

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**ENTERTAINMENTS COMMITTEE**

**MINUTES** of a meeting held at Fairway Hall, Brook Close, Borehamwood on **TUESDAY 16<sup>th</sup> July 2013** at 7.30pm.

Present:

Cllr. Mrs S Parnell (Chairman)  
Cllr. Mrs F Turner (Vice Chair)  
Cllr. Mrs A Mitchell  
Cllr. Mr S Rubner  
Cllr. Mr R Butler  
Cllr. Mrs Pat Strack  
Cllr. Mr G Franklin

In Attendance: D Feehily – Events Coordinator  
Mr Lawrence Stack

**06. APOLOGIES AND SUBSTITUTIONS**

Apologies were received from  
Cllr. S Maughan (Other Business)  
Cllr. C Butchins (Other Business) Cllr. Mrs Pat Strack Substituted

**07. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**08. MINUTES OF PREVIOUS MEETING**

**It was RESOLVED that:**  
**the Minutes of the Meeting held on 4<sup>th</sup> June 2013 be signed by the Chairman as a true record.**

**09. REPORT OF THE EVENTS COORDINATOR**

The report of the Events Coordinator was received

- (i) Review Town Festival Activities

Town Parade

Members acknowledged how well participants coped in the very heavy rain; the community involvement from members of the public lining the route was particularly praised. Members thanked Town Crier Mr Dave Allen and Toque Tambor the Samba Band along with their Dancers.

**It was agreed:**

**The Samba Band Toque Tambor and Mr D. Allen be invited to express interest in taking part in the 2014 Town Parade.**

The movement and stopping of vehicles during the parade was discussed as it was reported that the police no longer undertake the role, they're on hand to walk alongside the parade and for disturbances or situations, this now officially falls under the duties of Marshalls and Stewards. The rolling road block notices are now required to be placed on each third lamppost along the route, The Events Coordinator advised that in the years following, the number of stewards should be doubled and two teams of steward's work together, overtaking and relieving each other, to stop the movement of traffic and recommended involving the use of signs with the occasion and reason for the stoppage.

**It was agreed that:  
the Police Cadets be asked for parade assistance in 2014 and the legal position for the stewards regarding the Power of Stopping Traffic with the rolling road block be clarified.**

Members thanked Sue Rickards and Worldstrides Discovery for the superb performance of the Sprague Band who visited from America

Members welcomed and thanked the new additions to the Civic Festival including Worknet, The Drop in Centre, The BECC, Adria Jackson Vocal Studio, RS Archery, Pat and Dave Roberts Ballroom Dancing, Aldenham Country Park and Maxwell Community Centre, the events coordinator reported that letters of thanks were currently being sent to all participants of the 2013 Festival.

Members thanked the BBC Band and commented they looked forward to the 2013 Christmas concert. They would like to look at both the Ark Theatre and Allum Hall as possible future venues with the venue to be agreed once the cost to the town council is confirmed.

**It was agreed:  
The cost for both venues for future consideration of events be reported at a future meeting.**

The Classic Vehicle Display held in Meadow Park was noted as a success with numbers up on 2012; feedback for improvements had been requested and received from exhibitors which included the provision of toilets for future events. Members thanked the exhibitors who drove along with the Town Parade and commented that this was a great addition.

**It was agreed:  
The classic vehicle display be considered for the 2014 Civic Festival and commercial stalls be included at the current commercial rate (to be agreed) to support any cost involved**

Members addressed possible concerns raised this year by Hertsmere Borough Council Parks Department regarding future use of Meadow Park for Town Council events.

**It was agreed:  
a meeting be arranged by the Chairman with representatives of the Town Council and Hertsmere Borough Council**

Members commented the Schools Performing Arts show was sadly missed in this years festival and they would hope to see it return in the 2014 Civic Festival.

Members discussed the schools and youth groups involvement in the Festival and recommended that a letter outlining the 58<sup>th</sup> Annual Civic Festival dates and activities be sent inviting participation and a copy of the previous letter to be included.

**It was agreed:**

**the Town schools and Cadet youth groups be invited to join the Entertainments Forum.**

Members commented on the success of the Emergency Services open day and noted that this would be the last year at the Police Station and questioned if the event would be able to take place at the Civic Offices in 2014 as the new police station would be there, members commented this could be answered once the police have taken up residence.

Members suggested inviting the Ambulance Service on Elstree Way to take part in the 2014 Civic Festival and to suggest to all of the Emergency services about the possibility of an Old vehicle display for 2014

Members recommended that The Garden Crafts Society be invited to work more closely with the Town Council Festival Flower Show in the 2014 Civic Festival to allow for joint promotion of both events together and a new banner be ordered for 2014.

**It was agreed:**

**A letter to be sent to The Garden Crafts Society inviting them to join the Entertainments Forum and when a Joint name is chosen a new banner be obtained.**

Members raised concerns regarding the Fun Run and 10K, it was reported that 5 stewards had been allocated to help but not all feedback had been positive, members asked for the Clerk to investigate with the Athletics Association what are the requirements of such an event. Following discussions.

**It was agreed:**

**The Rev. R Leslie be asked to clarify how the place of worship is chosen for the Festival Church Service**

Members requested a letter be written to Elstree Cricket Club offering thanks for the participation and invite any suggestions for improving numbers, the letter is to include members suggestion for changing from a Friday evening back to midweek as numbers are struggling at present, members would welcome ideas.

Members discussed Families Day and the positive comments received from those involved, the event was considered a success, the plan for 2013 of making the children's entertainment free of charge and limiting the number of commercial stalls to enable more funds to be raised by community groups received excellent feedback from both members of the public and the stalls taking place, Examples given were Elstree Productions and Borehamwood 2000 Youth Football Club who both reported raising the most they have for years.

Members acknowledged and thanked all the community groups and organisations who undertook shows in the arena, commenting that it gave a great community feel to the day.

Members discussed the acts and attractions in attendance for the 2013 Families Day to consider rebooking for the 2014 event, they asked for a letter of thanks be sent to Lee Family Amusements who's assistance helped overcome one or two problems presented on the day.

**It was agreed that:**

**The following acts be asked to provide quotes for work in relation to the 2014 Families Day as part of a Best Value review of the event.**

**Lee Family Amusements is asked to repeat the same offer for 2014 as supplied in 2013**  
**Mountain Bikes Display Team**  
**Ace Entertainments for the Mix and Mingle Balloons**  
**L 4 Leisure with the Clay shooting and be asked to offer an alternative to the Bucking Bronco**  
**RS Archery be confirmed and offered free use of Fairway Hall for an evening event**  
**Fun 2 C Faces Face Painting**  
**Highline Adventure with the Bouldering Climbing wall**

(ii) Agree Town Festival dates 2014

Following discussions

**It was agreed**

**The 2014 Civic Festival dates be confirmed as Saturday 14<sup>th</sup> June – Sunday 29<sup>th</sup> June inclusive.**

(iii) Christmas Lights 2013

Members discussed the final light option chosen and discussed the Christmas Lights Switch on event on Sunday 1<sup>st</sup> December 2013.

**it was agreed**

**the contract be awarded to Lamps and Tubes Illuminations as per their 2013 quotation, the ice rink be rebooked through ISK8 and John Amer amusements be considered for the Juvenile ride and the catering concession as per the 2012 event**

## **10. TO RECEIVE AN UPDATE ON TOWN CRIER EDITION # 10 AND TO CONSIDER ADVERTISING FEES**

It was reported that the Festival Edition delivery had been accomplished with overall positive reports received from the Town Crier delivery panel. Members discussed the various publications available in the area accepting adverts.

**it was agreed:**

**advertising in the Town Crier be kept at the current rate up to and including edition 14. An introduction of a 10% discount be offered for regular advertisers who appear in four editions commencing from edition 15 and up to edition 18.**

The Meeting closed at 9.55pm.

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