

ELSTREE AND BOREHAMWOOD TOWN COUNCIL
MINUTES of the Entertainments Committee – 14th September 2010

Held at Fairway Hall, Brook Close, Borehamwood starting at 19:30 hours.

PRESENT: Mayor Anne Mitchell
Cllr. Farida Turner – Vice Chair
Cllr. Hannah David
Cllr. Graeme Franklin
Cllr. Richard Butler

in attendance: Ash Tadjrishi, Events Co-ordinator
Cllr. Pat Strack

- 1 **TO RECEIVE ANY APOLOGIES FOR NON-ATTENDANCE AND SUBSTITUTIONS**
Apologies received from Cllr. Sandra Parnell. Vice-Chair Cllr. F Turner chaired the meeting.
- 2 **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 13TH JULY 2010 AS A CORRECT RECORD**
The Minutes of the Meeting held on 13th July were Approved and Signed as a true record.
- 3 **TO CONFIRM AND SIGN THE MINUTES OF THE FESTIVAL ADVISORY COMMITTEE MEETING HELD ON 13TH JULY 2010 AS A CORRECT RECORD**
The Minutes of the Meeting held on 13th July were Approved and Signed as a true record.
- 4 **TO RECEIVE DECLARATIONS OF COUNCILLORS' PERSONAL AND/OR PREJUDICIAL INTERESTS (IF ANY) RELEVANT TO THE BUSINESS TO BE CONSIDERED**
Members agreed to declare any interest at the relevant agenda item.
- 5 **TO RECEIVE THE REPORT OF THE EVENTS COODINATOR**
Fairway Hall – It was suggested that the Terms and Conditions of booking the hall need to be reviewed to ensure they are serving the needs of the users and the hall in the best possible way. Members were asked to consider allowing for a 'day rate' of hire rather than charging per hour if someone wished to hire the hall for a full day or more. AT would draw up proposed revisions to present to council for approval. AT stated that it was important to be able to take payments by card as well as cash or cheque as many people expect to be able to pay this way nowadays.
Design Costs – Design costs this year will cost in excess of £2,000. AT suggested it would be more cost effective and allow for greater flexibility to invest in an in-house design solution. This could be considered in the Entertainments budget for 2011 to include suitable hardware and software along with training.
BBC Band – Numbers have been reducing each time. Members agreed that the band concert was a very good quality event that may be better served as a stand alone event once a year at Christmas rather that twice a year including the Festival show. This year's Christmas show would be at Allum Hall Monday 13th December. Cllr. H David asked that the programme be made more up to date and contemporary.
- 6 **FIREWORKS DISPLAY**
AT had received the contract for the provision of fireworks from Fantastic Fireworks on Monday 13th September. As agreed the supplier has increased the display time by 10% to 22mins at no additional cost. Cost of the display as per the contract terms is £10,000+VAT. It was agreed that the contract could be signed and returned.
The display will be held as usual at Meadow Park on Friday 5th November at 7.30pm. The display will be choreographed to music – this year the theme will be "Hits of the Decade". As an employee of the firm who provided PA hire equipment that supported the event, Cllr. R Butler declared a prejudicial interest. AT was asked if all other aspects had been arranged for the evening. It was agreed that AT would hire steel crowd control barriers as had been used in place of rope barriers at Families Day this year. It was agreed that AT would organise the stewarding provision to ensure ample and proficient coverage. It was agreed that AT would try to increase the catering concession provision on the night.

7 TO AGREE DATES FOR TOWN COUNCIL EVENTS

Christmas Light Switch On Ceremony

Members agreed Sunday 5th December

2011 Festival Dates

Members agreed the following:

Parade Day – Saturday 18th June

Families Day – Saturday 2nd July

Potential Film Evening date – Saturday 25th June

8 FESTIVAL BUDGET REVIEW

AT presented members with a draft report showing the financial status of items pertaining to the festival and projected to be under budget by around £6,000 once all payments had been made. Members thanked the Events Coordinator for his hard work in getting best value for the town whilst improving on standards. Cllr. H David stated a budget review should be on the agenda for next Entertainments Committee so that work could commence on the preparation of the 2011 budget.

9 CONSIDER ANY MATTERS ARISING FROM THE ENTERTAINMENTS FORUM

The first meeting had been held this evening and was attended by a good number of local participants. It was roundly agreed that the Festival Guide may be easier to digest in a clearly sectioned format for next year.

10 FIRST IMPRESSIONS UPDATE

Project is progressing well and contractor has been approved by FCC for works at the station to commence prior to the end of September. It is expected that there will be an opening ceremony towards the end of February if all works are completed in time. Access for all is timetabled for completion between 2012-2015.

Committee agreed in principle to allow the relocation of the film plaques under the direction of the project working group. This would be passed to full council for approval.

11 TOWN NEWSLETTER UPDATE

Design still in progress, delayed due to annual leave of the designer. Awaiting press release for the village hall project before able to print. Members agreed that the Events Coordinator to arrange town-wide delivery and send out as soon as published.

CLOSURE

Meeting closed at 21.30 hours.

Next Meeting scheduled for Tuesday 12th October 2010 at 19:30 hours.

Chair:.....

Date:.....