

ELSTREE AND BOREHAMWOOD TOWN COUNCIL

ELSTREE AND BOREHAMWOOD YOUTH COUNCIL

MINUTES for the meeting held on Wednesday 4th Aug 2010 at Hertsmere Borough Council Civic Office, Borehamwood, starting at 6.30pm.

PRESENT:	Youth Councillors:	James Walker – Chair Megan De Meo Olly Bassil Guy Lewy Jack Lewy
	Youth Connexions	Kali Birchley Marva Benjamin-Cole
	Councillors	Cllr. Penny Swallow Cllr. Richard Butler
	Officer	Ash Tadjrishi – Events Coordinator

1. **APOLOGIES**

None.

2. **MINUTES OF THE MEETING HELD ON 7th July 2010**

The Chair signed the minutes of the meeting held on 7th July 2010. Jack and Guy Lewy stated that they were not able to attend the Youth Council Gig night as minuted. Kali wished to append the minutes to clarify that she had set her auto-reply on email whilst she was on leave.

3. **MATTERS ARISING FROM THE MEETING HELD ON 7th July 2010**

- a. **Action points** – Cllr. Butler asked why nobody had been alerted that Youth Connexions were not going to be turning up on the Emergency Services open day. Kali explained that before she went away on leave she had arranged for staff to attend, however plans changed whilst she was away and nobody had contacted members. Cllr. Penny Swallow expressed concerns that agreed objectives from previous meetings had not been actioned or responded to. AT had contacted Youth Connexions several times to find out the cost of the event but not had any satisfactory response. Kali explained that there had been a difficulty in getting Youth Council members to commit to key elements in organising the gig night. James Walker had been given some information to suggest that the cost would be around £1700. Cllr. Penny Swallow asked whether the cost was comparable to what Potters Bar paid per month to hold their nights as it appeared very high. Marva Benjamin-Cole explained that the figures included security and had been an estimate provided by the person who runs the Potters Bar gig night. Cllr. Richard Butler suggested the cost could be reduced by looking at options for sound equipment hire and would forward a list of suppliers to AT. Olly Bassil questioned as to whether security was a requirement of Fairway Hall. Kali explained that security staff would be required by Youth Connexions as it was part of their own policy and 6 had been requested. Olly asked whether the night could run safely on less. AT agreed that 4 would be enough for Fairway Hall and that the cost per hour of the security staff was as expected. Questions were raised as to whether there had been any bands arranged or publicity out since the last meeting. Marva stated that since there had been difficulty in arranging the bands the night may end up being just a music night with a DJ. Cllr. Richard Butler pointed out that time was running short and without commitment from those at this meeting there would be no action once again. As a result of the concerns surrounding the lack of tangible progress since the last meeting Cllr.

Penny Swallow asked for all members and Kali to agree to undertake some actions to ensure the event happened. The agreed actions listed as follows:

Kali Birchley

Provide full breakdown of costings for the event to AT and James Walker by Monday 9th August.

Liaise with security staff to ascertain whether 4 staff would be suitable to be available on the night from 6.30pm-10.30pm.

On receipt of the Youth Council logo from Olly and the poster and ticket designs from Jack and Guy to have 20A3 posters and 100A6 tickets ready for Youth Councillors by Wednesday 11th August.

Confirm whether Youth Councillors are able to sell advance tickets.

Check with nominated DJ for lighting equipment and to relay contact details to James if consented.

Email details of the Youth Connexions staff and scheduled hours for the event to AT and James Walker.

Update the Youth Council section of the Channel Mogo website with details of the event.

Provide wristbands to be used on the night. 3 different colours.

Make available a camera to take pictures on the night.

Ash Tadjrishi

Be present from 1pm-4pm on the day to assist members.

Acquire food and drink for up to 50 people.

Update the Town Council website.

Speak with the Borehamwood Times and pass on Editors contact details to Megan De Meo.

Get list of AV companies from Cllr. Richard Butler and compare costs.

Order equipment for hire once tech rider received from Megan.

Guy and Jack Lewy

Provide up to date poster and ticket designs to Kali.

Assist in promoting the event.

James Walker

Pass on emails to Kali

Forward contact details from Corina Best to Megan De Meo

Provide Youth Council T-Shirts on the night.

Contact those that were signed up at the Emergency Services Open Day to invite them to participate.

Look after refreshments on the night.

Olly Bassil

Email the Youth Council logo to James

To act as floor manager and sound engineer on the night.

Megan De Meo

Finalise and confirm bands and running order.

Provide technical requirements to AT.

Press release to the Borehamwood Times.

Act as stage manager and artist liaison on the night.

- b. Youth Council clothing** – AT has emailed Kali details of another potential T-Shirt supplier for cost comparison.

4. REPORT OF THE SECRETARY

No report.

5. REPORT OF THE CHAIR

No report.

6. OUTSIDE BODIES

No report.

7. MATTERS ARISING AT THE DISCRETION OF THE CHAIR

None.

8. CLOSURE

The meeting closed at 8.45pm. Date of next meeting 1st September 2010 at 6.30pm in committee room D.

Date:

Chair: