

Minutes of the **COMMUNITIES & EVENTS COMMITTEE** on Tuesday 21 October 2025 at 7.00 pm at **Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.**

Councillors:	Cllr B Keen (BK) - Chair	##Cllr M Goonesekera (MG)
	#Cllr A Hans (AH) – Vice Chair	Cllr G Hollis (GH)
	Cllr S Williams (SW)	Cllr N Abadijan (NA)
	#Cllr W Davey (WD)	Cllr J Griffiths Heath (JGH)
	Cllr M Heath (MH)	
Clerk:	Jay Mitchener – Deputy Clerk	# Apologies Given ## Apologies Not Given

The meeting was voice-recorded.

Agenda No	Minutes	Actions																
2025102101	Welcome & Acceptance of Apologies for Absence Apologies given for Cllr AH & Cllr WD																	
2025102102	Declaration of Interests No declaration of interests.																	
2025102103	Public Session - None																	
2025102104	Minutes of the last meeting – 23 September – All agreed																	
2025102105	Events Memory Café -11am to 2 pm, 1st Friday of the month, 2025.<table><tr><td>6 June</td><td>3 October</td></tr><tr><td>14 July</td><td>7 November</td></tr><tr><td>August – No event</td><td>5 December</td></tr><tr><td>5 September</td><td></td></tr></table> One of the craft activities involved decorating a glass jar with paper autumn leaves and little lights. It was very successful and was really enjoyed by the visitors. A picture was shown to all the Cllrs. The Cllrs would like to thank Cllr JW and our main volunteer for all their efforts and support running this event. Information provided regarding new bands was discussed for next year's events. Dates for 2026 were mentioned, however, some will need to be reviewed and agreed upon, as there may be some clashes with another event. ACTION: Dates to be discussed. ACTION: Contact details for band organiser. Afternoon Social and Bingo – 3 pm to 5 pm, Sunday, 2025.<table><tr><td>8 June</td><td>12 October</td></tr><tr><td>13 July</td><td>9 November – Changed to 16th November</td></tr><tr><td>10 August</td><td>14 December</td></tr><tr><td>14 September – Cancelled</td><td></td></tr></table>	6 June	3 October	14 July	7 November	August – No event	5 December	5 September		8 June	12 October	13 July	9 November – Changed to 16 th November	10 August	14 December	14 September – Cancelled		SW JW/BK
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	A successful event again this month. 9th November 2025 will be changed to 16th November 2025 as the 9th of November will be Remembrance Sunday. A survey was completed, and the visitors really liked a particular band and would like a different choice of cakes. Preferences for bands were discussed regarding the survey carried out, but it was mentioned to try new bands. ACTION: Gift bags for the Memory Café and Afternoon social and bingo for December 2025. ACTION: Send the survey to the clerk to forward to Cllrs. ACTION: Continue to look for new bands for all events in 2026. • Risk assessment for hall hire. Discussed conducting risk assessments for the events DPC hold in the two halls hired out. It was mentioned that the clerks attended a webinar meeting regarding Martyn's Law, which will come into force in 24 months. Emails were sent to the hall organisers requesting what was in place for any emergencies, and for fire regulations. Waiting for their reply. ACTION: Complete a risk assessment for the hall in St Mark's, Denham Green. ACTION: Completed a risk assessment for New Denham Community Hall.	SW/JW SW/DC All Cllrs DC/JW SW
20251021 06	Christmas Fair – The Memorial Hall & May Cole room – Sunday 30 November 2025 – 12 till 4 pm – Working party Cllr BK & DC • UPDATE. Cllrs were informed that Cllr BK arranged several meetings with local businesses and discussed support and sponsorship, which were very successful. £2,100.00 for sponsorship has been raised, along with some amazing raffle prizes. ACTION: Contact details for raffle gift & Children entertainer ACTION: Posters.	JW/BK BK/FC
20251021 07	DPC Christmas Dinner - Thursday 11 December 2025 at the Swan in Denham. ACTION: Confirm menu choices to the Swan.	DC
20251021 08	DPC Summer event - Festival in the field – 6 September 2026 – Martinsfield 3 pm – 8 pm - Lead party – Cllr BK & Cllr SW. Informed Cllrs that Martinsfield has been booked out for this event, Football clubs have been informed, and that Martin Baker was approached regarding having a firework show at the end of the event, they don't have any issues with this. Cllr SW is researching silent fireworks. It was mentioned that having Indian drummers and a small steel band would be a nice change. How should the event end - Disco or steel drums? Steel drums were an option. ACTION: Request permission from the aerodrome regarding the fireworks. ACTION: Send events spreadsheet.	JW DC/SW

20251021 09	Daffodils • UPDATE: All daffodil bulbs have been planted in all the areas.	
20251021 10	Video presentation for Denham- Working parties are Cllr SW, Cllr AH & Cllr NA. • UPDATE: Awaiting the availability of a Cllr.	
20251021 11	Website - Ongoing Informed the Cllrs that the website is being updated with more information and photos, and is a work in progress. Planned a training session with the contractor to show easier ways to update information quickly. ACTION: Organise the training and proceed with the website.	DC/EC
20251021 12	Items for events. • Banners for events. Cllrs viewed the image of the two events on one banner for Christmas. The banners will be 6 x 3 ft and will need 3 banners. One for Denham Green, one for Tatling End & one for New Denham. All Cllrs agreed. ACTION: Change to Carols on the Green and check dates. ACTION: Remove the DPC logos from the 2 events' artwork. • Exhibition boards – Waiting on update from contractor. • Bunting with DPC logo on. Draft images were viewed, a combination of No: 2 & No: 3 - all Cllrs agreed. ACTION: Place the order. • Branded baubles for the Christmas tree on Village green: Samples viewed of white, silver, blue & green baubles. All Cllrs agreed to place an order. It was requested that Higher Denham have a few baubles, and the cost come out of the Chairman's expenses. ACTION: Place the order for 10 of each instead of 9 • Visitor books for Memory café & Afternoon social & Bingo. ACTION: Send images of the A5 visitor book. • Real Christmas Tree for Village green – Install 26.11.2025 ACTION: Place order for 20ft Christmas tree & install on 26.11.25 ACTION: Organise scaffolding around the Christmas tree. It was requested to have a weaver form regarding risks for children to go up the scaffolding. ACTION: Send the weaver form.	DC DC DC DC DC/BK DC DC DC/SW
20251021 13	3rd Newsletter – September 2025 – Finance & Planning Information received from Cllrs is now added to the newsletter. Request for a few pictures to be added. ACTION: To be proofread before final print.	SW/FC
20251021 14	Funding & Grants • Co-op An email was received from the Co-op for additional information, which was completed and returned to them, now waiting for an update on whether DPC has been successful.	

20251021 15	Communication & Community engagement strategy for Denham. It was requested that if the Cllrs could volunteer an hour of their time, this would be a great support from this committee for events, canvassing or anything they could support with. All Cllrs agreed. ACTION: Arrange a meeting with the clerks to discuss if they have capacity. ACTION: Discuss with the Cllrs on what support they can offer.	SW BK
20251021 16	Finance The report attached was discussed.	
20251021 17	Future Agenda Items • Poppies & Silent Soldiers- Install on 22 Oct 2026- Remove 24 Nov 2026. • War Memorial cleaning – 5 Nov 2025/ ready for 9 Nov 2026 • Christmas tree – Install 27/28 Nov 2026. • Dressing of the Christmas tree, 28/ 29 Nov 2025. • Christmas lights 2025- Switch on 1 Dec 2025/Switch off 6 Jan 2026. • Carols on the green – 6 Dec 2025 • Men in sheds. • Annual Parish meeting – 12 May 2026- deliver flyers a week before the meeting. • Small choir/quartet concert to be held in Denham Memorial Hall 2026.	
20251021 18	Date of Next Meeting Tuesday 18 November 2025 at 7 pm Denham Parish Offices, Village Road, Denham UB9 5BN	

Jay Mitchener – Deputy Clerk
Wednesday, 12 November 2025

Committee Members			
Cllr B keen - Chairman	Cllr S. Williams	Cllr M Goonesekera	
Cllr A Hans - Vice Chair	Cllr G Hollis	Cllr J Griffiths Heath	
Cllr N Abadijan	Cllr W Davey	Cllr M Heath	

Chairman _____

Date _____

Amendments to minutes dated	
Agenda No	Title

Adopted at Full Council 13 October 2025