

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 9 September 2016** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr C Barker (Vice Chairman)
Cllr Mrs A Mitchell
Cllr V Eni
Cllr G Silver (Substitution)

Also Present: Cllr Mrs S Parnell

In attendance: D Salter (Events Officer)

20. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr R Butler (Other Business), Cllr Mrs F Turner (Other Business) (Cllr G Silver substituted) and Cllr C Butchins (ex-officio) (Other Business).

21. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

22. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 16 July 2016 were approved and authorised for signing by the Committee Chairman.

23. EVENTS FORUM

The Committee received feedback from the Events Forum held before the Entertainments Committee meeting and considered the recommendations put forward by those present.

Ideas suggested at the forum included:

- *Classic Car Show movie suggestions – ‘Herbie’, ‘Chitty Chitty Bang Bang’ and ‘Grease’*
- *Make the Festival Quiz more like a pub quiz*
- *Multi-Faith Festival*
- *International Food Festival*
- *More events for older residents*
- *Reintroduction of the festival baby show*
- *young mothers event at Fairway Hall*
- *Children’s Festival*
- *Publicity drive*
- *Military re-enactments for Families Day*
- *Show Stopping Headline Act at Families Day*
- *Show Stopping Band for the Parade*
- *Move Classic Car Show to different venue and different date e.g. Families Day*
- *Consider if the Film Show is value for money*
- *Consider if Skateboarding event is value for money*
- *Reintroduce Splash Session*

It was AGREED that:

- (i) **blank estate agent boards be produced with the Town Logo at the top with space to advertise events underneath;**
- (ii) **Councillors be asked to take on separate responsibilities during the Civic Festival and Families Day; and**
- (iii) **the Events Forum be cancelled with future meetings taking the form of individual focus groups with partner organisations.**

24. D2D DISTRIBUTION

Members received a report from D2D Distribution in regards to ensuring that high standards were met in future delivery targets. In view of dissatisfaction with the delivery of Town Crier

edition 22, the report that the 2017 fees would be frozen was welcomed by Members together with the measures put in place to improve the service.

25. FIREWORKS NIGHT

Members received a progress report on arrangements for organising the 5 November 2016 Fireworks Display on Meadow Park.

It was noted that all arrangements for this event had now been completed insofar as this was possible to do so (including obtaining stewards, the issuing and obtaining of proper licenses, permissions, risk assessments, insurance(s) and police and traffic notifications). It was noted that the Risk Assessment included a safeguarding strategy to include Youth Councillors present at the event.

It was also noted that the themed music for the evening, to which the fireworks display would be choreographed, related to Music from the Motown era in order to coincide with the 2016 Families Day Concert which also featured this type of popular music.

Members recognised that as the event fell on a Saturday in 2016, attendance numbers were likely to be high. As a result, Council staff had taken special care to ensure that stewarding arrangements and requests for police present were appropriate and proportionate for the event.

It was AGREED that:

- (i) AMC Communications be appointed as the PA system provider for Fireworks Night 2016; and**
- (ii) J Amer be appointed as the refreshments and fairground rides provider for Fireworks Night 2016 (with exclusivity for the selling of merchandise e.g. glow sticks).**

26. CHRISTMAS LIGHTS

Members received a progress report on arrangements for organising the 2016/17 Christmas Lights and 'Switch On' Event on Sunday 27 November 2016. It was noted that agreement had been reached to provide event activities, including:

- Santa's Grotto
- Carousel and Hot Chocolate stand (provided by J Amer)
- Ice Rink (provided by iSk8)
- Borehamwood Brass Band
- Borehamwood Rock Choir
- Borehamwood Community Choir
- Festoon lights (provided by Lamps and Tubes)

- Red Cross
- Concert in All Saints Church.

The Town Council would seek to provide festive refreshments in All Saints Church and children visiting the grotto would receive a small bag of chocolate coins from Santa. Six Stewards would be employed for the Christmas Event, three in the Church and three outside on a rotation basis.

It was noted that the risk assessment for the event included public liability insurance cover by the contractors.

It was AGREED that:

Rev. T Warr (or other All Saints Church officials in his absence) be asked whether free of charge refreshments could be served in the church as 96 Shenley Road was unavailable.

27. 60 YEARS OF SITCOMS IN ELSTREE

The Committee received a written report prepared by P Welsh regarding a possible future event celebrating 60 years of sitcoms to take place at Elstree Studios in 2017/18.

It was AGREED that:

£1,500 be included as a draft 2017/18 budget heading for costs towards the “60 Years of Sitcoms” event.

28. FORTHCOMING MUSICAL CONCERTS

Members received an update on the 2016 annual BBC Elstree Christmas Concert taking place at Allum Hall on Wednesday 7 December 2016 at 8.00pm.

It was AGREED that:

- ticket prices for the 2016 BBC Christmas concert be set at £6 each (no concessions); and**
- a programme be prepared by the Entertainments Committee in advance.**

29. COACH TRIPS

It was recognised that the administration for the senior citizens’ coach trips had worked well this year with 587 tickets being sold.

It was AGREED that:

- (i) the pricing of Coach Trips for 2017/18 increase to £7.00 each (including the 2016 Christmas trips);**
- (ii) the destinations for the Christmas Market Coach Trips be Rochester and Winchester;**
- (iii) the minimum amount of tickets sold for each coach trips be set at 40; and**
- (iv) two trips be arranged for Eastbourne in 2017/18.**

30. TOWN CRIER

Members were pleased with the comments received by the public on the autumn edition of the Town Crier (Edition 23).

31. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 18 October 2016.

The Meeting closed at 9.30 pm.

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