

# 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 6<sup>th</sup> September 2016 at 7.30pm**  
in the Meeting Room at Fairway Hall, Brook Close, Borehamwood, WD6 5BT  
[Meeting Open to Press & Public]

## 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 12 July 2016.

**- Attached**
4. **Events Forum:** To Consider update report from Cllr Mrs P Strack.
5. **D2D Distribution:** To consider response from D2D Distribution in regards to May delivery issues.
6. **Fireworks Night:**
  - (i) To consider progress in arrangements for organising the 5 November 2016 Fireworks Display on Meadow Park.
  - (ii) To consider quote from T Clayden for the supply of amplified sound system.

**- Attached**

7. **Christmas Lights:** To consider progress in arrangements for organising the 2016/17 Christmas Lights and 'Switch On' Event on 27 November 2016.
8. **60 Years of Television in Elstree:** To consider idea suggested by P Welsh to hold an event to celebrate 60 years of Television at Elstree Studios.  
**-Attached**
9. **Forthcoming Musical Concerts:** To consider requirements for musical concerts before January 2017.
10. **Coach Trips – Report by Jenny Simon**  
**- Attached**
11. **Town Crier:** To consider issues arising from production and distribution of Autumn edition (Issue 23) and future actions for the Winter edition (Issue 24).



D Salter  
Events Officer  
19 August 2016

Distribution List:

| Name                                     | Organisation      | post | e-mail | courier |
|--|-------------------|------|--------|---------|
| Cllr C Butchins<br>Ex Officio            | EBTC              |      | X      | X       |
| Cllr C Barker<br>Committee Vice Chairman | EBTC              |      | X      | X       |
| Cllr R Butler<br>Committee               | EBTC              |      | X      | X       |
| Cllr A Coleshill                         | EBTC              |      | X      |         |
| Cllr G Franklin                          | EBTC              |      | X      |         |
| Cllr E Silver<br>Ex Officio              | EBTC              |      | X      | X       |
| Cllr G Silver                            | EBTC              |      | X      |         |
| Cllr Mrs A Mitchell<br>Committee         | EBTC              |      | X      | X       |
| Cllr Mrs S Parnell                       | EBTC              |      | X      |         |
| Cllr V Eni<br>Committee                  | EBTC              |      | X      | X       |
| Cllr S Rubner                            | EBTC              |      | X      |         |
| Cllr Mrs P Strack<br>Committee Chairman  | EBTC              |      | X      | X       |
| Cllr Mrs F Turner<br>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 12<sup>th</sup> July 2016** at 7.30pm

**Present:** Cllr Mrs P Strack (Chairman) (in the Chair)  
Cllr C Barker (Vice Chairman)  
Cllr C Butchins (ex-officio)  
Cllr Mrs A Mitchell  
Cllr Mrs F Turner  
Cllr V Eni  
Cllr G Franklin (Substitution)

**Also Present:** Cllr Mrs S Parnell

**In attendance:** R Legroux (D2D Distribution) (Minute 15)  
D Salter (Events Officer)

**8. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr R Butler (Other Business) (Cllr G Franklin substituted)

**9. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**10. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 7 June 2016 were approved and authorised for signing by the Committee Chairman.

## 11. FESTIVAL 2016

Members received a report from the Events Officer regarding the 2016 Civic Festival.

### Civic Parade: 18 June 2016

It was noted that Parade Float numbers were as follows:

|      | Vehicle | Walking | Total |
|------|---------|---------|-------|
| 2016 | 6       | 8       | 14    |

#### Absentees:

Funky Friends – Float  
Aldenham Country Park – Float  
The Royal British Legion - Float  
Saffron Green - Float  
Elstree Production – Walking

Float Winners – Summerswood School

Walking Winners – Hertsmere Academy of Dance

#### **It was AGREED that:**

- (i) the Rolling Base be invited to the 2017 Civic Parade;**
- (ii) a large show band be booked to lead the 2017 Civic Parade; and**
- (iii) the implications of school lorries being organised for the Civic Parade in future years by Town Council representatives be investigated with a report back to the 8 November 2016 meeting.**

### Festival Skate park Awareness Day 19 June 2016

Approximately 200 people turned up throughout the day to enjoy the event with roughly 40 children taking part in the workshops which were reported as being both popular and ran throughout the day. Pro BMX rider Jack Clarke came and performed his renowned displays together with pro-skater Awadh Mohammed. Members recognised that skateboarding was a popular activity for young people at the current time and expressed satisfaction that the facilities at Aberford Park were being well utilised. Some Members were pleased to note that the Civic Festival provided activities for young people in the community.

**Classic Vehicle Show: 25 June 2016 (James Bond theme)**

It was noted that despite poor weather, the thirty Members of the Public who remained to watch the outdoor screenings of *Goldfinger* and *The Spy Who Loved Me* enjoyed the performances and were applauded for getting into the spirit of the occasion. Due to the vagaries of English Weather, it was felt that the 2017 show would not risk an outdoor screening.

Car Attendance:

|             | <b>Cars Booked</b> | <b>Unbooked Cars</b> | <b>Total</b> | <b>Weather</b> |
|-------------|--------------------|----------------------|--------------|----------------|
| <b>2014</b> | 16                 | 4                    | 20           | Very Hot       |
| <b>2015</b> | 18 (Capacity)      | 7                    | 25           | Rain           |
| <b>2016</b> | 14 (18 booked)     | 2                    | 16           | Rain           |

**Elstree & Borehamwood's Got Talent: 8 June 2016**

|             | <b>Tickets Issued</b>             | <b>Entries</b> |
|-------------|-----------------------------------|----------------|
| <b>2014</b> | 150                               | 9              |
| <b>2015</b> | 149                               | 13             |
| <b>2016</b> | 110 (smaller venue)<br>FULL HOUSE | 11             |

2016 Talent Show Winner – Romario Faldes performing a ‘Rat Pack Medley’.

It was noted that in previous years The Ark theatre had hosted and organised the event. This year the Town Council had taken over all these duties with help on the night provided by Elstree Productions. Brian Burton presented the evening. Members felt that the evening was a great success and that Fairway Hall was a good home for the event in future years.

**Festival Flower Show: 25 June 2016**

It was noted that the Commonwealth themed Flower Festival held at All Saints Church had 30 entries this year. Thanks were given by Committee Members to the Chairman, Cllr Mrs P Strack, for her role in organising the popular annual event.

**Primary School Performing Arts Concert: 21 June 2016**

This year four schools took part in the concert; Monksmead, Woodlands, Meryfield and Summerswood. David Boakes (Michael Jackson impersonator and Families Day Act) took responsibility for providing audio-visual effects and sound management.

**Festival Quiz: 29 June 2016**

|             | <b>Team Entries</b> |
|-------------|---------------------|
| <b>2014</b> | 17                  |
| <b>2015</b> | 14                  |
| <b>2016</b> | 15                  |

Winners – The Sunday Club

Committee Members noted that whilst some comments had been made that the quiz questions were difficult this year, it was nevertheless recognised that two teams scored 90/100 or over correct answers. The Mayor’s Secretary was thanked for her assistance in setting up the scoring system, devising the questions and setting the theme (400 years since William Shakespeare’s death).

**Melrose Allotments Open Day: 30 June 2016**

Once again residents and potential plot holders took the opportunity to inspect the allotments and to meet some of the current plot holders on site. Samples of produce and advice on the benefits of gardening and the work involved in maintaining an allotment were shared. The Committee recognised that this event was an important opportunity for the Town Council to showcase its allotment services.

**Festival Park Run: 25 June 2016**

It was noted the new Festival 5k Park Run was a popular event this year organised in partnership with ‘parkrun’, an organisation hosting free, weekly, 5km timed runs around the world. Over 40 people took part in the 5k run around Aldenham Country Park Lake (the permitter of the parish

boundary). All runners received Council bags with water, chocolate bars and a copy of the festival guide from the Town Mayor, Cllr C Butchins. The winners were all given trophies specially made for the event.

- 1<sup>st</sup> Male – Harvey O’Brart
- 1<sup>st</sup> Female – Heidi Woodhams
- 1<sup>st</sup> Junior – Andrew Rogers

**Families Day: 2 July 2016**

It was noted that the Committee had listened carefully to the suggestions made at Events Forum meetings leading up to the 2016 Festival with the result that the following were included in the Families Day programme:

- The Traditional Mr Punch & Judy Show
- Allocated Stall layout facing the arena (layout maps displayed on site)
- Live Music (1960’s theme)

This year a sheet was produced for all the stewards which included a list of all the stalls and where they were located, map of the park and details of all the performers.

It was noted that the Town Council had received many positive comments on social media regarding Families Day and its organisation. The Council was committed to receiving feedback and suggestions about the Festival and would facilitate consultation by arranging for feedback forms to be made available on its website (to be advertised in Town Crier Issue 23).

The stall numbers in 2016 were as follows:

|             | <b>Community Stalls</b> | <b>Caterers/Commercial</b> | <b>Income</b> |
|-------------|-------------------------|----------------------------|---------------|
| <b>2014</b> | 52                      | 9                          | £610          |
| <b>2015</b> | 41                      | 7                          | £450          |
| <b>2016</b> | 45                      | 5                          | £400          |

Stall absentees:

- Elstree Screen Heritage
- Leisure Time



The Parks Department at Hertsmere Borough Council were satisfied with the clean-up operation by the Town Council at Meadow Park.

The Committee received a report outlining the net 2016 Festival costs against budget and the 2015 figures. The Finance Summary was as follows:

|             | <b>Net Cost of the Festival</b> | <b>Budget</b> | <b>Variance</b> |
|-------------|---------------------------------|---------------|-----------------|
| <b>2016</b> | £16,931                         | £17,650       | £719            |

It was **RESOLVED** that:

- (i) a beer tent be investigated for the possible inclusion for the 2017 Families Day;**
- (ii) all stall holders be provided with the stewards' information sheet on emergency procedures, site layout, stall allocations and performances;**
- (iii) costings be obtained for consideration of alternative style portaloos options ;**
- (iv) signage setting out performance/act times be widely displayed throughout Meadow Park;**
- (v) cheerleaders at both Families Day and the Parade be considered;**
- (vi) the 2017 Pre Festival Event be held on Saturday 6 May 2017;**
- (ii) the 2017 Parade theme be "Star Wars and the films of George Lucas" in celebration of the 40<sup>th</sup> Anniversary of the release of the original Star Wars movie;**
- (iii) the Parade be held on Saturday 17 June 2017; and**
- (iv) the 2017 Families Day be held on Saturday 1 July 2017.**

#### **Museum History Walk: 3 July 2016**

This year's Museum History Walk was attended by 34 residents and was once again proven to be a very popular event in the Civic Festival. The walk included a trip to Well End (with location photographs) and was organised by D Armitage and J Woolston of Elstree and Borehamwood Museum.

### **Teddy's Trails: 3 July 2016**

The Teddy's Trail organised walk from Caldecote to Elstree and Borehamwood train station was enjoyed by 31 people led by the trails organiser, J Cartledge. The walk included an inspection of the old moat at Haberdasher's School with the Headmaster in attendance to welcome the walkers. Special thanks were provided to D Sullivan and S Simmonds (Sullivan Buses) for arranging for a personalised Routemaster bus to carry walkers to the starting point. The walk and transport were provided free of charge. It was noted that further information on the Teddy's Trail walks could be found on the Council's website ([www.elstreeborehamwood-tc.gov.uk/index.php/yourtown/teddy-s-trails](http://www.elstreeborehamwood-tc.gov.uk/index.php/yourtown/teddy-s-trails)).

Despite the concurrence of both the Museum and Teddy's Trail walks in 2016, both event organisers acknowledged that the numbers of participants in each case was at maximum capacity for the type of event in question. Nevertheless, in scheduling for 2017, it was noted that the dates of these walks would be kept separate.

### **12. FLOAT ASSISTANCE AWARDS**

**It was RESOLVED that:**

**float assistance awards for 2016 be determined as follows (coded to Float Assistance Budget 3235/302):**

|   |             |
|---|-------------|
| <b>Borehamwood 2000 FC -</b>                | <b>£100</b> |
| <b>Hare Krishna (Bhaktivedanta Manor) -</b> | <b>£100</b> |
| <b>Hertsmere Academy of Dance -</b>         | <b>£100</b> |
| <b>Summerswood School -</b>                 | <b>£100</b> |
| <b>The Venue -</b>                          | <b>£100</b> |
| <b>Mencap -</b>                             | <b>£100</b> |
| <b>Total:</b>                               | <b>£600</b> |

### **13. FIREWORKS NIGHT**

Members received a progress report on arrangements for organising the 5 November 2016 Fireworks Display on Meadow Park. It was noted that the date of the event was a Saturday in 2016.

**It was AGREED that:**

- (i) Fantastic Fireworks be reappointed as the pyrotechnics contractor for the 2016 Elstree and Borehamwood Town Council fireworks display on Meadow Park on Saturday 5 November 2016 (following a best value review) with a choreographed musical theme of 'Motown';**

- (ii) the 'Penny for the Guy' competition judged by the Town Mayor at the fireworks display in 2016 be arranged with the following prize scheme:
- School prize - £100 (cheque)
  - Youth Group - £50 (cheque)
  - Individual Prize - £25 (voucher); and
- (iii) J Amer be appointed as the sole trading caterer and provider of children's rides and merchandise (e.g. glow sticks) at the 2016 fireworks display.

#### **14. ELSTREE FILM STUDIOS 90<sup>TH</sup> ANNIVERSARY EVENT**

Following a full and wide ranging discussion, it was concluded that further investigation should be put to the Town Council hosting a film evening at the Reel Cinema.

The intention, subject to agreement from all parties, would be for a screening to be held of a classic film made at Elstree Studios with Borehamwood Brass performing appropriate music at the event. It was noted that this proposal would be considered further at a future Committee meeting.

#### **15. TOWN CRIER**

##### Town Crier Distribution

A representative from D2D Distribution provided feedback to the Committee on the recently reported delivery problems with issue 22 of the Town Crier.

It was noted that future deliveries from Hertsmere Borough Council Print and Design Services to the distribution centre would be rescheduled to a Monday (rather than a Friday).

It was further noted that the ongoing arrangements with D2D would be monitored by the Council in order to ensure that the service was of a high standard and that the Council would also seek to limit any additional printing costs caused by 'rogue' delivery workers disposing of copies of the magazine.

##### Town Crier Issue 23

It was noted that the next meeting of the Town Crier Sub-Committee was scheduled to take place on Monday 19<sup>th</sup> July 2016 at 4.00 pm in the Town Council Offices.

**It was AGREED that:**

**the Town Crier Sub-Committee for 2016/17 be appointed as follows (open to all Town Councillors to attend):**

**Cllr Mrs P Strack (Sub-Committee Leader)**

**Cllr Mrs S Parnell**

**Cllr C Butchins**

**P Welsh (Elstree Screen Heritage)**

## **16. CHRISTMAS LIGHTS 2016**

Members received a quotes for the 2016/17 Christmas Lights for Shenley Road, Elstree Village, Leeming Road and Manor Way.

It was noted that three quotes were sought but one company was unable to provide.

**It was RESOLVED that:**

- (i) Lamps and Tubes be appointed as the 2016/17 Christmas Lights contractors (to be reviewed in 2017/18); and**
- (ii) the new light rental scheme for Shenley Road be a “shooting star” design in Green and Silver colours.**

## **17. EXCLUSION OF PRESS AND PUBLIC**

**It was RESOLVED that:**

**under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the press and public be excluded from the meeting whilst staffing matters were discussed.**

## **18. STEWARDING AND STAFFING MATTERS**

The report of the Head Steward was received.

**It was RESOLVED that:**

**R Jarvis be reappointed as the Head Steward for the remainder of the 2016/17 Council Year (to cover Fireworks Night and Christmas Switch On 2016) and for the Civic Festival 2017 (with a review at the end of that period) and the job description and delegated powers of appointment and management of Stewards be similarly approved for that period (as previously agreed by the Committee).**

**19. CLOSURE**

The Meeting closed at 9.30 pm.

It was noted that the next meeting was scheduled for 6 September 2016 at 7.30 pm in the Town Council meeting room with a meeting of the Events Forum taking place beforehand in Fairway Hall (open to press and public) at 6.30pm.

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

**From:** Tony Clayden <tony@amc-comms.co.uk>  
**Sent:** 11 June 2016 20:47  
**To:** EBTC Dan Salter  
**Subject:** fireworks 2016

Hi Dan

Further to our recent conversation, I am pleased to confirm my price for the following:-

**Fireworks Night 2016**

Provide and operate **two independent** systems as follows :-

**A. Speech/Announcement System:-**

Four poles, each carrying three high power horn speakers, driven by twin battery-operated audio amplifiers, driven by wired microphone. This will ensure maximum reliability and safety in the event of any emergency which may arise during the event, and will not be dependent on mains failure / generator malfunction.

**B. Music System:-**

Four stand-mounted amplified speaker systems, driven by CD player [NB- Customer to supply suitable music on CD]

These to be fed from a 240 volt mains supply (if available), or from a suitable generator. (The latter to be of at least

3.5 KVA capacity – *the rating of EBTC's own generator is unknown and may / may not be adequate*)

The cost will be £750.00 plus £70.00 for the hire of a generator if required. No VAT chargeable.

Please have particular regard to all the above details when considering this proposal.

*Tony Clayden*

Antony M. Clayden MInstSCE  
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Hi All

On the other subject of a special celebration to acknowledge 60 years of television series at Elstree Studios to be held at the Studio. I will be meeting Morris in a few weeks to flush out ideas and details.

I see a great way the Town Council could participate is to fund a film and tv music concert by the BBC band to end the evening. To that end I would like to be able to say EBTC will underwrite the cost of that part with say £1,500 to £2,000 to cover equipment hire, band fee, catering for band, etc., etc. If you exclude comps there would be say 150 seats available to sell at say £10 a ticket which means the real cost to EBTC would either be nothing or max £500 which is peanuts.

The EBTC need to make that decision so I can go armed to the Studio with that info. I will then seek sponsorship and ensure the Studio also coughs up. I personally will pledge £1,000 out of my savings as I have cancelled any holiday plans this year. For me this is probably a last hurrah but who knows.

However, we must move forward as time is always our enemy.

Paul

memorandum

To: Dan & Tracey  
cc Huw  
From: Jenny  
Date: 14.7.16

**COACH TRIP RESUME**

Attached is a resume of the Coach Trips 2016.

The trip on 12.7.16 went to Eastbourne as there had been no tickets sold for Greenwich after three weeks of sales. Tickets to Clacton, Broadstairs, Eastbourne and Margate sold very quickly, as did Stratford Upon Avon – possibly because of the 400<sup>th</sup> anniversary of Shakespeare’s death and associated publicity.

The trip to the Cotswolds had a shortfall of 18 seats, the trip to Rye (subject of complaints in the 2014 questionnaire) 39, Portsmouth 15 and Hastings 2. This made a shortfall of 74, in part compensated by sales, mostly on the day, of tickets originally bought by people who did not show up or their friends said they were not travelling – a total of 25. This made a shortfall in sales of 49 seats.

The number of people not turning up on the day, having bought a ticket, was 42.

Overall number of tickets sold was 587 out of a total of 636. Total income was £3,815.50 out of a total possible income of £4,134.00 (a shortfall of £318.50).

I hope this is of assistance.

Jenny

enc



Resume of Ticket Sales - Coach Trips 2016

| DAY   | DATE    | DESTINATION         | Sold | Price | SHORT | EXTRA |
|-------|---------|---------------------|------|-------|-------|-------|
| Mon   | 13.6.16 | Cotsworlds          | 35   | £6.50 | 18    |       |
| Tue   | 14.6.16 | Clacton             | 56   | £6.50 |       | 3     |
| Wed   | 15.6.16 | Hastings            | 51   | £6.50 | 2     |       |
| Thur  | 16.6.16 | Bournemouth         | 53   | £6.50 |       |       |
| Mon   | 4.7.16  | Broadstairs         | 55   | £6.50 |       | 2     |
| Tue   | 5.7.16  | Poole               | 55   | £6.50 |       | 2     |
| Wed   | 6.7.16  | Rye                 | 14   | £6.50 | 39    |       |
| Thur  | 7.7.16  | Eastbourne          | 62   | £6.50 |       | 9     |
| Mon   | 11.7.16 | Portsmouth          | 38   | £6.50 | 15    |       |
| Tue   | 12.7.16 | Eastbourne 2        | 54   | £6.50 |       | 1     |
| Wed   | 13.7.16 | Margate             | 57   | £6.50 |       | 4     |
| Thur  | 14.7.16 | Stratford Upon Avon | 57   | £6.50 |       | 4     |
| TOTAL |         |                     | 587  |       | 74    | 25    |

**TOTAL 587 X £6.50 = £3815.50**

**TOTAL CASH TAKEN = £3815.50**

TOTAL POSSIBLE SALES = 12 X 53 = 636 SEATS @ £6.50 = £4134  
 SHORTFALL = 49 SEATS @ £6.50 = £318.50