

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

**ENTERTAINMENTS COMMITTEE**

**MINUTES** of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 11<sup>th</sup> February 2014** at 7.30pm

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

In attendance: T Malton (Finance Officer)

**Part 1 Agenda**

**53. 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 C Butchins (ex-officio) (Other Business).

**54. DECLARATIONS OF COUNCILLORS' INTERESTS**

<b>Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr R Butler	61.Fairway Hall Sound System	Personal and Prejudicial

Members declaring prejudicial interests refrained from taking part in any discussion or decision making processes relating to those items.

Cllr R Butler left the Meeting Room for the duration of discussion on Minute 61.

**55. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 14 January 2014 were approved and authorised for signing by the Committee Chairman.

## **56. FESTIVAL 2014**

Members received an update report on:

### Sponsorship

Members noted the revised list of suggested sponsors sought for the Festival (including Barclays Bank), with the following being offered for each £500 donation per organisation:

- front cover Town Crier publicity;
- leaflet distribution;
- mention on Website and Social Media;
- mention in Mayor's addresses; and
- opportunity for banner / stall advertising at Festival events.

It was noted that the deadline for Town Crier (Edition 14) copy was the beginning of April 2014. Therefore, sponsorship would need to be sought as a priority activity to be included in the relevant edition of the Newsletter.

### The Festival Parade – 14 June 2014

It was noted that Toque Tambor (Brazilian Dance Troup) had been confirmed as the Lead Artistes after Tom Costello.

It was further noted that the Parade application forms had been updated with the Committee's recommendations including a space to indicate the film choice for the entry theme and helpful suggestions for ideas.

Staff understood the Committee's recommendation to emphasise the theme of the Parade in all publicity on the topic.

### Families Day – 28 June 2014

Members received an update report, as requested previously by the Committee, on the outline of the act to be performed by the Harry Potter Roadshow. It was noted that in order to reduce costs, this act would not be booked for the Pre-Festival Event.

However, as the Committee had sought to increase the range of age specific entertainment at Families Day, the inclusion of "The Harry and Hagrid Show" was seen as a welcome addition to the listings in order to appeal to young people in the Community.

Turning to catering provision, the following arrangements were being progressed (following the withdrawal of the Hot Dog Hopper Van Co and Lolly Dollies Ice Cream Van):

<u>Provider</u>	<u>Catering</u>	<u>Fee</u>
Hansons	Healthy Options (inc. Vegetarian)	£120
Novello	Ice Cream Vans (x2)	£120
Lee Family	Burger Van (with tea & coffee)	£120
Lee Family	Candyfloss Stall	—
		£360

It was noted that the costs of pitch for Families Day were as follows:

Community Organisation (e.g. BETTA)	FREE USE
Commercial Organisation (e.g. Nail Bar)	£50
Catering Supplier Contractor (e.g. Hot Dog Van)	£120

Regardless of above status, it was noted that the Council provided a table hire facility (£20 per table). Members were also reminded that in order to ensure that overheads were met, no catering tokens would be offered to Stewards, other contractors or to Artistes at the event.

## **57. PRE FESTIVAL EVENT – 3 MAY 2014**

The Committee Chairman and Cllr Mrs P Strack provided Members with an update report on arrangements for the Pre-Festival Event scheduled to take place in All Saints Church Piazza.

It was noted that the Clerk would seek to keep any stewarding requirements for the event to a minimum.

It was felt that a pragmatic approach would be to make a decision on the venue (i.e. inside or outside) on 2 May 2014.

Fourteen tables had been provisionally booked in the Hall at 96 Shenley Road.

In addition, it was felt that there would be a sufficient volume of participants to perform inside the Church with Students to be accompanied by Pianist Christian Parks. A request had been received for Merryfield School to perform first.

Cllr Mrs P Strack was awaiting further information on the two proposed concerts to be performed at the event.

Of the fourteen selected stalls, it was noted that preference would be given to applications by:

- Elstree and Borehamwood Girlguiding - to displaying memorabilia, Photographs, flags etc, highlighting the Brownies' Centenary;
- Borehamwood Athletic Club - to encourage entries for the Festival 10K and Fun Run on 22 June 2014; and
- Penniwells Group – to raise funds for riding for the disabled.

## **58. FESTIVAL 10k & FUN RUN – 22 JUNE 2014**

It was noted that P Poole had requested that the date for the Festival 10k and Fun Run be rescheduled from Sunday 15 June 2014 to Sunday 22 June 2014.

**It was AGREED that:**

- (i) the Festival 10k and Fun Run be rescheduled take place on Sunday 22 June 2014;**
- (ii) 20 Stewards be deployed to cover the event (x10 Town Council and x10 Rotary Volunteers) with a briefing session prior to the event on 6 June 2014 for all marshals; and**
- (iii) the Athletic Club be asked to ensure that that all participants be provided with a clear map of the route.**

## **59. ADDITIONAL EVENTS FOR 2014/15**

It was noted that Centenary Celebration tickets had been issued by the Town Council to the event on 13 July 2014 from 2.00 pm – 4.00 pm at Schopwick Place organised by Elstree and Borehamwood Girlguiding. Tea and Cakes, a campfire and Brownie songs were together with an archival display were to form the celebration of one hundred years of the Brownie movement. Whilst it was not a public event, invitations had been sent to relevant community organisations and those with a connection to the Brownies.

It was noted that local events might be taking place in connection with the centenary of the start of the First World War. The Committee would keep a watching brief on these as they arose and once more information became available in order to see how the Council could offer support (without direct involvement).

In addition, in 2015 it was suggested that a possible commemoration to mark the end of the Second World War (1945) could take place with a possible lighting of the beacon on Woodcock Hill. It was understood that more information on national commemorations surrounding the World Wars would be forthcoming from Central Government. In the meantime, the Committee Chairman offered to contact Pastor D Jackson to request information on uniformed groups in the area (with the possibility of having a Tattoo Performance at Allum Hall).

## **60. CHRISTMAS LIGHTS**

**It was AGREED that:**

**a letter be issued to the Council's Christmas Lighting provider and Hertfordshire County Council (or its contractor) regarding the report on the 2013/14 Christmas Lighting seeking:**

- a more detailed account of why the lights failed to work on numerous occasions;**
- information on who provided the timers, their age and identification of the body responsible for their fitting;**
- information in relation to fault reporting and acceptable repair times;**
- the possibility of the Council pursuing a rebate for lights not working during the 2013/14 display (where reasonable to do so); and**
- a reminder that the Council had previously sought information 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.**

## **Part 2 Agenda**

## **61. FAIRWAY HALL SOUND SYSTEM QUOTATION**

Cllr R Butler left the Meeting Room.

**It was RESOLVED that:**

- (i) a permanent PA system in Fairway Hall be installed in the new Financial Year 2014/15 (coded to 1637/106 Com. Maintenance) by Stage Two with any requisite amendments to the quote for work being sought prior to installation as recommended by the Committee; and**
- (ii) other contractors quoting for the above work be advised of the outcome and thanked for their assistance to the Council with the possibility of further opportunities for work being possible for future activities of the Authority.**

Cllr R Butler returned to the Meeting Room.

**62. CLOSURE**

The Meeting closed at 8.40 pm.

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