

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 16th October 2018** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr C Barker (Vice Chairman)
Cllr V Eni (ex-officio)
Cllr Mrs A Mitchell (ex-officio)
Cllr Mrs S Parnell
Cllr Mrs F Turner
Cllr E Silver

In attendance D Salter (Entertainments Officer)

31. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr A Coleshill (Other Business).

32. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

33. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 4 September 2018 were approved and authorised for signing by the Committee Chairman.

34. QUESTIONS FROM THE PUBLIC

It was noted that the General Management Committee had agreed that a three minute slot would be provided at the start of Committee meetings for public participation. There were no Members of the Public present at the meeting on this occasion.

35. COMMITTEE BUDGET 2019/20

Members reviewed the DRAFT 2019/20 Committee Budget noting that these would be considered by the General Management Committee at its meeting on 8 November 2018 prior to being ratified by Full Council on 16 January 2019.

It was **RESOLVED** that:

headline items for the 2019/20 Entertainments Committee Budget be recommended as follows:

Item	Proposed Increase/Decrease	ACTION
First Aider (3143/301)	+£300	2019/20 Budget
Event Staff - Civic Festival (3210/302)	+£1,000	2019/20 Budget
Town Crier Production (4566/405)	-£2,000	2019/20 Budget

36. FIREWORKS NIGHT

Members received a progress report on arrangements for organising the 5 November 2018 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).

37. BATTLES OVER BEACON LIGHTING EVENT

Members received the final rundown of the beacon lighting event on Woodcock Hill on 11 November 2018:

- 5:30pm Borehamwood Brass (Fairway Hall)
- 6:00pm “The Battles Over” played by George MacGregor on his bagpipes.
- 6:15pm Coach transports guests to Woodcock Hill.
- 6:55pm Andrew Grady performs the “Last Post”. (Woodcock Hill)

- 7:00pm Town Mayor lights the Beacon.
- 7:15pm Coach returns guests to Fairway Hall
- 7:30pm Ring out the Bells of Peace (TBC)
- 7:45pm Poems (TBC)
- 8:00pm Refreshments

38. CHRISTMAS LIGHTS

Members received the final programme for the 2018/19 Christmas Lights and ‘Switch On’ Event taking place on Sunday 25 November 2018 as follows:

Inside All Saints Church

- 2:00pm Children’s Concert

Outside All Saints Church

- 3:00pm Borehamwood Community Choir
- 3:30pm James Stowell
- 3:45pm Borehamwood Brass
- 4:30pm Switch On by the Town Mayor and Boreham Wood Football Club
- 4:35pm Borehamwood Brass
- 4:45pm James Stowell

It was noted that Gristwood and Toms would be supplying five Christmas trees for the Town to be placed at All Saints Church, Elstree and Borehamwood Train Station, Manor Road, Leeming Road and Elstree High Street.

39. RISK ASSESSMENTS

The Committee received Risk Assessments prepared by the Entertainments Officer for the Fireworks Display, Christmas Lights Switch-On, Battles Over Beacon Event and Christmas Market Coach Trips.

It was noted that Members were satisfied that the Risk Assessments produced were sufficiently comprehensive in order to be deployed for the events in question.

40. TOWN CRIER

Members received an update on the progress of the Winter Edition of the Town Crier (Issue 32).

Members were happy with the progress.

It was AGREED:

the Town Crier deadline and delivery dates for 2019 be as follows:

- **Spring (Issue 33) deadline 2 January for delivery 1 February**
- **Summer (Issue 34) deadline 29 April for delivery 31 May**
- **Autumn (Issue 35) deadline 29 July for delivery 30 August**
- **Winter (Issue 36) deadline 28 October for delivery 22 November**

41. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 13 November 2018.

The Meeting closed at 8.30pm.

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