

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL  
MINUTES of the Entertainments Committee – 12<sup>th</sup> April 2011**

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

**PRESENT:** Cllr Mrs S Parnell (Chairman in the Chair)  
Cllr Mrs F Turner (Vice-Chairman)  
Cllr G Franklin  
Cllr R Butler  
Cllr Mrs P Strack

In attendance: Ash Tadjrishi, Events Coordinator

**1 APOLOGIES FOR NON-ATTENDANCE AND SUBSTITUTIONS**

Apologies were received from Cllr Mrs A Mitchell (the Town Mayor) and Cllr Mrs H David who were attending to other commitments.

**2 MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> MARCH 2011**

The Minutes of the Meeting held on 17<sup>th</sup> March 2011 were Approved and Signed as a true record.

**3 DECLARATIONS OF COUNCILLORS' PERSONAL AND/OR PREJUDICIAL INTERESTS**

No declarations received.

**4 REPORT OF THE EVENTS COODINATOR**

Following confirmation of booking the 12 Coach Trips a mail-out had been sent to all previous passengers detailing the destinations along with some general information about the forthcoming Civic Festival and BBC Band Concert.

A number of residents had been in to the office or phoned to say they have received the destination list and were very pleased with the choices made by Members, in particular the trips organised for London Museums and Norwich.

Since the last committee meeting the Events Coordinator had met with Pastor David Jackson regarding the proposed Military Tattoo for the Queen's Diamond Jubilee. Although in early planning stages the event was planned for Sunday 12<sup>th</sup> February – soon after the anniversary of the Queen's ascension to the throne. The event would be held in Allum Hall around 3pm and it was hoped that along with the Royal British Legion there would be representation from a number of cadet organisations so that the event could be youth led. A letter was being sent out to the Lord Lieutenant's office to enquire whether a member of the Royal Family would be available to visit. Members looked forward to receiving more information after the Civic Festival.

The second meeting of the Events Forum had taken place on Tuesday 5<sup>th</sup> April 2011 and was attended by a number of interested parties. The meeting introduced the Ark Theatre manager and discussions followed detailing Festival Events in Allum Hall and the Ark Theatre.

**5 UPDATE ON THE CIVIC FESTIVAL**

Members were updated on planning for the Festival. The programme was being finalised with details being filled in on an ongoing basis. The deadline for finalising events was in line with the Town Crier copy deadline as the Festival programme was featured within.

Following a discussion on the venue for the Primary Schools Arts Festival, Members proposed that that if the choice of venue was related to hire cost then the Committee would like to consider assisting the organisers to meet these costs. It was agreed that Members who had links with the schools would let them know of this consideration. The Events Coordinator agreed to follow up on any correspondence received as a result. Members expressed concerns about comfort at the Ark Theatre during the summer heat as there appeared to be a lack of air conditioning last year. The Events Coordinator would liaise with the theatre manager to find out what, if any, solutions could be found.

The hire of the PA equipment required during certain Festival events had been confirmed.

The Rotary Club were having difficulty securing a venue for the Schools Art Show since the village hall was no longer available. With Fairway Hall and Allum Hall both already booked there seemed

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to be few viable alternatives. Members suggested Aberford Hall, the 3 Ways community centre and even the potential for empty shops to host the exhibition alongside other venues that had been considered previously. The Events Coordinator agreed to pass on Members' suggestions and assist with organisers from The Rotary Club should he be able to help.

Following discussions about the Baby Show and a proposal from the Events Coordinator to work alongside Borehamwood and Elstree Children's Centre on an inclusive child-focused event it was agreed that the Baby Show element of the Festival be replaced with a non-competitive afternoon of friendly fun and games with the BECC at Allum Hall.

Cllr F Turner had been in contact with the Croxdale Road Synagogue and confirmed the timing of the talk and tour during the Festival to be from 12pm-1pm. Cllr Turner would assist the Events Coordinator in drafting a letter to be sent out to the Forum of Faith members inviting all to attend.

Cllrs S Parnell and P Strack agreed to coordinate the decoration of the community float in the Carnival Parade. Gristwood and Toms had kindly agreed to supply a trailer and driver as last year. Apatech had offered sponsorship towards the Parade and Cabair Group had been contacted to see if they would be willing to provide the competition prize.

Other key elements of the Festival were on schedule including the submission of Event Notification forms to the Borough Council Safety Advisory Group, a request for the Traffic Order to be raised, the booking of Meadow Park and Brook Road Car Park.

Members mentioned that the surface of the car park at Brook Road was in need of repair. The Events Coordinator had also received a comment on this from a concerned resident and would speak with the appropriate department at the Borough Council to see if remedial work can be carried out prior to the Parade day.

**6 FIRST IMPRESSIONS UPDATE**

Members received an update from the Events Coordinator on the First Impressions Project. Invitations to the celebration event had been sent out to all Town Councillors. The event would take place on 22<sup>nd</sup> May 2011 and would officially mark the end of the project. The proposed wall relief sculpture was still pending approval and final sign off from Network Rail though it was hoped it would be completed in time for the event.

Members expressed concern for the 'Stars' in the paving at the station and felt they did not stand out as much as they expected. Cllr S Parnell agreed to bring this to the attention of the Project Board.

Lamp column banners depicting iconic film images from local productions were due to be installed on 21<sup>st</sup> April 2011 with the film plaques and information boards scheduled for completion before the end of April.

**7 REPORT FROM THE TOWN CRIER SUB-COMMITTEE**

Members heard from Cllr P Strack regarding the Town Crier. The layout of the Summer Edition had been agreed with a number of submitted articles and adverts passed for inclusion. It was hoped that follow up articles from First impressions and the Village Hall development would be received in time for print. The Town Crier would include the Annual Report and details of all Councillors once the elections had taken place. The Events Coordinator advised that print and distribution was on course for 1<sup>st</sup> June and asked Members to let the office know if they did not receive a copy.

**CLOSURE**

Meeting closed at 20.45 hours.

Entertainments Committee meetings to be scheduled following the Annual Council meeting on 19<sup>th</sup> May 2011.

Chair:.....

Date:.....