

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood on **TUESDAY 25 JULY 2012** at 7.30pm.

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

In Attendance: Cllr Mrs P Strack
D Feehily – Events Coordinator
H Jones – Town Clerk

8. APOLOGIES AND SUBSTITUTIONS

Apologies received from Cllr R Butler (Other Business) Cllr E Butler Substituted.

9. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

10. MINUTES OF THE MEETING HELD ON 12 JUNE 2012

It was RESOLVED that:

The Minutes of the Meeting held on 12 June 2012 be signed by the Chairman as a true record.

11. REPORT OF THE EVENTS COORDINATOR

The report of the Events Coordinator was received.

i. Review Town Festival Activities

Members received a report and took part in a full review of the Town Festivals activities. Members agreed that from the Parade at the beginning to the Families Weekend at the end, it was all a success.

Members thanked the Events Coordinator, Stewards, Red Cross, the Emergency Services and everyone else involved for their exceptional hard work and effort organising the successful Town Festival.

Members thanked Dave Allen for being a great Town Crier and leading the Town Parade, Marianne's Costume Hire, a local company was also thanked for donating the costume; Members suggested designated the Town Council vehicle in the parade to carry water for the band next year and also having parking spaces in Brook Road car park only available for Blue Badge Holders.

It was acknowledged that float numbers were issued beforehand so next year Woodlands School will be back in the parade and should be placed in the middle as they usually have music on their float. The Events Coordinator was asked to investigate local Cheer Leaders.

To keep end user costs to a minimum, it was suggested that alternative funfair providers be considered and if necessary, the council seek to subsidise rides.

Members wished the Talent show to be more of a Family Variety Show, showcasing the talents of the Town's community groups, as well as individuals, members suggested direct invites to the various dance and community clubs, and local schools. Members suggested having certificates for all those participating.

Members offered to assist in improving contact with our schools via their governor and PTA meetings.

It was noted that the uptake on the Festival competitions could be improved next year and details be included in the pre festival Town Crier for 2013 And look at the option of utilizing the Town's film Plaques.

Members suggested having the Classic Vehicle Show again as part of the Festival, and to have it on the same day as the parade.

It was commented that the Motorbike show was well received and positive comments had been made to Members on there being things to do this year as well as visual entertainment.

ii. Town Festival Dates 2013

It was RESOLVED that:

the 2013/14 Town Festival Dates be confirmed as Saturday 15th June to Sunday 30th June inclusive.

iii. Festival Feedback Questionnaire

Members discussed the Town Festival Feedback Questionnaire and agreed the format and questions, it will be delivered with the Town Crier publication and also be available on line from the Town Council Website. Members of the public will also be able to call in to the Town Offices and also fill in the details via telephone. Members requested copies be provided also.

12. TERMS OF REFERENCE

It was RESOLVED that:

The attached Committee Terms of Reference (Appendix 1) be submitted with a recommendation for adoption by Council at its meeting on 5th September 2012.

13. TOWN CRIER

The Town Crier Magazine was on target for delivery for the weekend of 1st September 2012. The Events Coordinator reported that following the working groups request, a separate quotation for consideration had been received regarding delivery.

The articles had been provisionally agreed, dependant on available space and there would also be a “Festival in Pictures” feature as well as a Mayor’s article with two weeks of the Mayors activities in the Festival captured in pictures.

It was RESOLVED that:

the Town Crier draft be updated to include:

- i. Penny for the Guy Competition**
- ii. Separate Questionnaire Feedback Form**

14. CLOSURE

The Meeting closed at 9.45pm.

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

Appendix 1

COMMITTEES' TERMS OF REFERENCE & DELEGATED AUTHORITY

a) **ALL COMMITTEES:**

All Committees are charged with:

- i) recommending to Council appropriate policies and budget estimates for their services
- ii) providing agreed services and standards of service within policy and budgetary provision
- iii) monitoring the services provided

...d) **ENTERTAINMENTS:**

The Entertainments Committee is responsible for the overall management and promotion of the Council's programme of Civic and Public Events.

Terms of Reference:

- i) To determine the arrangements for and to oversee the Annual Civic Festival of the Council; including the agreement of dates and timings, types of events and acts and the requisite levels of support and administration
- ii) To consider and determine budgeted applications for financial assistance relating to the Annual Civic Festival and other relevant Council organised events
- iii) To promote the public image of the Town Council's organised events, activities and services through advertising on the Council's notice boards, the local press, the Council website and Social Media, the publication of The Town Crier (in consultation with the General Management Committee) and in all other appropriate ways, including the production of banners and other advertising merchandise
- iv) To oversee the production of the Town Crier magazine (directly or through the Town Crier Working Group appointed at the first meeting of each Council Year, if required) and to agree on content, production timescales, advertising and costs
- v) To determine the arrangements for and to oversee the Annual Fireworks Display on or near to 5 November

- vi) To be responsible for the direct administration and budget of the annual over-60s coach trips and to determine scope of the scheme together with agreed trip destinations
- vii) To oversee the arrangements for Christmas lighting in designated areas of Elstree and Borehamwood together with the management of a ‘Switch On’ Event (and to refer any recommendations for the renewal of contracts for the supply of such lights to the General Management Committee)
- viii) To consider any other opportunities for leisure and entertainments facilities or services that would be of benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood and to make recommendations accordingly to the relevant authorities to promote and realise such opportunities
- ix) To provide other public entertainments or events (or to contribute to these) as may be deemed appropriate for the benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood

<p>Date Terms of Reference brought into Force: 5 September 2012 Authority: Council Meeting: 5 September 2012 Review Body: Entertainments Committee then Council Review Period: every 4 years Next Review: May 2016</p>
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