



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 10 March 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 4 February 2020.

- Attached
5. **Pre-Festival:** To consider verbal update report on Pre-Festival arrangements.
6. **Civic Festival 2020:** To consider verbal update report on Festival arrangements.
 - (i) Festival Literary Event update;
 - (ii) Parade Update;
 - (iii) Summer Coach Trips – To determine dates;

- (iv) Soul Jump Update; and
- (v) Quiz Night Update

7. Future Events: To discuss any future events.

- (i) VE Day 75th Anniversary Event: Update on arrangements

8. Publications: To consider

- (i) Events Programme; and
- (ii) Town Guide;

9. Town Crier: To consider

- (i) Town Crier Delivery quotes; and
- (ii) Town Crier Sub Committee minutes;

- Attached



D Salter
Entertainments Officer
3 March 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 4 February 2020** at 7.30pm

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

In attendance: D Salter (Entertainments Officer)

52. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr S Lawrence, (Other Business), Cllr A Collins (Other Business) and Cllr M Vince (Other Business)

53. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

54. MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 12 November 2019 were approved and authorised for signing by the Committee Chairman.

55. PUBLIC PARTICIPATION

There was none.

56. CHRISTMAS LIGHTS

Members received the Entertainments Officer's debrief report following the 1st of December Christmas Lights Switch on Event.

Members commented that they had received positive comments from the public regarding the event.

The children's concert went well. The free Tea and Coffee stall outside the Reel cinema was very well attended.

96 Shenley has been booked for refreshments for the 2020 Christmas lights taking place on 29 November 2020 between 11am – 5pm.

It was AGREED:

- (i) No political insignias clothing, badges or other political identification will be worn at Town Council events;**
- (ii) Access to the "Green Room" be invitation only and to have a steward on the door controlling access; and**
- (iii) To acquire three quotations for 2020 Christmas Lights and to include Christmas Tree Lights for Elstree and Borehamwood Railway Station, Manor Way, Elstree Cross Roads, Leeming Road and lights in the four trees outside All Saints Church.**

57. CHRISTMAS COACH TRIPS

Members received a report on the 2019/20 Christmas Coach Trips.

58. SUMMER COACH TRIPS 2020

It was noted that the Council planned to continue to run a programme of coach outings to various seaside and countryside destinations for qualifying residents aged 60 or over each summer (during June and July). This service commenced in 1988 and continued to be a success and very popular with residents.

It was AGREED that:

- (i) Summer Coach Trips 2020 ticket prices be set at £9.00; and**
- (ii) the 2020 Summer Coach trip destinations be set as follows**

**Broadstairs (1st trip)
Eastbourne
Cotswolds**

**Southend
Clacton on Sea
Hastings
Bournemouth
Brighton
Folkstone
Cambridge
Broadstairs (2nd trip)
Portsmouth**

59. CIVIC FESTIVAL 2020

The Entertainments Officer provided Members with an update on arrangements for the 2020 Civic Festival.

Families Day Acts and Entertainment

John Lawsons Circus	£7,500.00 + VAT
Bubbleologist	£400 + VAT
Wowbower Mobile Photo Booth (option 2)	£1,450 + VAT
John Amer Amusements	£2,000 + VAT
Punch & Judy	£500 + VAT

Saturday 13 June

- Civic Parade

Sunday 14 June

- Festival Teddy's Trail Walk
- Mozart Players

Monday 15 June

- Festival Chess Night at Fairway Hall

Wednesday 17 June

- Elstree & Borehamwood's Got Talent at Fairway Hall

Friday 19 June

- Borehamwood Brass Concert
- Flower Festival set up between 10am – 12pm (All Saints Church)

Saturday 20 June

- Festival Parkrun
- Fire Station Open Day
- Flower Show

Sunday 21 June

- Festival Museum Walk

Tuesday 23 June

- School Concert at Allum Hall
- Festival Quiz

Wednesday 24 June

- BBC Elstree Concert Band – Licence to Kill the music from James Bond and other spy movies

Saturday 27 June

- Families Day

Sunday 28 June

- Literature Festival – Fairway Hall 7pm – 9pm
- Meadow Park Band Concert 3pm – 4.30pm

It was AGREED:

- (i) The Town Float theme be “Movie Production”;**
- (ii) No collecting for charity on the Parade apart from the Mayors charity and in the car park only;**
- (iii) Banners to be put up promoting the Pre-Festival on Tesco Roundabout and the Station;**
- (iv) Investigate speciality food stalls;**
- (v) A letter be sent to RBL asking why a charge would be made for the festival quiz, alternatives venues to be investigated; and**
- (vi) Soul Jump to be allowed to use Fairway Hall free of charge to hold a concert as part of the Civic Festival.**

60. FUTURE EVENTS

Members discussed the BBC Elstree Concert Band Christmas Concert and the VE Day Event to be held on Friday 8 May and the Pre-Festival taking place 16 May between 12pm – 4pm.

VE Day Beacon Lighting

- The event will run between 5pm – 7.30pm
- Borehamwood Brass to perform Land of Hope and Glory, Jerusalem, The National Anthem & Rule Britannia.
- Street Party with Ration Books
- Elstree Productions to perform 1940's Music.
- John Amer's Tea, Coffee and Candy Floss stand
- Children's Activities,
- Stalls,
- Museum Display
- Andrew Grady to perform "The Last Post"
- George MacGregor to perform "The Battles Over"
- MC's jointly Nick Male and Paul Welsh
- VE 25 a specially commissioned piece for pipes George MacGregor
- Beacon Lighting 7pm

Pre-Festival

- Bouncy Castle, Slide and Rides
- Café Area
- All Saints Entertainment
- Piazza Entertainment
- Band Concerts

It was AGREED:

- (i) The BBC Elstree Concert Band Christmas Concert tickets increase to £10;**
- (ii) Pre-Festival Banners be placed on the roundabouts near Tesco and the Railway Station;**
- (iii) Entertainers be sought for All Saints and Piazza. HAC Community Choir, Ukulele Band, Elstree Productions and EBLOS;**
- (iv) Stall Holders (Extend number of organisations approached);**
- (v) Activities for children: Face Painting, Pretty Nails, Rock Painting;**
- (vi) Investigate French and Farmers Food Markets; and**
- (vii) Partnership or grant funding £1000 be sought for Concerts in Meadow Park to increase the range of music available to include other genres and music from other cultures.**

61. TOWN CRIER

Members received the Spring Edition of the Town Crier (Issue 37).

It was AGREED:

- (i) EBRA to no longer receive a free advertisement in the Town Crier;**
- (ii) an activities page to become a regular feature;**
- (iii) New deadlines for the Summer Edition (1 April) and Autumn Edition (28 July);**
- (iv) Town Crier Sub Committee to be Cllr P Strack, Cllr S Parnell and Cllr C Butchins; and**
- (v) Town Crier Sub Committee to meet on Friday 14 February. Invitation to be sent to Cllr C Butchins, Cllr A Collins and Cllr M Vince**

62. CLOSURE

It was noted that the next Committee meeting was scheduled to take place on Tuesday 10 March 2020.

The Meeting closed at 9.30pm.

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

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

TOWN CRIER SUB COMMITTEE

MINUTES of a meeting held in Fairway Hall, Brook Close, Borehamwood on **Friday 14 February 2020** at 2.30pm

Present: Cllr Mrs P Strack
Cllr Mrs S Parnell
Cllr C Butchins

In attendance: D Salter (Entertainments Officer)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Cllr A Collins (Other Business) and Cllr M Vince (Other Business)

2. DECLARATIONS OF COUNCILLORS' INTERESTS

There were none.

3. TOWN CRIER GUIDELINES

The Committee took copies of the Town Crier Guidelines to review for the next meeting.

4. ADVERTS

The Committee reviewed the Town Crier adverts.

It was AGREED:

- (i) The adverts be increased to nine pages per issue;**
- (ii) Contact Wicks, Screwfix, Safe Store, Euro Car Parts and Subway: and**
- (iii) Contact local Care homes; and**
- (iv) Produce an advertising leaflet.**

5. ARTICLES

The Committee reviewed the Town Crier article content.

It was AGREED:

- (i) Regular articles from Boreham Wood Football Club;**

- (ii) A dedicated page for the Mayor and Deputy Mayor;**
- (iii) More articles from different faith groups: and**
- (iv) An activity page.**

6. EVENTS LEAFLETS

The committee discussed the possibility of producing two A5 booklets a year (8 pages) promoting events taking place in the town.

It was AGREED:

- (i) To investigate the cost of producing 10,000 A5 8-page booklets twice a year.**

7. CLOSURE

The Meeting closed at 3.25pm.