



## ALDENHAM PARISH COUNCIL

Minutes of the **COMMUNITY DEVELOPMENT COMMITTEE** meeting held at 2.30pm on Monday 14<sup>th</sup> September 2020 using [www.zoom.us](http://www.zoom.us).

Present: Councillors E Samuelson (Chair), A Rubinson, C Kilhams, H Jones, P De Skuba & S Khawaja.

Officers: M Kotecha (Community Development Officer) & M Duong (Assistant Manager).

**66. Apologies for absence** – All members were present

**67. Declarations of interest on any item on the Agenda** – None.

**68. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 3e)**

No members of the public were present.

**69. To approve and adopt the minutes of the meeting held on 8<sup>th</sup> June 2020**

These minutes were adopted by the Community Development Committee, and will be signed as a true record by Cllr E Samuelson when the office is open.

**70. Chairman's Announcements.**

Cllr E Samuelson reported she represented Aldenham Parish Council at a RFU Pitch Up open day held at Tabard RFU on Sunday 13<sup>th</sup> September. The event was well attended.

**71. To receive the Officer's Report**

This report had been circulated prior to the meeting.

**Cllr S Khawaja joined the meeting at 2.50pm.**

**72. To adopt a Safeguarding Policy.**

A draft safeguarding policy had been circulated prior to the meeting.

Although members agreed that a safeguarding policy was required, the proposed policy seemed rather complicated, so it was agreed to circulate a revised version which will be reviewed at the next meeting.



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### **73. To adopt the new website**

A report and login details of the test site were circulated prior to the meeting to all CD members.

Cllr S Khawaja explained he was happy with the technology and clarified issues raised regarding layout. Following a discussion, it was;

#### ***Resolved:***

- a) To adopt the new website subject to comments received from CD members. The new website should go live as close to the deadline date of 23<sup>rd</sup> September.***
- b) A statement about accessibility should be put on the current APC website informing users that a new website is under construction to comply with the new regulations.***

**Cllr S Khawaja left the meeting at 3.25pm.**

### **74. To discuss whether to host the Winter Fair in 2020, and if so the format.**

A report was circulated prior to the meeting. Following discussions and taking into account the current Covid 19 situation. it was;

#### ***Resolved:***

- a) Not to host a Winter Fair for 2020.***
- b) To switch on the Winter Lights using a pre-recorded technology with no other activities at Radlett Centre within the allocated budget of £1,000.***
- c) If the situation allows, it was decided to try and organise competitions based on festivals around the Winter period.***
- d) The Officer will look into trying to obtain sponsorship funds for the Christmas tree.***
- e) To obtain the cost per unit of extra baubles for the Christmas tree at The Radlett Centre. Depending on how much sponsorship money is forthcoming a decision will then be made by the Chair of the CD Committee, the Assistant Manager and the CD Officer as to how many baubles to purchase to enhance it.***

### **75. To review the production of Around Radlett/Newsletter**

A report was circulated prior to the meeting. Following discussions regarding the limitations of the online newsletter it was;



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### **Resolved:**

- a) ***A hard copy of Around Radlett should be produced for the Winter edition. This should be delivered end of October/beginning of November ahead of the light switch on (22<sup>nd</sup> November).***
- b) ***Work on the September online Newsletter to be stopped and reviewed at the next CD meeting in November.***
- c) ***A survey insert be included in the next edition of Around Radlett to ask which version of communication readers would prefer going forward.***
- d) ***The agreement with the contractor of Around Radlett is reviewed and finalised in discussion with the contractor, Chairman of CD & PCM.***
- e) ***Advertisers be contacted and offered free space in the Winter Around Radlett as a goodwill gesture.***

### **76. To review the possible events calendar for 2021.**

A list of proposed events in 2021 was circulated prior to the meeting. It was;

***Resolved if Covid 19 regulations allow these events will be run and supported by APC as planned.***

### **77. To consider membership of Local Authority Event Organisers Group**

A report was circulated prior to the meeting. Following a brief discussion, the officer was asked to enquire as to the number of members and finding out where the membership funds are used. It was then;

***Resolved that subject to the Chairman being satisfied that that the information is of benefit to APC then the committee will join the Local Authority Event Organisers Group at a cost of £100.***

### **78. To receive an update from the following working parties:**

#### **a) Radlett Youth Council**

Cllr E Samuelson explained that the RYC have been unable to meet due to Covid 19. However, Cllr E Samuelson and the CD Officer have kept in contact with them.

#### **b) 100 Year Celebration of Phillimore Recreation Ground.**

A brief update was circulated prior to the meeting from the Chair of the working party Cllr C Kilhams. Members were informed the event has been planned for 11<sup>th</sup>/12<sup>th</sup> September 2021. Discussions regarding funding for this event took place. It was suggested that all the grant



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providers from the Festival of Culture be contacted and a request made to them to use the grant funding for this event instead.

### **c) Children's Creative Summer Competition.**

A background report was circulated to all CD members prior to the meeting. Cllr H Jones mentioned that number of entries for the competition was disappointing. This may have been due to the timing of the competition as many of the Covid restrictions were lifted and schools had finished. However, the entries received were of an excellent standard.

### **79. To receive the latest financial statements**

The latest financial statements were circulated prior to the meeting and were noted.

**Next meeting – 30<sup>th</sup> November at 7.30pm**

**There being no further business the meeting closed at 4.50pm**

**Chairman ..... Date .....**