

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 7th February 2016 at 7.30pm
in the Meeting Room at Fairway Hall, Brook Close, Borehamwood, WD6 5BT
[Meeting Open to Press & Public]

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 the 12 January 2016.

- Attached

4. **Events forum replacement questionnaire:** Put forward questions to be added.

5. **Film Evening at the Reel Cinema:** To consider progress report on the event taking place on Thursday 16 March 2017.

6. **Mini Spring Fair:** To consider a proposal from Cllr Clive Butchins

7. **Offenburg Band Visit:** To consider proposal to fund the catering for the bands upcoming visit from the Entertainments Committee's hospitality budget.

8. **150 Years of Elstree & Borehamwood Railway Station:** To consider the following:
 - (i) Town Crier - 4 page insert/pull-out
 - (ii) Re-print of the 100 year anniversary of Film & Television edition sharing costs with Elstree Screen Heritage to receive a better deal.

- Attached

9. **Future Events and Civic Festival 2017:** To consider update on Festival arrangements:
 - (i) All Saints Coffee Mornings
 - (ii) Pre-Festival Event (6 May 2017);
 - (iii) Festival Guides;
 - (iv) Civic Parade (17 June 2017);
 - (v) Float Prizes;
 - (vi) BBC Elstree Concert Band Movie Concert (19 June 2017);
 - (vii) Elstree & Borehamwood's got Talent (21 June);
 - (viii) Outdoor screening of a Star Wars film (24 June 2017);
 - (ix) Families' Day (2 July 2017); and

10. **Eventbrite:** to consider proposal from Cllr Cynthia Barker

11. Coach Trips 2016/17: To consider

- (i) Christmas Market Trips 2016 report **- Attached**
- (i) suggested new or changes to the destinations; and
- (ii) other improvements to the administration of and publicity for the trips.



D Salter
Events Officer
31 January 2017

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 10 January 2017** at 7.30pm

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

Also Present: Cllr Mrs S Parnell
 Cllr A Coleshill

In attendance: D Salter (Events Officer)

50. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr Mrs F Turner (Other Business) and Cllr C Butchins (Other Business).

51. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

52. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 8 November 2016 were approved and authorised for signing by the Committee Chairman.

53. CHRISTMAS LIGHTS 2016

Members reviewed the 2016/17 Christmas lights and considered issues arising from the Switch-On Event held on 27 November 2016.

Members were satisfied with the response from the contractor, Lamps and Tubes, in respect of response times to fault reporting and noted that this year's lights were more reliable than previous years and that there had been very few issues with lights not working.

Those present were in agreement that the Christmas Lights switch on had been a great success with the largest turn out ever for this event.

Gristwood & Toms had enquired as to whether the Town Council could order the Christmas Trees for All Saints Church and Elstree and Borehamwood Train Station in September 2017.

It was AGREED that:

- (i) a quote be sort from Lamps & Tubes to provide lighting for the 2017/18 Christmas tree at All Saint Church;**
- (ii) the possibility of having battery operated lights in the three trees outside All Saints Church be investigated;**
- (iii) a meeting be held with local PCSOs, if possible in October/November, before the switch on event to discuss crowd safety; and**
- (iv) additional safety barriers be obtained to be positioned from the Christmas tree to the vestry meeting room.**

54. 150 YEARS OF ELSTREE AND BOREHAMWOOD RAILWAY STATION

The Committee received a written report prepared from First Impressions on ideas for a 150 year anniversary of the Elstree and Borehamwood Railway Station, including a Souvenir Edition of Town Crier similar to 2014's 100 years of film and television edition and applications for funding. In order to obtain further advice, it was accepted that the Committee would review the assistance that the Town Council could provide to this project at the February meeting.

55. ELSTREE STUDIOS 90TH ANNIVERSARY FILM EVENING

Members received an update report on the arrangements for the film evening taking place at the Reel Cinema on Thursday 16 March 2017.

It was noted that all arrangements for this event had now been agreed as follows:

- 7:00pm – Band sets up
- 7:10pm – Bottles of water and bags of popcorn put on every seat.
- 7:20pm – Doors Open
- 7:30pm – Band starts playing a selection of music from Elstree made movies.
- 7:50pm – Introduction to the movie from Town Mayor
- 8:00pm – Movie Start

56. 2017 PRE FESTIVAL AND CIVIC FESTIVAL

Pre Festival

Members received an update on arrangements for the 2017 Pre Festival and Civic Festival.

It was noted that there would be a range of organisations (those that served the community with no affiliation to any political party) invited to hold a stall at the Town Council Pre Festival Event. The Rolling Base Children's Activities Bus would be asked to attend again.

It was further noted that Borehamwood Brass, the Community Choir and the Borehamwood Rock Choir would be asked to perform at the event.

In the Piazza behind All Saints Church would be a small outdoor Café area with hired tables, chairs & umbrellas. John Amer would be supplying a selection of fairground rides to go alongside the Café area.

Civic Parade

It was noted that "North London Brass" (who led the annual London New Year's Day parade) would be leading this year's civic parade and would be playing music from "Star Wars" and "Indiana Jones" as part of the routine.

Families Day

Members were informed that the four acts chosen for Families Day had confirmed their bookings as follows:

- Above and Beyond (acrobat group)
- The Joseph Peace Fire Stunt Show
- Storm Trooper Stunt Team
- Dwarf Vader and the Short Troopers (Star Wars novelty act)

Civic Festival

Members received a progress report and dates on Town Council run events taking place during the 2017 Civic Festival. It was noted that Lucasfilm had declined permission for the Council to screen the original Star Wars movie during the festival and that only show "The Force Awakens" or "Rogue One" could be aired. Members were minded to screen one of these films.

It was also noted that the organisers of 2016's "Tribute to On the Buses" event were happy that they were included in the 2016 festival listings and have asked to be included again in 2017.

Civic Festival 2017 (Town Council Events)

Saturday 17th June 2017

Civic Parade – Star Wars 40th Anniversary and the films of George Lucas & Steven Spielberg

Sunday 18th June 2017

Teddy's Trails Festival Walk

Wednesday 21st June 2017

Elstree & Borehamwood's Got Talent

Thursday 22nd June 2017

Melrose Allotments Open Day

Friday 23rd June 2017

Borehamwood Brass concert

Saturday 24th June 2017 (TBC)

Festival Run – Parkrun

Saturday 24th June 2017

Festival Flower Show

Saturday 24th June 2017

Outdoor Cinema in Meadow Park – Star Wars Rogue One

Tuesday 27th June 2017

Primary Schools Performing arts concert

Wednesday 28th June 2017

Royal Legion Quiz

Thursday 29th June 2017

Screening of "Elstree 1976" with a Q&A with Director Jon Spira

Saturday 1st July 2017

Families Day

Sunday 2nd July 2017 (TBC)

BBC Concert Band at Allum Hall – John Williams and other film Music

It was AGREED that:

- (i) any school fetes taking place during the festival be included in the festival guide (if possible);**
- (ii) a quote be sought from the Elstree and Borehamwood Times to advertise the 2017 Civic Festival; and**
- (iii) the theme of the parade be embellished to include “Star Wars 40th Anniversary and the films of George Lucas and Steven Spielberg” in order to provide increased public choice.**

57. TOWN CRIER

Members received an update and draft copy of issue 25.

It was noted that there had been significantly fewer delivery complaints for issues 23 and 24 of the Town Crier and that more residents were receiving copies.

58. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 7 February 2017.

The Meeting closed at 8.30pm.

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

Printing estimate for the Souvenir edition of the Town Crier

500 copies £573

1,000 copies £644

1,500 copies £714

2,000 copies £783

memorandum

To: Dan & Tracey
cc Huw
From: Jenny
Date: 9.12.16

COACH TRIP RESUME

Attached is a resume of the Christmas Coach Trips 2016.

Thursday 8 December 2016 – Winchester: 45 sold, two no show, 43 went

Friday 9 December 2016 – Rochester : 25 sold, one no show 24 went

Jenny

A handwritten signature in black ink, appearing to read 'Jenny', with a large loop at the end.