

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 14th January 2014** at 7.30pm

Present: Cllr Mrs S Parnell (Chairman)
Cllr C Butchins (ex-officio)
Cllr R Butler
Cllr Mrs A Mitchell
Cllr C Butchins (ex-officio)
Cllr S Rubner (ex-officio)
Cllr Mrs P Strack (Substitution)

In attendance: L Stack – Resident
H Jones (Town Clerk)

42. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr Mrs F Turner (Vice-Chairman) (Other Business) (Cllr Mrs P Strack Substituted) and Cllr Mrs S Maughan (Other Business).

43. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

44. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 12 November 2013 were approved and authorised for signing by the Committee Chairman.

45. FESTIVAL 10K AND FUN RUN 2014

The Committee noted that the Secretary (Ms P Poole) of the Borehamwood Athletic Club had been invited to the meeting to discuss arrangements for the 2014 10k run and Fun Run (part of the Civic Festival).

With regret, Ms Poole had been unable to attend and had met instead with the Committee Chairman and the Town Clerk in the morning of the same day to discuss the issues raised and to consider a plan for the 2014 event to take to the meeting.

It was AGREED that:

- (i) assistance be provided to Borehamwood Athletic Club in publicity for the 2014 Festival Run (including notification to local radio stations);**

- (ii) additional stewards (to make up a total of 20) be arranged by the Council to complement and support Rotary Club stewards and other volunteer helpers for the 2014 Festival Run;**
- (iii) Cllr C Butchins be asked to investigate the possibility of obtaining a quote for plastic bags (to be used as “Goodie Bags” at the 2014 Festival Run and other events) from suitable companies;**
- (iv) a separate Fun Run (i.e. in addition to the 10k and Fun Runs on 15 June 2014) to be organised as part of the Families’ Day arena acts/displays for the age group 4-7 on 28 June 2014.**

46. COACH TRIPS 2014

By way of background, it was noted that the Council planned to continue to run a programme of coach outings to various seaside and countryside destinations for qualifying residents aged 60 or over each summer (during June and July). This service commenced in 1988 and continued to be a success and very popular with residents.

It was noted that new destinations were considered each year with up to 900 people taking the opportunity to have an affordable day trip. Tickets were priced at £6.00 in 2013/14 and were available only to eligible Elstree and Borehamwood residents (and carers).

A formula was devised or

It was RESOLVED that:

- (i) the pricing of Coach Trips for 2014/15 remain at £6.00 each;**
- (ii) suggested new or changes to the destinations (following investigation of user figures) be as per 2013 with the exception that Rochester be replaced with Oxford; and**
- (iii) questionnaires be submitted to coach trippers to ascertain preferences for future coach trip destinations and to measure satisfaction levels with Council service.**

[Post Meeting Note: The 2013 statistics indicated that Rochester was the least well attended trip (72%). A separate destination suggested by a Member of the Public of Bressingham was also carefully considered as a possibility to replace the Norwich Trip (to be considered in the future in light of the questionnaire responses).]

In 2014/15 the following trips were therefore proposed (subject to coach company availability):

JUNE	Monday 9th	Southend
	Tuesday 10th	Clacton
	Wednesday 11th	Brighton
	Thursday 12th	Hastings
	Monday 30th	Bournemouth
JULY	Tuesday 1st	Salisbury
	Wednesday 2nd	Broadstairs
	Thursday 3rd	Norwich
	Monday 7th	Rye
	Tuesday 8th	Eastbourne
	Wednesday 9th	Portsmouth
	Thursday 10th	Oxford

47. FIREWORKS NIGHT 2013

It was AGREED that:

- (i) the Committee Chairman be asked to arrange a meeting with S Burton (Hertsmere Borough Council) in relation to the clear-up costs of Meadow Park following the 5 November 2013 Fireworks Display with a report back to the next Committee meeting, as appropriate; and**
- (ii) the prizes and entry requirements for the 2014 Penny for the Guy Competition be as follows:**
 - School Prize - £100 cheque**

(one prize - any school age in Elstree or Borehamwood – prize awarded to school for a project)

- **Youth Group Prize - £100 cheque**

(one prize - any Youth Group (e.g. Scouts or Youth Council) in Elstree or Borehamwood – prize awarded to Group for a project or to a charity nominated by the Group)

- **Individual Prize - £25 gift voucher**

(one prize – open to individual young people resident of Elstree and Borehamwood in range of School Year 5 to Year 11 inclusive).

48. HEAD STEWARDS REPORT 2013/14

Members received a tabled report prepared by the Head Steward at Town Council Events (R Jarvis).

It was AGREED that:

- (i) the Head Steward be thanked for preparing the helpful report and that it be noted that the Committee was mindful of all the comments contained therein; and**
- (ii) a meeting be arranged between the Town Clerk, Finance Officer and Head Steward to discuss stewarding requirements for the remainder of 2014 (including, in particular, for the 10K Festival Run scheduled for 15 June 2014 and the new briefing for stewards in relation to the use of sparklers by Members of the Public in Meadow Park on Fireworks Night).**

49. FESTIVAL 2014

Members received an update on arrangements for Families' Day 2014. It was noted that in view of practical considerations it was not possible for the Council to host the suggested 'Allo 'Allo event during Festival in 2014. However, Cllr C Butchins was thanked by the Committee for his work in investigating the possibility.

It was noted that the Extended Festival would include an American Band on Monday 30 June 2014.

Cllr Mrs P Strack would be meeting with the Town Clerk (and/or other Officers) to discuss arrangements for the Pre-Festival Event on 3 May 2014.

Sponsorship opportunities would be sought from (among others):

- High Street Estates
- Elstree Flying School

- Elstree Studios
- Merchandise Mania
- Taylor Wimpey

Members were asked to review the draft forms for the Festival and Parade together with the draft schedule of the Civic Festival (a work in progress) and to notify the Council of any suggested amendments, if possible, by Monday 20 January 2014 in order that the documentation could be issued.

It was noted that the Parade Theme would be 100 Years of Film Making in Elstree and Borehamwood. Parade Entries would be alerted to films made in the area on the Town Council's website.

50. CHRISTMAS LIGHTS

Members reviewed the 2013/14 Christmas lights and considered issues arising from the Switch-On Event held on 1 December 2013.

It was AGREED that:

- (i) the issues of Stalls on site and the use of 96 Shenley Road be considered at a subsequent Committee meeting; and**
- (ii) information be sought from the relevant companies (Lighting Contractor, HCC and its contractor and the national electricity company) to best meet the Council's expectations in relation to the 2014/15 arrangements for fault reporting and acceptable repair times;**
- (iii) the Council seek to pursue a rebate for lights not working during the 2013/14 display (where reasonable to do so); and**
- (iv) a reminder letter be issued in order to ascertain the review period of testing required for the lights and the implication this would have on the Committee's Festive Lights Budget for future years.**

51. TOWN CRIER

Members received an update report on:

- Special Issue 13 produced in conjunction with Elstree Screen Heritage;
- on-line information replacing Ordinary Edition 13;
- Flyer for Edition 13 (including Precept Information); and
- the role and most working practices of the Town Crier Sub-Committee.

It was noted that all articles submitted for inclusion would be considered by the Entertainments Committee through the Sub-Committee prior to approval for publication.

In terms of content, the Committee asked for those wishing to submit articles to be reminded of the policy:

“• Aim to achieve a good mix between shorter, more immediate items and longer stories (Stories no more than 300 words)

- Cover information from a broad range of services;*
- Be written with the audience in mind;*
- Identify in each appropriate story where further information is available via phone numbers and website addresses.*

Elstree and Borehamwood Town Crier will not include:

- Information which is politically biased;*
- Information which has no relevance to Elstree and Borehamwood;*
- Information which may be detrimental to a particular Elstree and Borehamwood community;*
- Information which may be perceived as being unduly supportive of a particular business concern and thereby showing a preference;*
- Articles / stories / letters from, or about, anonymous people.”*

52. CLOSURE

The Meeting closed at 9.05 pm.

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