

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held at Fairway Hall, Brook Close, Borehamwood on **TUESDAY 15th January 2013** at 7.30pm.

Present: Cllr Mrs S Parnell (Chairman)
Cllr Mrs F Turner (Vice-Chairman)
Cllr. G Franklin
Cllr. C Kelly
Cllr Mrs A Mitchell
Cllr S Maughan
Cllr C Butchins (ex-officio)

In Attendance: D Feehily – Events Coordinator

35. APOLOGIES AND SUBSTITUTIONS

Apologies were received from Cllr R Butler (Other Business) Cllr G Franklin Substituted

36. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

37. MINUTES OF PREVIOUS MEETING

It was RESOLVED that:

the Minutes of the Meeting held on 13 November 2012 be signed by the Chairman as a true record.

38. REPORT OF THE EVENTS COORDINATOR

The report of the Events Coordinator was received.

Christmas Lights and “Switch on” Event

Members commented the Switch on Ceremony was a success, with the larger ice rink allowing more users, the improved service from the supplier was noted. Members thanked Rev. Tim Warr for the Christmas carol service.

Members commented that the layout using the frontage of the Church worked well with greater exposure to people passing on Shenley Road. The Ark Theatre reported to the events coordinator that they were very pleased with the response and the number of tickets sold on the day.

The Christmas lights were well received with members receiving positive feedback from residents. How to report faulty lights was widely publicised and overall reports for faulty lights were very few this year. One report to the suppliers was fixed within two hours. The heavy rain caused four lampposts to flood and suffer from power failure. The supplier recommended that older timers may need to be replaced this year.

Members recommended that the Faulty light report telephone number is distributed to Councillor's so that during the Holiday period, should they wish they could report lighting issues direct to the supplier.

Members discussed the option of having a permanent Christmas tree planted in the Town as the Health and safety for placing a temporary one is prohibitive.

It was recommended that:

The current supplier is invited to quote for a further 3 year agreement. Options to change and or swap locations of lighting and if any further lighting options are available.

Members would look into possible locations for a Tree to be planted, including at the Elstree Film Studios and asking Tesco if they would be willing to offer any space.

It was agreed that:

The area used for the Christmas "Switch on" event should be utilised again during the year to publicise future events

A Christmas lighting panel would be set up with Councillors, Businesses and Residents being invited to report faulty lights to the Town Council or directly to the supplier via the emergency number to cover the holiday period

The Christmas light options would be brought to the next Entertainments meeting

Town Events 2013

The following Town Events were listed throughout 2013

Wednesday 20 March - Rockwood Big Band at The Ark Theatre

Monday 10 June - Thursday 13 June - Annual Over 60s Coach Trips

Civic Festival - Saturday 15 June – Sunday 30 June

Saturday 15 June - 57th Annual Town Parade

Saturday 15th June - Meadow Park Classic Vehicle Show and Auto Jumble

Saturday 22 June - The Sprague Orchestra at The Ark Theatre

Saturday 29 June - Families Day 2013

1 - 5 July & 8 - 11 July - Annual Over 60s coach Trips

Tuesday 5 November - Fireworks display

Sunday 1 December - Christmas Lights Switch On

Members discussed that the well established clubs and organisations and the Town Schools are putting on their own larger shows both at the Ark Theatre and their own premises, taking up a lot of time, making it difficult for them to commit to other projects like the parade and the Christmas church service.

Members recommended asking the schools direct and the Governors/ PTA's to commit to the following year (2014)

Members were advised the application forms for the parade and families day would be placed on the town council website for downloading in February.

It was agreed that:

The Events coordinator would present to the Parent Teacher Associations, with Members who have contacts with the School Associations.

Members discussed the prohibitive cost of the film evenings with licensing issues and a lack of available actors to attend. The contacts with the Studios in the Town need to be investigated and improved by the events coordinator with a view to providing alternative suggestions for a black tie social evening during the 2014 Festival.

It was agreed that:

The Events coordinator would make investigate and make appointments with contacts at BBC Studios and Elstree Studios to gain more assistance and support with Town Events

Steward Registration and Training

Members were informed that the new steward registration forms had been sent out to previous stewards and other organisations, but the return had been slow, the forms would be available for downloading from the Town Council website and the requirement for Event assistance and Stewarding would be publicised through the various publications available to Borehamwood and Elstree.

It was agreed that:

An open event would be held at Fairway hall, dates to be advised, for people to find out more and register, a training session, would also be held with dates to be announced.

39. TOWN CRIER EDITION #9

Members were informed that the current delivery date of 23 Feb. 2013 was on target. Advertising revenue was up on the previous two editions.

It was agreed that:

Potential advertisers from further afield be invited to advertise

The Winter photography competition had been a success with some very high quality pictures of the Town entered, a winner had been chosen and space allowing, the winning picture would be published in the Town Crier. Members thanked Zinco Restaurants sponsoring the competition in Issue #9.

It was agreed that:

Edition #9 would publicise the upcoming events as a Pre Festival edition, inviting groups and individuals to get involved with the Festival.

The Meeting closed at 9.30pm.

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