

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL
ENTERTAINMENTS COMMITTEE**

MINUTES of the Meeting held on Thursday 13 March 2008 at Fairway Hall Offices, Brook Close, Borehamwood starting at 7.30pm

PRESENT: Councillor M Bright (in the Chair)
Councillors R Butler, G Franklin, Mrs A Mitchell,
and Mrs F Turner

In Attendance: Paul Welsh, Entertainments Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were Received and Accepted from Councillors Mrs J Heywood (another meeting) and P Hedges (ill health with Cllr R Butler substituting).

2. DECLARATION OF PERSONAL AND/OR PREJUDICIAL INTERESTS

Cllr M Bright declared a personal interest in any matters relating to Elstree Film Studios as he is a Hertsmere Borough Council appointed member of the Board of Directors.

3. ENTERTAINMENT COMMITTEE MINUTES – 22 NOVEMBER 2007

The Minutes of the Meeting held on 22 November 2007 were Confirmed and signed as a true record.

4. FESTIVAL ADVISORY COMMITTEE MINUTES – 28 FEBRUARY 2008

The Minutes of the Meeting held on 28 February 2008 were Confirmed and signed as a true record.

It was NOTED that progress had been made in regard to a number of the items covered in the Minutes and these will be reported back to the next meeting.

5. ENTERTAINMENT OFFICER'S REPORT

A. COMMEMORATIVE PLAQUES

For the past 12 years the Council has pursued a policy of honouring individuals from the entertainment world who's careers have significantly involved the Studios of Elstree and Borehamwood.

The individuals selected have always been proposed by the Entertainments Officer, based on his extensive knowledge of the subject, and acknowledging the Town's unique motion picture heritage is considered a worthwhile aim. The Committee are then requested to approve the recipients.

By the nature of the profession being honoured there is often a need to act quickly when a recipient and guest unveiler become available.

In liaison with the Chairman and Town Mayor, the Entertainments Officer approached Bryan Forbes CBE and Barbara Windsor OBE as possible recipients and they have both agreed.

Further negotiations took place and a date of 13 April 2008 was agreed with recipient Bryan Forbes CBE and Lord Attenborough as guest unveiler for the plaque unveiling. No expenses or fees are paid on any of these occasions to the guests.

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The Chairman and Town Mayor felt it would be more appropriate that in future such events are open, on a limited basis, to local residents and film fans. In addition the invitation list be limited to approved individuals.

On 6 March 2008 the Entertainments Officer, Town Mayor and Chairman met and agreed, in order to progress matters, the following points:

- a. tickets be made available to the public at a cost of £10 each, to help towards costs, on a limited basis due to space and security issues.
- b. each Town Councillor be invited together with one guest/partner plus other invited guests determined by the Entertainments Officer in liaison with the Chairman, to include the Hertsmere Mayor and Mayoress and Elstree Studio Board Members.
- c. light refreshments be provided consisting of tea, coffee, sandwiches and fancy cakes and that a licensed pay bar be provided. The Studio have agreed to provide the catering service at £5.90 per head.
- d. the Entertainments Officer arrange the hire of staging, plasma screens, lectern, p.a. system, speakers, technicians, dvd player, cameras for filming the occasion and other related equipment. Following the meeting the Entertainments Officer sourced two companies who will provide all the pre-mentioned equipment for a total of £750 plus VAT which is a very competitive rate.
- e. Ben Simon be asked to film the occasion and provide a video tribute of Bryan Forbes for screening at the event.
- f. a photographer be engaged to record the occasion for use on the Council's website, future publications, use by the local Museum and other approved purposes.
- g. The Entertainments Officer requested Morris Bright be invited to compere the question, answer session with the audience due to his considerable experience as an interviewer. This would not be the subject of any fee or expenses.
- h. appropriate number of chairs be hired and stewards engaged as required.
- i. the Studio be thanked for offering their restaurant as a venue free of charge representing a saving of between £2,000 to £4,000.
- j. the timetable of the event to be as follows:
 - doors open 3.30pm
 - plaque unveiling ceremony to begin at approx 4.15pm with an introduction by the Town Mayor and hosted by the Entertainments Officer.
 - question and answer interview to follow with an end time of approx 5.30pm

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The Committee Received the above Report and RESOLVED to approve the actions taken.

A discussion took place on whether Town Councillors should, as a matter of policy, pay to attend Council organised events. No recommendations arose but the majority of Members felt it was appropriate that invitations are extended to Town Councillors.

B. FIREWORKS DISPLAY

It was Reported that four fireworks companies had been invited to submit proposals for the provision of a fireworks display on 5 November 2008 based on the approved budget.

Consideration was given to the ideas submitted and the advice of the Entertainments Officer. It was RESOLVED that the contract for a 20 minute display, accompanied by a film music track, be awarded to Fantastic Fireworks Ltd, based on their submission.

C. COACH OUTINGS

The Entertainments Officer presented a report on a proposed list of coach trips, including three new destinations, for the senior citizen's coach outings.

They came within the approved budget and Hearn's were considered the suitable contractor.

It was RESOLVED that arrangements be made and publicised for 12 outings to the following destinations with the usual application conditions and that the ticket sales be undertaken by existing office staff as last year.

Southend	Stratford Upon Avon
Salisbury Cathedral & Market Day	Eastbourne
Bournemouth	Chichester Cathedral & Bognor Regis
Hastings	Hampshire Villages Tour, with stops
Rye and Bexhill-on-Sea	at Romsey & Winchester Cathedral

D. HERTSWOOD COMMUNITY THEATRE

It was NOTED that the Entertainments Officer had attended the Theatre Group Steering Committee on 8 January 2008 and that a possible Spring 2009 opening is now predicted.

A possible lettings policy and hire charges were discussed. There may be an hourly rate for rehearsals and a flat fee for hirings, with staffing provided. There may be a requirement that all tickets are sold through the theatre box office, for a fee.

A bar service may be provided by the Hertswood Centre and it was suggested that the auditorium includes a portable screen and project equipment.

E. CHRISTMAS LIGHTS SWITCH ON CEREMONY

As requested the Entertainments Officer is exploring the possibility of enlarging the switch-on ceremony to include attractions and this may include the closure of one side of Shenley Road from Clarendon Road to Furzehill Road. Discussions are now taking place with Herts Highways, the

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Passenger Transport Unit and Chevron Traffic Management Ltd, who would be responsible for diversion signage and barriers.

The consultations form part of a feasibility and costing exercise and will be reported back for consideration.

It was NOTED the Entertainments Officer had successfully challenged an invoice from Herts County Council for adapting street columns in Manor Way. These were replacements for previously adapted columns for Christmas decorations. The cancelled invoice resulted and a saving of £1,438.

6. CLOSURE

Meeting closed at 8.45pm

Chairman