

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**ENTERTAINMENTS COMMITTEE**

**MINUTES** of a meeting held at Fairway Hall, Brook Close, Borehamwood on Tuesday **11 October 2011** at 7.30pm.

Present: Cllr Mrs F Turner (Vice-Chairman in the Chair)  
Cllr C Kelly (Deputy Mayor)  
Cllr Mrs A Mitchell  
Cllr R Butler  
Cllr Ms S Maughan  
Cllr Mrs P Strack (substitution)

In Attendance: A Tadjrishi – Deputy Clerk  
Martine Eni (BETTA)  
Andrew Grady (BETTA)

**31. APOLOGIES AND SUBSTITUTIONS**

Apologies were received from the Town Mayor Cllr Mrs S Parnell (Chairman) who was attending a Civic engagement. Cllr Mrs P Strack substituted.

**32. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**33. MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2011**

It was **RESOLVED** that the Minutes of the Meeting held on 13 September 2011 be signed by the Vice-Chairman as a true record.

**34. TWIN TOWN ASSOCIATION EVENT PROPOSAL**

Martine Eni and Andrew Grady, representing the Borehamwood and Elstree Twin Town Association (BETTA) proposed a concert event involving bands from both Fontenay-aux-Roses and Offenburg together with a local offering as part of the 2012 Civic Festival. Members heard that the event would also mark 30 years of BETTA.

Members thanked Ms Eni and Mr Grady for their presentation. Members asked that Ms Eni liaise with the Deputy Clerk to discuss potential costs and for the Deputy Clerk to report back for consideration at the November meeting.

**35. REPORT OF THE DEPUTY CLERK**

The report of the Deputy Clerk was received. It was noted that:

- (i) the Elstree & Borehamwood Town Guide had been signed off and scheduled for delivery from Local Authority Publishing Ltd;
- (ii) Casterbridge Tours had offered 24 May as a possible date for a performance by the Notre Dame University Concert Band who were visiting from Indiana, USA in 2012;
- (iii) the wall sculpture as part of the First Impressions Project had been installed at the rail station;
- (iv) the Deputy Clerk had attended a meeting with the Rotary Club and discussed the possibility of a Christmas Concert event to be held at the Ark Theatre on Sunday 18 December 2011;
- (v) Borehamwood Football Club (BWFC) had suggested hosting a charity football match as part of the 2012 Civic Festival;
- (vi) a number of Youth Council Members had volunteered to represent the Town's Youth Council at the Remembrance Sunday services to be held at Elstree and Borehamwood;
- (vii) the proposed Diamond Jubilee Tattoo event was in the pre-planning stage and slated to take place at Allum Hall on Sunday 12 February 2012; and,
- (viii) at the Events Forum meeting of 6 October 2011 it had been recommended that the Town Council stage a Diamond Jubilee indoor street-party at Allum Hall on 2 June 2011.

Members were asked to communicate any other considerations for the 2012-13 Entertainments budget to the Deputy Clerk before the next committee meeting (scheduled for 8 November 2011).

**It was AGREED that:**

- (i) **the Deputy Clerk be asked to accept and thank Casterbridge Tours for the offer of the Notre Dame University Concert Band and plan accordingly; and**
- (ii) **to liaise with Youth Councillors at the Remembrance Sunday services and the Senior Administrator to provide full details of expected duties for Town Council representatives.**

**36. FIREWORKS 2011 ARRANGEMENTS**

The Deputy Clerk reported that all arrangements had been finalised for the November 5 Fireworks Display.

All contracts were in place for the event and the Risk Assessment reviewed and updated. The Police Cadets were unable to attend the event but local Scouts had been invited to attend and a full complement of safety Stewards had been booked.

The catering concession had been booked and would be offering a burger van alongside a small ride and sales of glow sticks.

Borehamwood Football Club (BWFC) confirmed that they would be able to keep the floodlights on throughout the evening and switch them off during the display.

The Deputy Clerk reported that BWFC had asked if they would be able to raise money for their nominated charity on the evening.

Hertsmere Borough Council's Safety Advisory Group had received the Event Notification and local emergency services had been made aware of the event.

Traffic movements close to the park would be assisted by the PCSO.

Red Cross would be providing First Aid cover at the event.

**It was AGREED that the proposal of BWFC to hold collections for their nominated charity be approved on condition that:**

- i) the locations and number of collectors be made known to the Deputy Clerk in advance of the event;**
- ii) all collectors be easily visible and identifiable as BWFC collectors;**
- iii) all collectors remain static at their locations, away from the viewing crowd and display, preferably at well-lit points; and**
- iv) no member of the public should feel obliged to contribute nor feel that the collection is made in conjunction with the Town Council's Fireworks display.**

### **37. CHRISTMAS LIGHTS SWITCH ON ARRANGEMENTS**

The Deputy Clerk confirmed that a full size synthetic Ice Rink had been sourced and provisionally booked for the 4 December event.

Lamp post columns were being checked for any faults prior to the switch on. Given the improvements made the previous year it was anticipated that there would be few, if any, serious faults.

Members asked the Deputy Clerk to investigate further options for festive lighting and decoration for the entertainments behind the Church.

The Administrator had been researching the availability of hiring a vintage Carousel for the event and it was expected that this could be offered as part of the free entertainments provision.

MetroBank had expressed an interest in sponsoring the Ice Rink in exchange for promotional activity at the event.

**It was AGREED that by meeting the cost of the sponsorship, MetroBank be:**

- i) sole sponsor of the event and mentioned as such on all press and promotion;**
- ii) allowed to bring additional marketing and promotion to the event itself in consultation with the Deputy Clerk; and**
- iii) thanked on behalf of Members for their support with the local community.**

### **38. TOWN CRIER SUB-COMMITTEE**

Members were updated from the Town Crier Sub-Committee meeting held on 10 October 2011.

Members were also asked to encourage local groups to submit articles for consideration.

**39. CLOSURE**

The Meeting closed at 9.15pm. Date of next meeting 8 November 2011 at 7.30pm at Fairway Hall.

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