

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 8th October 2019 at
4.00 p.m. in the Town Council Offices

PRESENT: Councillors D Biddleston (Chair), R King (Vice Chair), D Brassington, A McGuinness and J Wallcroft plus Clarice Corfield (Churches Together), Judith Cron (Arts Consortium), Ric Davison and Angela Sherwood (Wild About Flowers).

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

27. APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Brennan and H MacFie plus Hilton Baker.

28. DECLARATIONS OF INTEREST

There were none.

29. DISPENSATIONS

There were none.

30. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 3rd September 2019 be approved as a correct record and signed by the Chairman.

31. BUDGET

(i) ***Draft budget 2019***

Expenditure to date - £107.00 and committed expenditure £6970.42

Actual income received amounts to £836.67

(ii) ***Sponsorship income update***

Sponsorship income received to date amounts to £83.34

Sponsorship needs chasing up and list of companies that have promised sponsorship will be sent to the Councillors Committee members next week.

(iii) ***Stall holder income update***

Stall holder income received to date amounts to £453.33

32. WINTER FESTIVAL 2019

- a) *Site layout* – At a site visit the stage company requested that the stage be positioned diagonally in front of the HSBC pointing up the High Street. This was felt necessary to encourage people to stay and listen to the performances, to project the sound down the High Street and to provide a visual end point for the procession as it moved up the High Street.

RESOLVED:

That there be no fun fair on Charlton Road or anywhere near the stage.

Angela (from Wild About Flowers) reported that she was not happy with the stage in this location or being on Charlton Road as it would affect the activities planned for her forecourt (Longwell Green Records are setting up a stall in the grounds of Wild About Flowers). It was agreed that the Deputy Town Clerk visit Ian of Longwell Records and explain the stage location. **ACTION**

b) *Stall lighting*

Five different options of battery operated stall lighting were considered.

RESOLVED

That 30 sets of option 1 – 20 multi coloured carnival battery festoon lights from Lights For Fun plus batteries be purchased at a cost of £299.70.

c) *Stall booking update.* Stall bookings are going well with a good selection of food concessions booked. A list of stalls booked is available on the Town Council web site events page – under Keynsham Winter Festival.

d) *The Procession*

The staff will be producing placards for each group in the procession. A key person will be allocated to each group in the procession. Councillor procession escorts confirmed are David Brassington, Jonathan Wallcroft, Rachael King, Dave Biddleston and Andy McGuinness. Andy will bring up the rear and walk with the stilt walkers. Judith will be escort for the Keyford Dancers. The procession will congregate on Temple Street from 5.50 p.m. and set off at approximately 6.15 p.m.

The Marching Band are not available to lead the procession this year. Alternatives suggested were a drumming band or a Dad's comedy band.

Order of procession

Johnny G – as Ringmaster will lead the procession with the lead steward

Town Crier

Chuffy the Train – carrying the colouring competition winner and Father Christmas Phoenix Youth Theatre and KLOGS members (in costume)

Workshop children with lanterns and Queens Road Workshop children with masks

Keyford Dancers

Baskerville Gymnastic ribbon dancers

Circus Antics – stilt walkers.

e) *Christmas tree lights*

The Christmas tree lights will be turned on by Erica Davis and Richard Dyson (Good Citizen Award winners). The Deputy Town Clerk will arrange the light switch on with SSE through Alison Wells. Councillors will need to be on site in the church grounds

to assist with the switch on. After the countdown and switch on, St. John's Church will sing a carol by the Christmas tree. At 6.15 p.m. the Church bells will ring.

f) *Entertainment on stage* – update

KLOGS and Phoenix Youth Theatre Group will be undertaking most of the stage performances including the song 'This is Me' sung by KLOGS, 'A Million Dreams' sung by the young people. Joint Carols, the younger members singing 'Jingle Bells' and 'Frosty the Snowman.'

Johnny G in addition to compering will be doing some balloon modelling.

Baskervilles Gymnastics group have asked for a performance slot. In order for KLOGS to arrange the performance times they would need to know what their performance would entail and how long it would be. The Deputy Town Clerk will pass their contact details on to Jo Meredith.

Jo said that as a finale to the stage, she could look into getting an acapella Group to perform.

Jo requested two parking access permits to allow performers vehicles to be parked to the rear of the stage. Jo will prepare an invoice for the cost of their performers and forward this to the Deputy Town Clerk.

g) *Entertainment in the library and on the High Street and in other venues.*

The Keynsham Brass Band will be performing in the Baptist Church, as per 2018.

A location for the Salvation Army needs to be discussed at the next meeting.

A meeting in respect of the Library and Space activities is to be held on 16th October. Ric, members of the library staff and Dawn will be attending to find solutions in respect of the dancing group changing, the capacity of the library and use of toilets within the facility. A report will be brought back to the next meeting.

h) *Entertainment in the Space* – update.

Ric reported the running line up in the Space will be as follows: -

The Performance Dance School

Keyford Dancers

Wellsway Academy Performers

Ric has been given the contact for Razzmataz Theatre Group, but they have not confirmed whether they wish to perform.

f) The programme will go to print and be ready for distribution at the Farmers Market on Saturday 9th November. The stall will be set up at approximately 8.30 a.m. (Deputy Town Clerk will provide the table and cover). Councillors/members volunteered to man the stall as follows: -

Judith – 9 a.m. onwards
Dave
Rachael from 10 a.m.
David Brassington 10 a.m.

Other Councillors will be asked at the next meeting

g) Competitions – colouring and window

Judith has produced two separate designs for the colouring competition (one for the infant category and one for the junior) which were super. These will go to print shortly so that they may be distributed to the schools before the October half-term holiday. Judith will also produce an additional colour design poster for other promotional use.

Copies of the window competition flyer were distributed amongst the Councillors for delivery to the local shops and businesses.

h) Pre-event workshops

Chrissie the artist has been booked and will be running two workshop sessions on Saturday 23rd November in the Key Centre.

12 children, accompanied by a parent per 1 or 2 children, to attend each workshop.
The cost per child £2.50.

There will be a 90 minute break between each workshop.

The morning workshop will be 10am-12 noon and the time of the afternoon workshop will be 1.30 – 3.30pm.

Chrissie will be making balloon lanterns to tie in with the Circus theme.

Pre-event workshop at Queens Road Methodist Church.

Sarah has been busy planning the Queens Road Methodist Church workshop. The children will be making masks and have been invited to attend and be part of the procession.

33. TIME OF MEETINGS GENERALLY

Meeting times are always difficult for someone however early evenings seemed to be a preference.

34. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 5TH November 2019 at 4.00 p.m. in the Fellowship Room (upstairs in the Key Centre).

SIGNED..... DATE.....

(CHAIRMAN)

DRAFT