

Minutes of the COMMUNITIES Committee Meeting

Held on **Monday 25th October 2016** in the Council Office at 7.00pm

Cllrs	Mrs S Williams (SW) (Chairman) Miss S Jefferys (SJ) (Vice-Chairman) Mrs M Heath (MH) (ex-officio) Mrs T Riley (TR) (ex-officio) Mr W Davey (WD)	Ms K Bowen (KB) # Mr A Pamment (AP) Mr S Sproul (SS) # Mr A Hans (AH) Dr J Walsh (JW) (associate)
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Clerk: Mr John Coleman

Item Number	Minutes of the Meeting	Actions to be taken
1610/01	<u>Review of Aims and Objectives</u> Agreed as being current.	
1610/02	<u>Apologies for absence</u> Cllr. Mr A Hans Cllr. A Pamment Associate Mrs T Moran	
1610/03	<u>Notification of urgent matters</u> None	
1610/04	<u>Matters dealt with under urgent action since the last meeting</u> None	
1610/05	<u>Matters arising from the last meeting held on 29th September 2016</u> See below.	
1603/06	<u>Dementia Friendly Communities</u> TR had looked at the Dementia Friendly Communities Toolkit and decided that we would need to enlist help from outside as this would be quite time consuming. It was agreed to keep the item on the agenda and MH suggested revisiting the matter in January once the Denham Green Fayre and other events were completed. SJ observed that this should be on the list of volunteering jobs.	Clerk to ensure that this is a Jan 17 agenda item.
1603/07	<u>Denham Green Christmas Fayre 30th November 2016</u> SW had heard nothing from the Air Cadets. Teresa Moran (TM) was not present at the meeting so there was no update on progress on sponsorship from her, however McCarthy Stone have donated £1K with another £1K from Martin Baker Ltd. MH had spoken to the Coop regarding their new store opening in Denham Green and suggested that they donate a shopping voucher or two staff to help with marshalling of maybe provide a Santa Claus for an hour to give out sweets to children. The Contact at the Coop called back to advise that she would need authorisation to proceed along these lines; MH suggested that they may wish to donate a hamper instead which could be a tombola gold ticket item. Bosch have pledged a tombola prize, as yet unspecified. The Co-Clerk had spoken to Weston Homes regarding sponsorship but had not received a reply. SJ has been in contact with Carters Estate agents with a quote to produce advertising boards for the event. SJ had also obtained quotes	SW to progress MH progressing Co-Clerk progressing SJ to contact

for banners; 15 feet x 4 feet £100.00 with smaller ones at £60.00 each. It was agreed not to have 'for sale' style boards on the A412 SJ advised that there was a possibility of having a banner on the railings outside the Tesco Store in Gerrards Cross.	SJ progressing
TR had obtained chocolate from Lindt for the chocolate tombola. AH although not at the meeting, had indicated that he could get some confectionery for the tombola. SW had also contributed chocolate and sweets for the tombola. Cllr. Skelton had spoken to Mr Courtney-Luck to see if he could donate confectionery as he had done so last year. SJ to ask the Thai Restaurant and the Butcher for vouchers.	
SJ reported that 17 stallholders have booked and 7 have paid. 17 stalls plus two stalls for DPC makes 19 stalls which is the maximum. All have confirmed. SJ asked if the PC needs two stalls or one, it was agreed to have two stalls, one for drinks and the other for the chocolate tombola. AH may again be able to get a chocolate donation. It was also suggested to contact Cadburys and Mars. SJ to contact Mars. SW to contact Cllr. Skelton to ask Mr Courtney –Luck if he is able to donate anything this year.	TR, AH, SW progressing
SJ to contact Chiltern Railways regarding parking	SJ to progress
SW advised that all the tombola prizes would need labelling.	SW progressing
The Clerk to check the Parish council insurance for the event.	Clerk to progress
With regards to manning the Parish Council stalls, it was agreed that TR would do the tombola and bran tub. Clerk and KB to do the mulled wine and hot chocolate.	TR, KB, Clerk to progress
SW to look after the raffle. The Clerk to call the Licensing Department at Chiltern DC with the raffle promoters name and address.	SW action Clerk to action
SJ reported that all the stall spaces had now been sold and money received.	SJ progressing
SJ reported that the confirmed stalls are as follows: Parish Council two stalls mulled wine, hot chocolate, tombola, bran tub. Thames Valley Police, RSPCA, 1st Responders, Forever Living, Grooms Gifts, Usborne Books, Jewellery & Clothing, Charlottes Cakes, pocket money items, Incense burners, Fudge, Rosemary's Flowers, Fairy Garden Accessories, Children's clothes, Sand art, Children's knitwear.	SJ progressing
SJ to contact fairground and ask them not to sell balloons.	SJ action
SJ advised that Dale Funerals had requested a stand and would provide their own marquee. They had a nice range of Christmas gifts to place	SJ progressing

on graves. This stall could go outside the Solicitors office, however lighting could be an issue. MH stated that they would have to take responsibility for their stall. SJ ended by saying that after all the stalls had been sold, better stalls had enquired. SJ will talk to the Hairdressers shop to see if a pickle stall could be placed outside the shop. SJ reported that the final cost of the marquees is £2166.00 this provides 17 3m x 3m marquees, 19 tables, lights and weights. There will be an extended height marquee for the stage. The cost includes erecting and dismantling the marquees. The walkway will not be a viable option as the whole road would have to be closed from 12.00 noon. The Clerk reported that the TTRO and the TENS licence had been received. TfB need chasing for the quote to provide the road closure signage. The Co-Clerk had contacted Stuart Labross at TfB regarding electricity for the tree lights at Denham Green. This has been agreed. The letters had all been sent to the shopkeepers and residents in Station Parade and had received great responses from all. SJ reported that the leaflets advertising the fayre are ready to go on notice boards, in shops, in children's school bags, Dentists waiting rooms, Denham Garden Village, In and around Denham (Denham, Iver and Uxbridge), Penn Drive shops and the Butcher and Greengrocer in Smiths Nurseries. Banners to be produced to go on the car boot fence, at Village Plants, freestanding at the junction of the A40 and the A412 and on the rails at Tesco in Gerrards Cross. Other possibilities: At the corner of Willowbank near the postbox, McDonalds Car Park, Fassnidge Park in Uxbridge, The Denham Village School wall and the Denham station railings. SW to borrow trolleys to transport stallholders' goods to the stalls. SJ is liaising with Paul Freeman re. microphones and speakers. We may have to hire these in depending on what Paul Freeman reports back. The timetable as follows: 6.00pm to 6.10pm MC Paul Freeman to introduce the evening 6.10pm to 6.30pm School Choirs, (10 mins each school) 6.30pm Lights turn on 6.35pm to 7.00pm Dolly Mixtures 7.00pm to 7.20pm Denham Divas 7.20pm to 7.30pm MC Paul Freeman 7.30pm to 7.50pm Dolly Mixtures	SJ progressing SJ progressing Clerk progressing Complete Complete SJ progressing SJ progressing SW progressing SJ progressing
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	7.50pm to 7.55pm MC Paul Freeman 7.55pm to 8.15pm Denham Divas 8.15pm to 8.20pm MC Paul Freeman 8.20pm to 8.40pm Dolly Mixtures 8.40pm to 8.45pm MC Paul Freeman to close the evening WD reported that the Father Christmas he tried to contact had moved on; WD advised that we may have to go to a costumiers for a Santa outfit. It was suggested that Paul Freeman may have a contact. SW advised that we had tried the local Rotary Clubs in the past but to no avail. Last year 17 cases of mulled wine were purchased for the event along with two catering tubs of hot chocolate. The Clerk to organise the same for the mulled wine again this year. The hot chocolate to be in pre-prepared cups this year. Clerk to check last years invoice and to see if the goods can be on a sale or return basis. The table cloths from last year's event can be re-used. KB offered to decorate the stalls with holly. Associate JW to ask Higher Denham if we can borrow their urn for the evening. The auction items will now be raffled. The issue of toilets was raised. SJ to see if any of the shopkeepers would offer toilet facilities.	WD progressing Clerk progressing KB to action JW progressing SJ progressing
1603/11	<u>Other Events</u> Armed Forces Day Saturday 24th June 2017 The Clerk to send KB a blank volunteer form for this event	KB to progress
1603/13	<u>Website Update</u> The new website is now live. SW thought that the front cover picture was not relevant to the Parish Council.	Clerk to ask RH for report
1606/06	<u>WW1 War Memorial Update</u> No reply has been received from the Rector or his team regarding the criteria for the missing names. The Clerk to contact the Rector as the completed forms need to be completed by the end of December.	Clerk progressing
1606/09	<u>Village Green Christmas Event 9th December 6pm to 7pm</u> The Clerk to find out the delivery date of the Christmas tree. MH advised that Bob had said he would help dress the Christmas tree, a volunteer will be needed to assist him. SJ advised that a brass band would charge £350.00 to play at the event, SJ to try to get the cost down to £250.00 MH suggested the brass band starting at 5.30pm in order to attract more people to the event. SJ advised that 20 strands of Christmas lights need replacing on the Village Green and in Denham Green. Cost is between £15.00 and £20.00 per strand. Spike fitted the lights last year, this year the cherry picker will be required.	Clerk to progress SJ to progress SJ to progress

	MH proposed replacing the lights, seconded by KB and agreed. SJ reported that the Christmas lights in New Denham and Tatling End would cost £3K just to do 6 lampposts. It was agreed that it was too late for this year and that the matter should be placed on the February Communities agenda.	Clerk to contact shop in Tatling End
1607/06	<u>Parish Map & Streetguide</u> The Clerk had written copy to replace the restaurant listing. This was agreed by the committee with the addition of one extra place to stay. A new line drawing of the Denham Village School had been produced by Cllr. Skelton. The committee passed a vote of thanks to Cllr. Skelton.	Clerk progressing
1608/05	<u>Tea Dance</u> This item had been deferred from the last meeting. The next tea dance will be in the spring of next year, probably around Easter. At the next event it was agreed to hold a bingo session as the dancing fell flat at the last tea dance. SJ agreed to be the bingo caller. MH enquired as to the music; it was agreed to enlist the help of a local DJ called Stuart, TR to contact. We would need to provide sandwiches and tea and we need prizes for the bingo. The date was agreed as St Georges Day, the 23rd April 2017; a call to Denham Garden village needs to be made to check that they have not organised an event for the same day. A back up date was agreed as the 1st May 2017. The New Denham Community Hall availability needs to be checked. TR asked if the cost of the bingo kit could be confirmed. It was agreed to charge £5.00 per ticket for the event.	TR to contact Susan to action Susan to action
1609/06	<u>Event Check List</u> As agreed at the last meeting the event check list had been amended and put into a tabular format. Add a line for Raffle/Tombola/Prizes	Clerk to action
1609/07	<u>Village Green Bandstand</u> There had been no progress on this item and it was agreed to defer it to the January meeting.	SJ progressing
1609/08	<u>Funding Opportunities</u> MH had attended a seminar on the matter of funding opportunities and advised that it was better to bond with businesses by asking for support in other ways than asking for money. Need to progress this matter further.	
1610/06	<u>Community Impact Bucks (CIB) Voluntary Sector Infrastructure Consultation</u> Responses to this consultation need to be completed by the 8th November 2016. A sub-committee will meet on Wednesday 2nd November at 7pm to discuss and complete the consultation document. The sub-committee comprises of Cllrs. Williams, Riley, Sproul and Davey	SW, TR, SS & WD to action.
1610/07	<u>Volunteer Vacancies Job Descriptions</u> SJ enquired if there had been any response to our requests for volunteers; the Clerk replied that Arthur Sherriff had visited the office and was willing to help in any way he could. MH advised that any young person volunteering as part of their Duke of Edinburgh Award would need to be monitored properly. SJ advised that they would need to get certain forms signed as well. The Clerk to	

	check on the insurance policy to ensure that the Parish Council is covered for such activity.	Clerk to action
1610/08	<u>Correspondence List</u> There had been no requests made to the Clerk for any item on the Correspondence list. It was agreed that the full list should only go to Full Council with committee specific lists emailed to committees. Paper copies will not be available for committee meetings going forward.	Clerk to action
1609/09	<u>Any other matters agreed under item 1609/03</u> None	
1610/10	<u>Date of Next Meeting</u> It was confirmed that the next scheduled meeting will be held on Tuesday 22nd November 2016 at 7pm in the Council Office.	
	The meeting closed at 10.20pm	

John Coleman-Clerk

31/10/2016