



# 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 4 February 2020 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. **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 12 November 2019.

- Attached
  
5. **Christmas Lights 2019/20:** To review 2019/20 Christmas lights switch on event and performance and to consider any matters for action, in particular:
  - (i) the overall enjoyment of the Festive experience provided by the Town Council with feedback received from residents; and
  - (ii) any performance issues.

6. **Christmas Coach Trips 2019:** To consider Christmas Market Trips 2019 report

- Attached

7. **Summer Coach Trips 2020:** To consider Summer Coach Trips 2020.

- Attached

8. **2020 Pre-Festival & Civic Festival:** To consider preliminary festival arrangements, including:

(i) Pre-Festival - 16 May;

(ii) Civic Parade (MGM Theme) – 13 June;

(iii) BBC Band Concert - 24 June;

(iv) Mozart Concert and funding during the Civic Festival; and

(v) Soul Jump

9. **Future Events:**

(i) VE Day – Friday 8 May

(ii) Other future events

10. **Town Crier:** To consider issues arising from production of (Issue 37) scheduled for delivery on 7 February 2020.



D Salter  
Entertainments Officer  
28 January 2020

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 12 November 2019** at 7.30pm

Present: Cllr Mrs P Strack (Chairman) (in the Chair)  
 Cllr Mrs S Parnell (ex-officio)  
 Cllr V Eni  
 Cllr Mrs F Turner  
 Cllr P Kaza (Substituted)

In attendance: D Salter (Entertainments Officer)

**42. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Cllr S Lawrence, (Other Business), Cllr A Collins (Other Business) (Cllr P Kaza) (Substituted), Cllr M Vince (Other Business), Cllr S Rubner (Other Business).

**43. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**44. MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting of the Committee held on 15 October 2019 were approved and authorised for signing by the Committee Chairman.

**45. PUBLIC PARTICIPATION**

There was none.

#### **46. FIREWORKS 2019**

Members received the Entertainments Officer's debrief report following the 5<sup>th</sup> of November Fireworks Display at Meadow Park.

Members were very pleased with the event and praised the organisation.

#### **47. CHRISTMAS 2019**

Members received a progress report on arrangements for organising the 1 December 2019 Christmas Lights switch on.

It was noted that all arrangements for this event had now been completed insofar as this was possible to do so (including obtaining stewards, the issuing and obtaining of proper licenses, permissions, risk assessments, insurance(s) and police and traffic notifications).

#### **Sunday 1 December 2019 – Christmas Lights at All Saints**

##### Inside All Saints Church – Schools Concert at 2pm

- Meryfield School
- St Teresa's School
- Monksmead School

##### Outside All Saints Church

- 3.00pm Borehamwood Rock Choir
- 3.30pm James Stowell
- 3.45pm Borehamwood Brass
- 4.30pm Switch on by the Town Mayor and Bob Barratt
- 4.35pm James Stowell
- 4.40pm Borehamwood Brass

Free Santa's Grotto, Ice Rink and Fairground Ride behind the church.

Free Tea & Coffee will be available outside the Reel Cinema with seating inside.

#### **Monday 2 December 2019 – Christmas Tree Lights at The Railway Station**

- 5.00pm Community Choir featuring James Stowell performing Christmas Carols
- 5.30pm Boreham Wood Football Club to switch on the lights with the Town Mayor
- 5.35pm Community Choir featuring James Stowell performing Christmas Carols

#### 48. FAMILIES DAY AND CIVIC FESTIVAL 2020

The Committee received a report of potential acts for the 2020 Families Day prepared by the Entertainments Officer.

It was AGREED:

(i) Families' Day 2020 Artistes be confirmed as follows;

<u>Act</u>	<u>Activity</u>
<b>John Lawsons Circus (£7,500.00 + VAT)</b>	<i>To perform 4 x 40 minute show between 12pm and 6pm</i>
<b>Bubbleologist (£400)</b>	<i>The artiste will provide up to 3 hours of performance over a 5-hour window., with sets lasting up to 45 minutes</i>
<b>Wowbower Mobile Photo Booth (option 2) (£1,450)</b>	<ul style="list-style-type: none"><li>• <i>Unlimited Photo's and two photo genius staff.</i></li><li>• <i>Four Mascots</i></li><li>• <i>500 Balloons</i></li></ul>

(ii) Investigate "Beer Tent" costs and requirements; and

(iii) Traditional Punch and Judy for Families Day.

#### 49. FUTURE EVENTS

The committee agreed dates for 2020 events taking place in Elstree and Borehamwood.

It was AGREED:

- (i) **VE Day Beacon Lighting – Friday 8 May;**
- (ii) **Pre-Festival – Saturday 16 May;**
- (iii) **Parade – Saturday 13 June;**
- (iv) **Families Day – Saturday 27 June;**
- (v) **Fireworks Night – Thursday 5 November; and**
- (vi) **Christmas Lights – Sunday 29 November**

**50. TOWN CRIER**

Members received the Winter Edition of the Town Crier (Issue 36).

The Entertainments Officer reported that The Town Crier came 15 out of over 360 Parish magazines in the 2019 National Parish Magazine Awards.

Members were happy with the Winter Edition.

**51. CLOSURE**

It was noted that the next Committee meeting was scheduled to take place on Tuesday 4 February 2020.

The Meeting closed at 8.39pm.

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

**memorandum**

To: Dan  
Copy: Huw, Tracey

Date: 16.12.19

**WINTER COACH SALES RESUME 2019**

Attached is a resume of tickets sold, by destination with the daily cash taken.

The Winchester trip sold out very quickly. On the day, nine people did not turn up and 44 went. Neil very kindly saw the bus off as I was polling clerk. The weather was very wet.

The Canterbury trip sold only 41 tickets, including one on the day. Four people left messages that they were not going and two didn't turn up. 35 went. The weather forecast was for showers.

The total number of tickets sold was 94 and the income was £752.

Jenny  
Admin

enc



**memorandum**

To: Dan  
Copy: Huw, Tracey

Date: 11.7.19

**COACH SALES RESUME 2019**

Attached is a resume of tickets sold, by destination. Also a list of the daily cash taken.

The total number of tickets sold was 549 and the total cash/cheques was £4392. The lower number of sales for the first two trips was probably due to the later publication of the list of trips and later booking time but exacerbated by the inclement weather. However, Eastbourne, as always, was sold out very quickly and a second trip would have probably been just as successful.

The lowest take up was for Canterbury and the feeling was that most people preferred a seaside destination. In the past, Canterbury was linked with Whitstable, which may be a possibility.

The number of people coming to "take a chance" on the day was higher when the better weather arrived and, in most cases, they could be accommodated as there are invariably a few people who do not show up on the day.

General feedback is very positive – the only comment being earlier information/booking so that people have a chance to plan their trip.

Jenny  
Admin

Total Daily Ticket Sales - Coach Trips 2019

DAY	DATE	DESTINATION	Sold	Price	£	actually went	sold on day
Mon	17.6.19	Broadstairs 1st Trip	34	£8	272	34	5 on the day
Tue	18.6.19	Southend	49	£8	392	47	
Wed	19.6.19	Eastbourne	53	£8	424	46	1 on the day
Thur	20.6.19	Canterbury	22	£8	176	22	
Mon	1.7.19	Clacton-on-Sea	39	£8	312	36	
Tue	2.7.19	Hastings	45	£8	360	40	2 exchanged
Wed	3.7.19	Cotswolds	56	£8	448	52	3 resold
Thur	4.7.10	Bournemouth	56	£8	448	52	3 resold
Mon	8.7.19	Brighton	54	£8	432	51	1 resold
Tue	9.7.19	Rye	39	£8	312	37	1 on the day
Wed	10.7.19	Broadstairs 2nd Trip	55	£8	440	54	1 extra 1 resold
Thur	11.7.19	Cambridge	47	£8	376	44	
			549		£4,392		

TOTAL CASH/CHEQUES FOR DAY

£4,392