

ELSTREE and BOREHAMWOOD TOWN COUNCIL

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Fairway Hall,
Brook Close,
Borehamwood,
Herts. WD6 5BT

All Committee Members are hereby summoned to attend a meeting of the
ENTERTAINMENTS COMMITTEE
which will be held on
Tuesday 12th July 2016 at 7.30pm
in the Meeting Room at Fairway Hall, Brook Close, Borehamwood, WD6 5BT
[Meeting Open to Press & Public]

AGENDA

Part 1 Agenda

1. **Apologies:** To receive and accept apologies for absence.
2. **Declarations of Interest:** To:
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.
3. **Minutes:** To confirm and sign the Minutes of the meeting held on 7 June 2016.

- Attached
4. **D2D Distribution:** To review terms and conditions and discuss delivery issues for the Town Crier issue 22.

- Attached
5. **Festival 2016:** To receive reports on the Summer Festival 2016 from Events Officer and to consider actions as necessary (staffing matters to be discussed at item 9):
 - (i) Parade
 - (ii) Classic Car Show
 - (iii) Families Day
 - (iv) Other Events

6. **Float assistance Awards:** To determine awards for 2016.
7. **Fireworks Night:** To agree a theme for the display.
8. **Elstree Film Studios 90th Anniversary Event**
9. **Town Crier:** appointment of Town Crier sub Committee.

10. **Exclusion of Press and Public:** The Chairman to move the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s.1 (2), the press and public be excluded from the meeting whilst and staffing matters are discussed.

Part 2 Agenda

11. **Entertainments Staffing Report:** To consider:
 - (i) Head Steward's Report following Civic Festival;
 - (ii) Stewarding and Town Council Staffing matters for Entertainments; and
 - (iii) Appointment of Head Steward to July 2017.



D Salter
Events Officer
5th July 2016

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr C Butchins Ex Officio	EBTC		X	X
Cllr C Barker Committee Vice Chairman	EBTC		X	X
Cllr R Butler Committee	EBTC		X	X
Cllr A Coleshill	EBTC		X	
Cllr G Franklin	EBTC		X	
Cllr E Silver Ex Officio	EBTC		X	X
Cllr G Silver	EBTC		X	
Cllr Mrs A Mitchell Committee	EBTC		X	X
Cllr Mrs S Parnell	EBTC		X	
Cllr V Eni Committee	EBTC		X	X
Cllr S Rubner	EBTC		X	
Cllr Mrs P Strack Committee Chairman	EBTC		X	X
Cllr Mrs F Turner Committee	EBTC		X	X
Library	96 Shenley Road	X		
Borehamwood & Elstree Times	Borehamwood Times	X		

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 7th June 2016** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr Mrs A Mitchell
Cllr Mrs F Turner
Cllr V Eni
Cllr A Coleshill (Substitution)

Also Present: Cllr Mrs S Parnell

In attendance: D Salter (Events Officer)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Barker (Vice Chairman) (Other Business) and Cllr R Butler (Other Business) (Cllr A Coleshill substituted)

2. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

3. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 12 April 2016 were approved and authorised for signing by the Committee Chairman.

4. FESTIVAL 2016

The Events Officer provided Members with an update report of arrangements for the 2016 Civic Festival

Civic Parade: 18 June 2016

It was reported that 18 groups were anticipated for the Town Parade made up of Float and Walking entries. Sainsbury's had offered to supply two 40 ft. articulated lorries for the Parade for both the Town Council and Summerswood School.

Dean Sullivan had volunteered the use of a Routemaster bus for the procession.

Families Day Stall Applications

It was reported that 46 stalls would be attending.

Classic Car Vehicle Show: 25 June 2016

It was noted that the Classic Vehicle Show was fully subscribed (with 18 entries)

Talent Show 22 June 2016

It was reported to that there were 11 entries in this year's talent show and that Elstree Productions would be running the show on the night.

Performing Arts Show 21 June 2016

Cllr Mrs P Strack noted that Monksmead, Woodlands, Meryfield and Summerswood would be taking part in this year's show. It was also noted that the show was taking place between 9:00 – 11:30 at Allum Hall and that it was invitation only.

Festival Quiz 29 June 2016

It was reported that 14 teams had registered to take part in this year's quiz.

It was AGREED that:

- (i) the Judges for the parade be Cllr Mrs A Mitchell, Anne Nicodemus and John Cartledge;**
- (ii) the Judges for the talent show be Cllr C Butchins, Cllr Mrs P Strack and Cllr G Franklin; and**
- (iii) a layout of stalls be produced for Families Day.**

5. FAIRWAY HALL PIANO

Members received a report from the Hall Supervisor regarding the continued use of the Fairway Hall piano. It had been noted that the continued moving of the piano from the stage by hall users was damaging the hall floor.

It was suggested that replacing the piano with a lighter electric keyboard would save the Council money from having to retune it each year and prevent any more damage to the floor.

It was AGREED that:

the piano located in Fairway Hall either be removed from the Town Councils asset register (to be sold or donated to a local school or organisation at the appropriate time).

5. CHRISTMAS LIGHTS

Members received two quotes from Lamps & Tubes and Blachere Illuminations for the 2016/17 Christmas Lights.

It was AGREED that:

the item be deferred to a future meeting.

6. TOWN CRIER

Cllr Mrs P Strack reported on a meeting she had with the Events Officer and D2D Distribution representative regarding the delivery problems for issue 22 of the Town Crier.

It was AGREED that:

- (i) R Legroux (D2D Distribution) be invited to attend the next Committee Meeting to update the distribution agreement; and**
- (ii) issue 23 be distributed on Monday 29 August 2016 in order for the deliveries to be completed by Friday 2 September 2016.**

7. CLOSURE

The Meeting closed at 8.50 pm.

It was noted that the next meeting was scheduled for 12 July 2016 at 7.30 pm at Fairway Hall.

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

D2D DISTRIBUTION LTD QUOTATION

(All jobs are solus unless otherwise stated)

TO: Des

FROM: Rachel

DATE: 10 January 2012

SUBJECT: D2D DISTRIBUTION LTD QUOTATION

CLIENT: Elstree & Borehamwood Town Council

PUBLICATION: Towns Crier

SIZE: 8"x4" booklet 20pp

WEIGHT: n/a

QUANTITY: 15 000

AREA/WARD: Households as per ie WD6 and map provided

DISTRIBUTION START DATE: March 2012

DISTRIBUTION END DATE: (TBA)

DISTRIBUTION DURATION: approx. 2 – 5 days

TYPE OF PUBLICATION: one-off/quarterly/ monthly/ annually

COST PER '000 SOLUS: n/a

COST PER '000 SHARED: n/a

FIXED COST SOLUS: £882.00

TOTAL COST: £882.00 + VAT

- ◆ Shared item cost per '000: £34.00
- ◆ If item arrive less than 7 days prior to distribution date no storage costs will be incurred
- ◆ Costs are inclusive of warehousing, distribution and redelivery of missed properties.

The distribution includes:

By ward distribution - households & businesses

By ward pre-estimated distribution coverage

By ward final distribution analysis

By ward No Access reports

Bulk distribution drops

On- going spot checks by Ward

Positive signature delivery sheets by Ward, when required

Re-delivery when required (within 3 days of notification)

Method of work:

A date and time are to be arranged for publication to be delivered to the D2D Distribution Ltd warehouse.

Staff: 5 teams consisting of 5 adults including team managers, transit vans. All teams in mobile contact. All teams will be delegated their Ward and will keep to their given wards throughout the contract period.

Distribution will be completed within 1-7 days depending on quantity

All staff employed full-time, we do not employ casual workers

Access to Council property should be pre-arranged with housing officers, to obtain access for trade bells if access is not gained

Monitoring:

Satellite trackers are used to track individual distributors.

Team Managers will carry out daily spot checks on individual distribution teams.

On completion of Wards distribution, No Access forms will be completed by Ward and submitted to the supervising officer

Re-delivery will be carried out if required, backed up where necessary by a Positive Delivery Report with the signature and address of resident.

On completion of distribution, the supervising officer will receive the Final Analysis Report.

Complaints:

Complaints must be received 7 days after completion of delivery, by fax or email.

Contact Details:

D2D Distribution Ltd

2-4 St Peter's Street - St. Albans - Hertfordshire - AL1 3LF

Tel: (01727) 899330

Fax: (01727) 899190

Email: d2d.distribution@btinternet.com

info@d2d-distribution.co.uk

rachel@d2d-distribution.co.uk