

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 6th June 2017 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 4 April 2017.

- Attached

4. **Festival 2017:** To consider update on Festival arrangements.
 - Agree on parade judges
 - Agree on Families Day layout
 - To receive an update on Parade and Families Day stall applications
 - To receive an update on Ticket Sales
 - To receive an update on Borehamwood's Got Talent entries
 - To receive an update on Festival Quiz entries

5. **Event Risk Assessments:** To review Risk Assessments for forthcoming events.

- Attached

6. **Town Crier:** Appointment of Town Crier sub Committee;

A handwritten signature in black ink, appearing to read 'D Salter', written in a cursive style.

D Salter
Entertainments Officer
31 May 2017

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr C Butchins	EBTC		X	
Cllr C Barker Committee Vice Chairman	EBTC		X	X
Cllr R Butler	EBTC		X	
Cllr A Coleshill Committee	EBTC		X	X
Cllr G Franklin	EBTC		X	
Cllr E Silver Mayor Ex Officio	EBTC		X	X
Cllr G Silver	EBTC		X	
Cllr Mrs A Mitchell Committee	EBTC		X	X
Cllr Mrs S Parnell Committee	EBTC		X	X
Cllr V Eni Deputy Mayor Ex Officio	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 4 April 2017** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
 Cllr C Barker (Vice Chairman)
 Cllr Mrs A Mitchell
 Cllr A Coleshill (Substitute)
 Cllr V Eni
 Cllr Mrs F Turner
 Cllr Mrs S Parnell (Substitute)

In attendance: D Salter (Events Officer)

81. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr C Butchins (ex-officio) (Other Business) Cllr Mrs S Parnell (Substitute), Cllr R Butler (Other Business) Cllr A Coleshill (Substitute).

82. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

83. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 7 March 2017 were approved and authorised for signing by the Committee Chairman.

84. 150 YEARS OF THE RAILWAY

Members received an update on arrangements for the 150 Years of the Railway celebrations taking place in 2018.

It was AGREED that:

the theme for the 2018 Civic Festival be agreed as 150 Years of Elstree and Borehamwood Railway Station (as requested by Elstree Screen Heritage).

85. 2017 PRE FESTIVAL

Members received the final programme for the Pre-Festival taking place on Saturday 6 May 2017.

Pre Festival Programme

11:00	96 Opens and Pre-Festival Starts
11:00	Community Choir (All Saints)
12:00	U3A Choir (All Saints)
13:00	Borehamwood Brass (Outside)
14:00	Borehamwood Rock Choir (Outside)

Behind All Saints Church (“The Piazza”)

It was noted that J Amer would be providing one bouncy castle, one inflatable slide and two fairground rides.

It was also reported that the following stalls would also be set up in The Piazza:

- Town Council Coffee Area
- Garden Crafts Society
- EBLOS
- Herts & Middlesex Wildlife Trust
- Hertsmere Community Transport
- Bric-a-brac
- Tried & Trusted

Outside All Saints Church

It was reported that information stalls would be set up outside of All Saints Church and stalls collecting money for local causes would be set up on the service road outside 96 Shenley Road.

The stalls that would be setting up outside of All Saints Church were:

- Town Council Information Stall
- Community Hertsmere

86. 2017 CIVIC FESTIVAL

The Entertainments Officer provided Members with an update report on arrangements for the 2017 Civic Festival.

Saturday 17 June 2017

- Carnival Parade – Star Wars 40th Anniversary and the films of George Lucas & Steven Spielberg, 1:45pm – 3:30pm
- EBLOS Production of “Old Time Music Hall”
Fairway Hall, Brook Close, WD6 5BT, 8:00pm

Sunday 18 June 2017

- Teddy's Trails Festival Walk
Elstree and Borehamwood Railway Station, 1:30pm
- Festival Church Service
St Michael's and All Angels Church, 3:00pm
- EBLOS Production of "Old Time Music Hall"
Fairway Hall, Brook Close, WD6 5BT, 4:00pm

Monday 19 June 2017

- Beginners Ballet class with Hertsmere Academy of Dance for 4.5 & 5 year olds
St Pauls Church Hall, 5:00pm – 5:45pm
- Dynamic Yoga Free Taster Session
Maxwell Park Community Centre, 7:30pm – 9:00pm
- BBC Concert Band "The John Williams Story" – Music from a Galaxy far, far away
Allum Hall at 8:00pm

Tuesday 20 June 2017

- Primary Schools Performing Arts Concert, 9:30am
- Bowls Club - Free open evening
- Senior Commercial Street Class Taster Session
Fairway Hall, Brook Close, WD6 5BT. 5:15pm – 6:00pm

Wednesday 21 June 2017

- K's Dance Free Taster Class
Maxwell Park Community Centre, 4:15pm
- Elstree & Borehamwood's Got Talent
Fairway Hall, 7:00pm

Thursday 22 June 2017

- Allotment Open Day
Melrose Allotments, Furzehill Road. 12pm
- 'Neurobics' Free Taster Session
Maxwell Park Community Centre, 2:00pm – 3:00pm

- Pregnancy Yoga Free Taster Session
Maxwell Park, Community Centre, 7:15pm – 8:45pm
- Star Wars Table top & Roleplaying Game Evening
Fairway Hall, Brook Close, WD6 5BT. 7:00pm – 10:00pm
- Adult Musical Theatre Dance Class
St Teresa's Church Hall, 8:00pm – 9:00pm

Friday 23 June 2017

- Dynamic Yoga Free Taster Session
Maxwell Park Community Centre, 9:30am – 11:00am
- Borehamwood Brass Concert
All Saints Church, 7:30pm
- Schools Art Show at 96 Shenley Road – 9am – 5pm

Saturday 24 June 2017

- Festival Parkrun
Aldenham Country Park, 9:00am
- Schools Art Show at 96 Shenley Road – 9am – 5pm
- Fire Station Open Day
Elstree Way, 1:00pm – 4:00pm
- Rogue One: A Star Wars Story
Free outdoor screening in Maxwell Park at 7:30pm
- Festival Flower Show
All Saints Church, 10:30am – 3:00pm

Sunday 25 June 2017

- Synagogue Open Day at 12pm
- Elstree Productions Show “Colour of Summer”
Fairway Hall, Brook Close, WD6 5BT. 2:30pm & 7:30pm
- Schools Art Show at 96 Shenley Road – 11am – 4pm
- Elstree Productions Show “Colour of Summer”
Fairway Hall, Brook Close, WD6 5BT. 2:30pm

Monday 26 June

- Flower Festival Coffee Morning at All Saints Church
All Saints Church, 11:00am
- Dynamic Yoga Free Taster Session
Maxwell Park Community Centre, 7:30pm – 9:00pm

Tuesday 27 June

- Bowls Club - Free open evening

Wednesday 28 June 2017

- K's Dance Free Taster Class
Maxwell Park Community Centre, 4:15pm
- Royal Legion Quiz
The Royal British Legion, 7:00pm

Thursday 29 June 2017

- 'Neurobics' Free Taster Session
Maxwell Park Community Centre, 2:00pm – 3:00pm
- Pregnancy Yoga Free Taster Session
Maxwell Park, Community Centre, 7:15pm – 8:45pm
- "ELSTREE 1976" Screening with Q&A from Director Jon Spira
Fairway Hall, Brook Close, WD6 5BT. 8:00pm

Friday 30 June

- Dynamic Yoga Free Taster Session
Maxwell Park Community Centre, 9:30am – 11:00am

Saturday 1 July 2017

- On The Buses 10th Anniversary Event
Fairway Hall, Borehamwood, WD6 5BT, 9:00am - 5:00pm
- An Evening with John Lyons & Norman Eshley
Fairway Hall, Brook Close, Borehamwood, WD6 5BT. 7:00pm
- Families Day
Meadow Park, Brook Road. 12:00pm – 5:00pm
- Maxwell's Family Event
Maxwell Park, 7:30pm – 11:00pm

Sunday 2 July

- Museum History Walk, 2:00pm – 4:00pm

Sunday 9 July

- Great Faith Get Together in Borehamwood

Families Day

The draft programme for Families Day on Saturday 1 July 2017 was as follows:

12:00pm Borehamwood Rock Choir
12:30pm Above & Beyond Acrobatic Display
1:00pm The Joseph Pearce Fire Stunt Show
1:30pm Star Wars Light Saber Duel
2:00pm Hertsmere Academy of Dance
2:30pm K's School of Dance
3:00pm Above & Beyond Acrobatic Display
3:30pm The Joseph Pearce Fire Stunt Show

Outside Arena:

- J Amer Amusements (Inflatable Slide, Inflatable Gladiator, Kiddies Aeroplane Ride, Kiddies Swing Ride, Bungee Trampoline)
- Star Wars Characters
- 'Bubbleologist'
- Punch & Judy (3x shows)
- Dwarf Vader & The Short Troopers

Caterers:

Sizzlers

- Asian Cuisine Food Stall
- X2 Fast Food stalls (burgers and hot dogs)
- Ice Cold Slush Stall
- Ice Cream Van
- Donut / Crepe Stall

J Amer

- Candy Floss Cart

87. TOWN CRIER

Members discussed having a Councillor profile page featuring questions and answers with a different Councillor in each edition.

It was AGREED that:

the Town Crier would not feature Councillor profile pages.

88. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 6 June 2017.

The Meeting closed at 8.30pm.

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

AGENDA ITEM 5

Event Risk Assessment Form - CARNIVAL PARADE 2017

Event Name: Carnival Parade	Date: 17 th June 2017	Venue: Brook Road Car Park & Moving Parade
Establishment: Elstree and Borehamwood Town Council	Assessment by: Daniel Salter	Date: 10 th May 2017
1st Review Date Due : 10 th May 2018	Reviewed by:	Date:



Activity / Area of Concern <i>ie: what is taking place as part of the event?</i>	Hazards Identified <i>ie: what can cause harm?</i>	Persons at Risk <i>ie: who could be harmed by the hazard?</i>	Current Risk Factor <i>(high, medium or low)</i> <i>ie: determine the level of risk</i>	Control Measures taken to minimize each Risk <i>ie: what action can you take to lower the level of risk</i>	New Risk Factor <i>(high, medium or low)</i> <i>ie: risk factor after action taken to minimize the risk</i>
Mismanagement	Inadequate planning / control of event	Members of the public	High	Parade follows established route and guidelines. Event is publicised and planned months in advance.	Medium
Insurance	Inadequate public liability insurance in case of accident	Members of the public / property	Low	Elstree & Borehamwood Town Council provides event public liability insurance for a minimum of £10million.	Low
Car Park	Safety of public and Parade participants	Members of the public / property	High	Car Park plan as agreed with HBC officers to be utilised to minimise traffic hazard. Pay and display suspended to allow floats and public vehicle access to parking facilities Stewards briefed to help Parade assemble. Powerful Megaphone used to communicate instructions Marshalling of car park by Stewards. First Aid on site.	Medium
Communications	Emergency services and	Members of the public; emergency	Medium	Local Bus companies, Tesco's, Police, Hertsmere Borough Council, Fire Brigade and Market Traders all notified of date, route	Low

	others unaware of display	services, local business, local authority		and possible disruption. HBC to provide a traffic order of closure notice. Parade information distributed as part of the Festival Signage along Parade route as required, prior to event informing of date and times of procession.	
Litter	Injury caused from site debris	Members of the public	Medium	Ensure the site is cleared of any hazardous/inflammable material on the day of the event ie no litter, paint, tyres, rubber, furniture, gas cylinders, corrugated cardboard, fuel, bottles, batteries, aerosols, etc (this list is not exhaustive) Entrants advised not to leave litter. Litter pick of car park before and after event.	Low
Spectators	Control of crowds close to, or involved in the Parade	Members of the public	Medium	Spectators must be kept out of the procession. Whilst there are no physical barriers to prevent this from happening Parade Stewards to walk throughout the procession to monitor safety. Radios used to communicate throughout. Sufficient identifiable stewards with high visibility jackets, and radios situated at suitable intervals along the procession to ensure no unauthorised access. Stewards briefed prior to event. Head steward to have a radio that connects directly to the police.	Low
Alcohol consumption	Disorderly behaviour	Members of the public/Staff/Parade Participants	Medium	Stewards to be vigilant for disorderly behaviour All Staff and Parade Participants instructed not to consume alcohol before or during the event.	Low
Car Park / On Route	Fire	Members of the public / Parade participants	Medium	Parade entrants advised to carry fire extinguishers on board floats and given safety guidelines to minimise risk of fire. Stewards to call 999 emergency services in the event of any fire or accident. Fire brigade informed of event and if available, to follow at rear of procession.	Low
Car Park – access points	Emergency access inhibited/prevented	Members of the public	Medium	Emergency vehicle access available at all times. Entrance will have stewards posted throughout the event.	Low
Car Park - communications	Large Area, noisy engines	Participants / staff	Medium	As per 2016 Parade, Professional Powerful Megaphone used to communicate directly with participants, this allows more flexible, direct communication. Powerful Megaphone to be used for any public announcements	Low

Any area	Accident / injury	Members of the public / staff	Medium	Red Cross in attendance and requested to provide qualified and appropriate level of First Aid cover on site	Low
Other incidents	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation – Stewards and use of Megaphone to communicate with the public and assist in escorting off-site/away from harm	Medium
Car parking – non Parade participants	Injuries caused by moving vehicles	Members of the public – especially children	Medium	Car parking situated for public sited away from the Parade assembly point. Movement of public vehicles to follow car park plan and directed by Stewards.	Low
Weather conditions	Rain/Snow/L ighning etc...	Members of the public / participants	Medium	In the Summer. Cancellation if severe weather forecast. If severe weather conditions arise on the day brief stewards to inform entrants the parade to be halted and dissolved in an orderly fashion. Parade takes place during daylight hours at approx the same weekend in the Summer each year.	Low

Name of person completing Risk Assessment (printed): **Daniel Salter**

Signature: **D Salter**  Date: **10th May 2017**

Event Risk Assessment Form - Outdoor Cinema 2017

Event Name:	Outdoor Cinema	Date:	Saturday 24 th June 2017	Venue:	Maxwell Park, Borehamwood
Establishment:	Elstree & Borehamwood Town Council	Assessment by:	Daniel Salter	Date:	23 rd May 2017
1st Review Date Due :	23 rd May 2018	Reviewed by:		Date:	



Activity / Area of Concern	Hazards Identified	Persons at Risk	Current Risk Factor (high, medium or low)	Control Measures taken to minimize each Risk	New Risk Factor (high, medium or low)
ie: what is taking place as part of the event?	ie: what can cause harm?	ie: who could be harmed by the hazard?	ie: determine the level of risk	ie: what action can you take to lower the level of risk	ie: risk factor after action taken to minimize the risk
Crowd Control	Inadequate planning /control of event.	Members of the public.	Medium	Stewards Arranged to assist in seeing people and vehicles in and out of the event.	Low
Vehicle Movements	Collisions and accidents	Members of the public.	Low	Participants informed Marshalls to supervise vehicle movements	Low
Alcohol Consumption	Disorderly behaviour	Members of the public.	Medium	Stewards will be vigilant for any signs of disorderly behaviour and report it to the necessary services.	Low
Access point clearance	Risk of inhibited access for emergency services	Members of the public	Medium	Stewards to make sure that access is kept clear	Low

Communications	Marshalls lack of communication	Members of staff of public	Low	Radios supplied to Marshalls	Low
First Aid	Accidents/ Injuries	Members of the public	Medium	Marshalls to call relevant services	Low
Car Parking	Injuries caused by car parking	Members of the public	Medium	Car parking is situated in the community centre car park, no visitor vehicles on allowed on site.	Low
Children getting separated from parents	Lost Children	Members of the public	Medium	PA System to be used and Stewards will be at the main entrance at all times.	Low

Name of person completing Risk Assessment (printed): Daniel Salter.....

Signature: D Salter.....  Date: 23rd May 2017

Event Risk Assessment Form - Families Day 2017

Event Name:	Families Day	Date:	Saturday 1st July 2017	Venue:	Meadow Park, Borehamwood
Establishment:	Elstree & Borehamwood Town Council	Assessment by:	Daniel Salter	Date:	23 May 2017
1st Review Date Due :	23 May 2018	Reviewed by:		Date:	



Activity / Area of Concern	Hazards Identified	Persons at Risk	Current Risk Factor (high, medium or low)	Control Measures taken to minimize each Risk	New Risk Factor (high, medium or low)
ie: what is taking place as part of the event?	ie: what can cause harm?	ie: who could be harmed by the hazard?	ie: determine the level of risk	ie: what action can you take to lower the level of risk	ie: risk factor after action taken to minimize the risk
Crowd Control	Inadequate planning / control of event.	Members of the public.	Medium	Stewards / Volunteers to assist in seeing people in and out of the event. Patrols take place during event.	Low
Safety of Crowd, Stewards and Participants	Making sure emergency can manage any unforeseen emergencies.	Members of the public.	Low	Police, fire and ambulance informed the event is taking place. An event Notification form has been sent. Venue is 9 acre open space with open spaces for easy EVAC procedures	Low
Alcohol Consumption	Disorderly behaviour	Members of the public.	Medium	Stewards issued with safety information to adhere to at all times. PCSOs in conjunction with Stewards will be vigilant for any signs of disorderly behaviour and report it to the necessary services. There will be no sale of alcohol on site. In cases of emergency stewards will dial 999	Low
Main Access Point	Risk of inhibited access for emergency services	Members of the public	Medium	Appointed Stewards to make sure that there is clear access area at all times	Low

Communications	PA systems cables catch fire or electrocute. Trip over cables.	Members of staff of public	Medium	Professional PA equipment to be hired and operated by a qualified technician. Suppliers PA system also in place for use of announcements	Low
First Aid	Accidents/Injuries	Members of the public	Medium	There will be first aiders on hand, supported by the Red Cross.	Low
Meadow Park	Litter	Members of the public	Medium	Stewards in place to clear as much litter as possible during the event. HBC have been booked to deliver bins at the beginning of the day and to complete a thorough clean up at 5pm that day.	Low
Car Parking	Injuries caused by car parking	Members of the public	Medium	Traffic management will be managed by Stewards	Low
Catering	Food Poisoning	Members of the public	Medium	Only authorized professional caterers used	Low
Children getting separated from parents	Lost Children	Members of the public	Medium	Stewards to be advised on procedure through verbal and written instructions. A meeting point will be identified should any children lose their adults. PA system available for public announcements.	Low
Cables & Wires	Trip over cables	Members of the public / staff	Medium	Public not to come in to contact with cables.	Low

Name of person completing Risk Assessment (printed): Daniel Salter

Signature:D Salter..... Date: 23rd May 2017

