

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood on Tuesday **14th June 2011** at 6.30pm.

Present: Mayor Cllr Mrs S Parnell (Chairman) (Items 5-7)
Deputy Mayor Cllr C Kelly
Cllr Mrs F Turner (Vice-Chairman in the Chair)
Cllr Mrs A Mitchell
Cllr Ms S Maughan
Cllr R Butler

In Attendance: Cllr Mrs P Strack
Ash Tadjrishi – Events Coordinator

1. APOLOGIES

There were none.

2. MINUTES OF THE MEETING HELD ON 12TH APRIL 2011

It was **RESOLVED** that the Minutes of the Meeting held on 12th April 2011 be signed by the Vice-Chairman as a true record.

3. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

4. REPORT OF THE EVENTS COORDINATOR

The report of the Events Coordinator was received. It was noted that:

- Coach Trips were selling well with Norwich selling out quickest. There had been a disappointing uptake on the trip to London Museums despite having been singled out with a number of positive comments received from Members of the public. The trips had been promoted via a mail out to previous passengers, leaflets passed on to the 50+ group, Allum Hall and Community Action Hertsmere with press coverage in the Elstree & Borehamwood Times and the Town Crier. A smaller coach has been requested for London for the convenience of the passengers.
- Community Action Hertsmere wished to provide a number of Coach Trips for local families who may not otherwise have the opportunity to take a break during the summer months.

Following a discussion by Members it was RESOLVED that the Entertainments Committee wished to encourage such activities and would decide on the level of support pending cost details being provided and be considered at the next meeting.

- Stewards had been organised for the relevant events during the Festival. A short informative Stewards' course had been offered, with 6 having attended at the Civic Offices today.
- Events Forum held on 7th June 2011 provided plenty of discussions around ideas but it was important for those attending the meeting to feel they could offer genuine support to the events to add value. Forum Members and interested parties should be welcomed by open invitation.

5. CIVIC FESTIVAL

All Festival planning and programming had been concluded. Members wished every success to the Officers for the Festival. The following was noted:

- In attempting to carry out remedial repair work to pot holes at Brook Road Car Park prior to Parade day several issues had been discovered by the Borough Council's nominated contractors. All a result a full renovation to the car park was required and being undertaken. The Parade would now assemble from and return to the Civic Centre Pay and Display Car Park (Elstree way entrance). Notice had been given to all participants and relevant parties and put up at prime locations in the Town, including on lamp columns on Shenley Road.
- The BBC Band Proms concert had been mentioned to the Elstree & Borehamwood Times (alongside a request for information to be published informing residents of the change of location for the Parade assembly). It was hoped that ticket sales would increase as a result of increased press coverage.
- At the request of Members the Events Coordinator had made contact with the Steel Band that participated at the Parade once before. As they were unavailable this year the Events Coordinator would let them know the date for next year's Parade once known.
- Numbers of registered participants for the Parade were 15 Vehicle entries and 13 Walking entries. There had been requests made for financial assistance from 6 entrants in total (4 vehicular, 2 walking).
- The annual Festival Quiz had 19 teams registered.
- 44 stall holders were currently registered for a pitch at Families Day with more expected over the forthcoming weeks. All aspects of planning for Families Day

had been organised alongside contracted services from table and chair hire, toilet cleaners, catering, steel crowd barriers for the arenas, fun fair and arena acts.

- Jenny Ellis would be compiling and making arrangements with both the Mayor and Deputy Mayor for any Civic engagements during the Festival.
- Cllr Mrs F Turner reported that around 30 people were expected to attend the Synagogue tour event and it was hoped that Members would come along.

Following a discussion around scheduling Festival events it was RESOLVED that a review of the Civic Festival programme and events dates be put on the agenda for the next meeting.

6. FIRST IMPRESSIONS

It was reported that the celebration event held at Elstree Studios and on location at Elstree & Borehamwood Rail Station had been a great success, well managed and enjoyed by all. However it was noted that Members were disappointed with the standard of the catering provision given the cost. Members commented that overall the project had been very worthwhile and well received. The Events Coordinator reported that the final aspect of Project Phase 1 – a wall relief sculpture at the station – would be completed early July. It was hoped that the First Impressions working group would continue to work together on Phase 2 – the nature of which would take shape at future meetings.

7. TOWN CRIER SUB-COMMITTEE

It was reported that the recently published Town Crier had been distributed to a number of outlets around the Town and following hand delivery to all WD6 households only 3 addresses reported non-delivery. Cllr Ms S Maughan commented that a number residents in local flats had not received delivery and it was suggested that this be closely monitored throughout delivery of the next edition. Members commented on the high quality of the content, design and finish and noted the hard work of the Sub-Committee in compiling the edition.

Following a discussion around Sub-Committee Members and meeting arrangements it was RESOLVED that:

Members elected to the Town Crier Sub-Committee for the Municipal Year 2011/12 be appointed as follows; Mayor Cllr Mrs S Parnell, Cllrs Mrs P Strack and Cllr R Butler with the following Terms of Reference:

- To meet regularly before and after each edition;
- To decide the format, layout and content of each edition;
- To develop regular features;
- To report to Entertainments Committee on the outcome of meetings with recommendations for actions, if required; and

- To review Membership and Terms or Reference at the first meeting of the Committee after each annual Council meeting.

It was further RESOLVED that the following Sub-Committee meeting dates be added to the schedule of meetings:

- Monday 11th July,
- Tuesday 2nd August 2011,
- Monday 5th September 2011,
- Wednesday 12th October 2011,
- Wednesday 2nd November 2011; and
- Wednesday 7th December 2011.

Deadline for submitting articles for publication in the next (Autumn) edition was 22nd July 2011 and Members were advised to encourage local organisations to contribute.

8. CLOSURE

The Meeting closed at 9.30pm. Date of next meeting 12th July 2011 at 7.30pm at Fairway Hall.

Date:..... CHAIRMAN.....