



ELSTREE and BOREHAMWOOD TOWN COUNCIL

Fairway Hall, Brook Close, Borehamwood, Herts. WD6 5BT
Tel: 020 8207 1382 Fax: 020 8953 7645



All Committee Members are hereby summoned to attend a meeting of the
ENTERTAINMENTS COMMITTEE
which will be held on
Tuesday 15 October 2019 at 8pm
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. **Public Participation:** To receive questions/statements from the public in relation to items on the agenda (one 3 minute slot for up to 3 Members of the Public)
3. **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.
4. **Minutes:** To confirm and sign the Minutes of the meeting held on 3 September 2019.
- Attached
5. **Fireworks Night 2019:** To consider the progress in arrangements for organising the 2019 Fireworks display on 5 November 2019
6. **Christmas 2019:** To consider the progress in arrangements for organising the 2019/20 Christmas Lights and 'Switch On' Event on 1 December 2019
7. **Christmas Trees**
8. **Entertainments Budgets:** Review Entertainments Budget 2020/21
- Attached
9. **Future Events:** To determine future Town Council events.
10. **Town Crier:** To consider dates for 2020

A handwritten signature in black ink, appearing to read 'D Salter'.

D Salter
Entertainments Officer
8 October 2019

Distribution List:

Name	Organisation	post	e-mail	courier
Cllr S Rubner – Brookmeadow (Town Mayor)	EBTC		X	X
Cllr Mrs S Parnell – Hillside (Deputy Mayor)	EBTC		X	X
Cllr C Butchins – Hillside	EBTC		X	
Cllr Rebecca Butler - Shenley Road	EBTC		X	
Cllr Richard Butler - Cowley Hill	EBTC		X	
Cllr A Collins - Cowley Hill	EBTC		X	X
Cllr V Eni – Brookmeadow	EBTC		X	X
Cllr P Kaza - Kenilworth South	EBTC		X	
Cllr S Lawrence - Kenilworth North	EBTC		X	X
Cllr J Newmark - Kenilworth South	EBTC		X	
Cllr Mrs P Strack – Hillside	EBTC – Committee Chairman		X	X
Cllr Mrs F Turner – Elstree	EBTC - Committee Vice Chairman		X	X
Cllr M Vince - Cowley Hill	EBTC		X	X
Library	Agenda only	X		
Borehamwood & Elstree Times	Agenda only	X		

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ENTERTAINMENTS COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Tuesday 3rd September 2019** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)
Cllr S Rubner (ex-officio)
Cllr A Collins
Cllr M Vince
Cllr V Eni
Cllr Mrs F Turner
Cllr C Butchins (Substituted)

In attendance: D Salter (Entertainments Officer)

19. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr S Lawrence, (Other Business), Cllr Mrs Parnell (Other Business) (Cllr C Butchins) (Substituted).

20. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

21. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 9 July 2019 were approved and authorised for signing by the Committee Chairman.

22. PUBLIC PARTICIPATION

There were none.

23. FIREWORKS 2019

The Entertainments Officer provided Members with an update on the arrangements for the 2019 Fireworks display.

3 Quotes were received to provide sound for the event.



It was **AGREED** that:

- (i) that **AMC Communications** be the sound provider for the 2019 Fireworks Display.

24. CHRISTMAS 2019

The Entertainments Officer provided Members with an update on the arrangements for the 2019 Christmas Switch-on and BBC Elstree Concert Band Christmas Concert.

Member's weren't happy with the Friday 6 December date for the Christmas Concert and asked for it to be changed.

Switch-On – Sunday 1st December

2.00pm	School Concert (All Saints Church)
3.00pm	Borehamwood Rock Choir
3.30pm	James Stowell
4.00pm	Borehamwood Brass
4.30pm	Switch-On (Actor Bob Barret)
4.35pm	Borehamwood Brass

In the Piazza

Santa's Grotto

Swing Chair Ride

Ice Rink

25. COACH TRIPS

Members received a written report prepared by the Mayor's Secretary on the 2019 Summer Coach Trips.

26. CHRISTMAS COACH TRIPS

Members received a progress report on arrangements for the 2019 Christmas Coach Trips.

It was noted that tickets would be on sale from 22 November 2019 and that these would be advertised in the Town Crier publication and on social media.

It was RESOLVED that:

the Christmas coach trip destinations for 2019 be Canterbury Christmas Market and Rochester Winter Market.

27. FUTURE EVENTS

Committee members discussed dates for the 2020 Civic Festival.

It was AGREED that:

- (i) Festival Parade – 13 June 2020;**
- (ii) Elstree Mozart Concert – 14 June 2020;**
- (iii) Flower Festival – 19 June 2020; and**
- (iv) Families Day – 27 June 2020**

28. TOWN CRIER

Members received the latest edition (Issue 35).

It was AGREED that:

The winter Town Crier deadline be brought forward to 14 October.

29. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 15 October 2019.

The Meeting closed at 8.55pm.

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

Month No : 5

Committee Report

AGENDA ITEM 8

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Leisure & Entertainment</u>						
<u>301</u>	<u>Entertainments</u>					
3110	EVENT STAFF	0	1,400	1,400		1,400
3125	ENT-PUBLICITY	199	450	251		251
3126	BAND & HALL CHRISTMAS	0	1,100	1,100		1,100
3127	EVENTS-HOSPITALITY	182	1,500	1,318		1,318
3130	ENT-FIREWORKS DISPLA	0	10,000	10,000		10,000
3131	FIREWORKS SOUND	0	900	900		900
3142	EQUIPMENT PURCHASE & HIRE	0	1,600	1,600		1,600
3143	British Red Cross-First Aider	210	1,000	790		790
3147	New Initiatives	3,000	2,500	-500		-500
	Entertainments :- Expenditure	3,591	20,450	16,859	0	16,859
3148	Fireworks Sponsorship	0	200	-200		0
3186	TICKET SALES CHRISTMAS	0	780	-780		0
	Entertainments :- Income	0	980	-980		
	Net Expenditure over Income	3,591	19,470	15,879		
<u>302</u>	<u>Civic Festival</u>					
3210	EVENT STAFF	2,624	2,500	-124		-124
3225	CIV-PUBLICITY	0	300	300		300
3229	CIV-EVENT/ARTISTE FEES	16,168	14,000	-2,168		-2,168
3232	CIV-PRIZES/TROPHYS	366	300	-66		-66
3235	FLOATS-F/ASSISTANCE	2,025	1,500	-525		-525
3241	CIV-PREMISES HIRE	600	800	200		200
3245	PHOTOGRAPHIC SERVICE	0	200	200		200
3248	ITEM PURCHASE/HIRE	2,136	3,500	1,364		1,364
	Civic Festival :- Expenditure	23,919	23,100	-819	0	-819
3287	Ticket Sales-Others	528	1,200	-672		0
3290	CIV-DONATION/SPONSOR	0	200	-200		0
3291	STALLS HIRE-F/DAY	200	300	-100		0
	Civic Festival :- Income	728	1,700	-972		
	Net Expenditure over Income	23,191	21,400	-1,791		
<u>405</u>	<u>Town News</u>					
4566	Town Crier Production	4,439	26,000	21,561		21,561
4568	Town Crier Distribution	-810	3,780	4,590		4,590
	Town News :- Expenditure	3,629	29,780	26,151	0	26,151

Month No : 5

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4581	Town Crier Adverts	667	1,500	-833		0
	Town News :- Income	<u>667</u>	<u>1,500</u>	<u>-833</u>		
	Net Expenditure over Income	<u>2,962</u>	<u>28,280</u>	<u>25,318</u>		
407	<u>Coach Trips</u>					
4767	COA-COACH HIRE/ADMIN	7,460	9,125	1,665		1,665
	Coach Trips :- Expenditure	<u>7,460</u>	<u>9,125</u>	<u>1,665</u>	<u>0</u>	<u>1,665</u>
4787	COA-TICKET SALES	4,394	5,194	-800		0
	Coach Trips :- Income	<u>4,394</u>	<u>5,194</u>	<u>-800</u>		
	Net Expenditure over Income	<u>3,066</u>	<u>3,931</u>	<u>865</u>		
408	<u>Christmas Decorations</u>					
4846	CHR-HIRE CHARGE	0	11,010	11,010		11,010
4847	SWITCH ON CEREMONY	0	5,000	5,000		5,000
4868	CHR-CONTRACT	2,332	9,904	7,572		7,572
4869	CHR-MAINT/ELECTICITY	0	625	625		625
4870	CHR-REWIRING/TIME C	1,947	2,500	553		553
	Christmas Decorations :- Expenditure	<u>4,279</u>	<u>29,039</u>	<u>24,760</u>	<u>0</u>	<u>24,760</u>
4881	Christmas Sponsorship	0	200	-200		0
	Christmas Decorations :- Income	<u>0</u>	<u>200</u>	<u>-200</u>		
	Net Expenditure over Income	<u>4,279</u>	<u>28,839</u>	<u>24,560</u>		
	Leisure & Entertainment :- Expenditure	<u>42,878</u>	<u>111,494</u>	<u>68,616</u>	<u>0</u>	<u>68,616</u>
	Income	<u>5,789</u>	<u>9,574</u>	<u>-3,785</u>		
	Net Expenditure over Income	<u>37,089</u>	<u>101,920</u>	<u>64,831</u>		