham has a flagpole, could they have DPC flag. All Cllrs agreed quote £100.00 ACTION : Place the order	DC
20240801/ 14	Finance Report attached. Budget heading report.	

20240801/ 15	Future Agenda Items • Newsletters - 30 Sept 2024, 31 January 2025 & April 2025 • Poppies & Silent Soldiers –Put up beginning of last week 28 Oct - Remove on 24 Nov. • Co-op – grant update in November 2024. • New Christmas lights 2024 – Oxford Rd, top village rd. Denham Green, Tatling End & railway bridge—Cllr SJ update testing working ongoing in New Denham testing. • General Christmas lights – 24 Nov. • Christmas Tree – Installed on 28/29 Nov – decorated on the Saturday 30 Nov 2024. • Christmas Fayre – Sunday 1 Dec 2024 3pm to 6pm • Carols on the green – First Friday in Dec (Dec 6) at 6pm • Beating on the Bounds – Rogation Sunday - 25 May 2025 – Ask local schools to participate. • Annual Parish meeting – May 2025 – Awaiting date. • Men in Sheds	
20240801/ 16	Date of Next Meeting Tuesday 17 September 2024 at 7pm (Please note NEW time for meetings)	

Jay Mitchener – Clerk
Wednesday, 11 September 2024

Committee Members			
Cllr A Hans Chairman	Cllr S Jefferys	Cllr S. Williams	Cllr M Goonesekera
Cllr B Keen Vice Chair	Cllr S Sproul	Cllr W Davey	Cllr G Hollis

Chairman _____

Date _____