

Report to Nash Mills Parish Council

Working Group Name	NMPC Annual Forum 2022
Meeting Held (Date)	22 November 2022
Present at Meeting	Mandy Lester Nicola Cobb Michele Berkeley Steve Roberts (Chair and Reporting)
Apologies	Lisa Bailey Alan Briggs
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	<ul style="list-style-type: none"> • To receive the report • To ask the Clerk to write to relevant people formally inviting them to attend and participate • To allow working group to spend up the spending level below in order to deliver the event.
Spending Level Requiring Authorisation	£1000
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	329 EMR – Community Events Budget to be proposed at December full Council
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Yes - new
Notes / Other Items Supporting Above	

Summary of Meeting

The key agenda items of the meeting were:

- Action log
- Budget
- Publicity
- Production of NMPC content

Updates to the action log

The actions were discussed individually, and the log updated following the meeting. The latest version is supplied.

Costs and Budget

Each element of the budget was reviewed. Spending level authorisation to be requested at £1000.

Description	Comment	Budget
Use of school	Headteacher has confirmed that we can use hall, dining room, playground and classroom. Cost based on 6-hour hire with flexibility on arrival/departure times.	£320
Printing	50 x A3 sheets for content displays on boards	£60
Fixings	Misc items to display content / posters / signs etc as required e.g. Blu Tack, Sellotape, pins	£15
Banner	Possible 3mt vinyl advertising banner	£30
Refreshments	Tea, coffee, squash, biscuits	£75
Face Painter	Two hour session of face painting, 1pm-3pm	£50
Art & Crafts	Various activities – ‘colouring/drawing area’ / Rainbow cards for neighbours / rocks etc. Overseen by Anna from Anna’s Funky Art.	£140
Head and Neck Massage	Possibly part of ‘wellness’ area.	£80

Publicity

A discussion was held regarding various communications channels that could be used to publicise the event.

Channel	Purpose / content
NMPC Facebook page	Ongoing ‘teaser campaign’, starting with high-level info and building the story over the months that follow
NMPC web site	Use the news and events area for ongoing ‘teaser campaign’, starting with high-level info and building the story over the months that follow
NMPC Noticeboards	“Save the date”, “Watch this space”-type posters
Posters	Placed in shops, village hall, NMPC noticeboards
A5 Flyers	Placed in shops, village hall, “Saturdays at the Denes”, Parents evening at school etc
School newsletter	Appropriately-timed content in weekly newsletter(s)
Residents’ Associations	Provide info to be included in newsletters and on noticeboards where they exist.

Content

- Reiterated that we would want all Councillors to contribute to the development of materials for displays
- Nicola will look for content from previous magazines that might be helpful
- All working group leads to consider what they might want to include
- Michele to liaise with each WG lead on their content. We need consistency of style, approach, and volume of information.

Further discussion at next meeting

Next Meeting

Tuesday 13 December, 6pm via MS Teams.

Report To Nash Mills Parish Council

Working Group Name	Nash Mills Community Expo '23
Meeting Held (via Teams)	26 October 2022
Present at Meeting	Nicola Cobb Michele Berkeley Alan Briggs Steve Roberts (Chair and Reporting)
Apologies	Lisa Bailey Mandy Lester
Agenda Items for Resolution/Decisions Needed	
Spending Level Requiring Authorisation	
Relevant Powers to Spend (if spending approval needed)	329 EMR – Community Events
Risk Assessment Needed? Existing or New?	Yes - new
Notes / Other Items Supporting Above	

Agenda items

The main agenda items were:

- Brief update regarding use of school
- Establish which items incur costs and how we estimate those
- Agree list of invitees

At the outset, the group acknowledged the full council decision to proceed with the gold plan, with the caveat that the space required at the school for the 'wellbeing room' is available and can be appropriately staffed.

Two key principles:

1. The event is about engaging with our community.
2. Everything provided on the day must be free to visitors.

Use of School

Mandy and Steve both visited the school on the day of their 175 Year Celebrations / PTA Fayre.

- The hall is sufficiently wide to allow for an 'island' in the centre for people to walk around. We could therefore have tables around the outside and double-sided boards in the centre, or vice versa.
- They were showing a rolling PowerPoint show using the built-in projector and screen, exactly as we had discussed.
- There was a room in use for massages, which could be where we host the 'wellbeing room'.
- The kitchen/dining area was in use as we would want to use it i.e. serving teas/coffee/squash/cakes (though we would just be giving biscuits, not selling cakes.)

The school have agreed in principle to us using their premises, and Mandy is to confirm the rooms/space we will have available and their costs. Hire costs tbc, but estimated at £300 for hall, dining room and other space. Nikki will be asked to formally write to confirm the booking, remind of our requirements, and check all necessary details relating to insurances/risk assessments etc.

Content

The content was considered section by section, and the requirements and possible costs of each considered.

Content area	Comment	Action by
NMPC Working Groups content	Display boards required.	Mandy, Nicola, Steve Nikki to buy?
Other NMPC updates not covered by WGs.	<ul style="list-style-type: none"> • Mandy to check with school • Nicola to check with Jan re scouts 	
Present governance and financial management	c. 50 x A3 printing – Nicola to check costs with printer. (£60) Costs for fixings e.g. White tack, Sellotape, pins (£15) 3mt vinyl advertising banner tbc (£30)	
Residents' Associations x5	These groups should formally be invited by Nikki to send a maximum of 2 representatives. They will be invited to bring flyers to distribute and offered space on the display boards if they	Nikki (Steve to provide text)
Friends of Bunkers Park		
Herts & Middlesex Wildlife Trust (Long Deans)		
Rob Cassidy (DBC – rewilding)		

Sue Woolnough (History of Nash Mills)	wish. We would produce signage advertising who they were.	
Alex Simpson (Dacorum Police)	Only cost would be for possible display boards and printing of A3 posters - included in the above. They would be responsible for printing anything else they brought.	
Nash Mills Village Hall		
Rolling slide show on aims/values/activities	PowerPoint presentation of NMPC work already carried out and future activities agreed. Also to include names and photos of councillors, date of next meeting, web site and Facebook details. No cost. Steve to produce	Steve
Bike health checks in car park	Alan to check with his contact regarding this. We want to be able to offer free health checks. Best plan is that he volunteers his time on the basis that he will pick up some business later. This mustn't be a sales pitch. This is weather dependent too.	Alan
Free refreshments	To be discussed with the school. We discussed whether we should buy supplies and organise staffing of the stall ourselves, or whether to ask the school if we could use their people and supplies. Either way, there would be costs for tea, coffee, milk, sugar and biscuits. We will not be providing cakes. Wrapped sweets also considered. Cost of supplies estimated at £100 max.	Mandy, then Nikki to confirm
Free face painting	Mandy to talk with her contact and obtain cost for 2 or 4 hours including materials. Cost estimate £100.	Mandy
School choir	Choir to sing for 20-30 minutes.	Nikki to request in confirmation letter to school.
I ♥ Nash Mills competition	Nicola to speak with Anna from Annas Funky Art to agree what is possible and costs. Could possibly be for 2 hours. Ideas included in-room puzzle, Nash Mills rocks, rainbow cards for neighbours. Possible medals for prizes. Estimated budget - £140 (2 hrs, time, materials and medals)	Nicola
Crafts e.g. rock painting		
5-minute talks	Rob Cassidy and Sue Woolnough to be invited to give 5 min talk in a "Speakers Corner".	Steve / Nikki to liaise
Defibrillator demos (Richard Copeland)	Nikki to invite Richard Copeland Approach for other ideas to be discussed with Richard	Nikki
Blood pressure checks		
Cholesterol tests		

Head and neck massage	Emily to be approached for ideas in first instance. Other options are people based on Nash Mills Wharf who have advertised with us. 4hrs cost, est £80	Steve
Ideas board on way out	Flip chart or display board with post-it notes and pens for attendees to be able to record ideas they have for the council to consider, or feedback on the event. Anonymous, unless they want feedback from us on their comment/idea (name on reverse)	

Cost of school hire is yet to be confirmed and is dependent on the rooms they will allow us to use. Estimate is c. £250 based on currently published letting fees. This is based on having main hall for 6 hours, dining room and other rooms for 4 hours.

Next meeting

The next meeting is w/c 21 November, actual date tbc.

Agenda to cover publicity, how we will create the NMPC content, hall/building layout and review of actions above.