

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood on **TUESDAY 12 JUNE 2012** at 7.30pm.

Present: Cllr Mrs S Parnell (Chairman in the Chair)
Cllr Mrs F Turner (Vice-Chairman)
Cllr Mrs A Mitchell
Cllr C Kelly (ex-officio)
Cllr R Butler
Cllr Ms S Maughan

In Attendance: Cllr Mrs P Strack
D Feehily – Events Coordinator

1. APOLOGIES AND SUBSTITUTIONS

There were none

2. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

3. MINUTES OF THE MEETING HELD ON 8 MAY 2012

It was RESOLVED that:

the Minutes of the Meeting held on 8 May 2012 be signed by the Chairman as a true record.

4. REPORT OF THE EVENTS COORDINATOR

The report of the Events Coordinator was received.

Festival Costs

It was reported that the Town Festivals Families' Weekend costs were slightly over the agreed budget by approximately £150. The Events Coordinator had, as instructed, arranged for an extra day in the Town Festival to be provided. It was noted that, the PA system for the Saturday would not be paid for from Artistes' Fees as listed in the report.

It was agreed that the Town Festival costs for 2013 be discussed and agreed after the review of the 2012 Town Festival in July's meeting.

Civic Festival 2012

Members received an updated report of the Town Festival activities.

Members took part in a full review of the various activities and performances to be held during the Town Festival.

Members were informed of the excellent number of participants in the annual Town Parade which would be well supported once again. Reports had been received that vehicles were becoming more difficult to source. Members were informed that the Council's parade vehicle was now in place and the Events Coordinator was looking into making the vehicle safe and secure for use.

Members available volunteered to join in the decorating of the vehicle early on Saturday morning and were informed that a local business, Marianne's Costume Hire, at the request of the Events Coordinator, had agreed to supply a Town Crier theatrical costume. It was also confirmed that the Events Coordinator had sourced a volunteer to be the Town Crier to lead the parade. Members agreed that both would be thanked via the Town Crier publication.

Members were informed that the Parade's marching band had been requested by the Events coordinator to give a special performance afterwards for the parade participants.

Members discussed the use of the Town Crier magazine as an advertising medium and were pleased with its overall success. It was suggested that the "Pull Out" Town Festival guide from the publications left available be collected together and handed out directly to local members of the public outside Elstree and Borehamwood train station. Councillors R Butler and Mrs S Parnell volunteered to assist with this task supported by the Events Coordinator.

It was reported that the number of stalls was on a par with previous years.

Members commented that they were all looking forward once again to a fun-packed and busy festival schedule.

Festival Stewards

The Events Coordinator had, with the information available, offered an interim costing report. It was reported that with the increase in the number of festival activities, steward costs would rise. Members all agreed that safety was paramount. It was commented that Pauline Poole who organised the Town Festival Fun Run had done a great job over the years and Members felt that more help with stewarding of the event should be offered.

Following a full discussion, it was decided that whilst costs were of major importance, the safety and continuation of the various events taking place was also paramount. It was agreed that suitable unpaid volunteers, if available, could be used and a review of the stewarding recruitment and process would take place at a later Committee meeting.

5. TERMS OF REFERENCE

It was agreed that:

A revised set of Terms of Reference be submitted to the next meeting for recommendation to Council in September 2012.

6. SUB COMMITTEES / WORKING GROUPS

It was RESOLVED that:

- (i) the Town Crier Working Group be reconstituted for 2012/13 with the aim of providing support and recommendations to the Committee on the content and administration of the Council’s Newsletter (comprising of the Committee Chairman (Lead Member) and other interested Committee Members and parties); and**
- (ii) the Entertainments Forum, comprising of all interested parties, meet (as appropriate) throughout 2012/213 to consider and advise on the Council’s Schedule of Events and Entertainments and to make recommendations to the Committee on the discharge of its powers.**

7. CLOSURE

The Meeting closed at 9.30pm.

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