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TO: ALL MEMBERS OF THE KEYNSHAM WINTER FESTIVAL COMMITTEE

c.c. All Town Councillors

Dear Member

You are requested to attend a meeting of the Keynsham Winter Festival Committee to be held in the Key Centre (Fellowship Room - upstairs), Charlton Road, Keynsham, on **TUESDAY 3rd SEPTEMBER 2019** at 4 p.m.

The Agenda for the meeting appears below.

27th August 2019

DAWN DRURY
DEPUTY TOWN CLERK

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit. You will be directed to a safe assembly point

Arrangements are in place for the safe evacuation of disabled people.

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

RECOMMENDATION:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v)

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. MINUTES OF LAST MEETING

RECOMMENDED:

That the Minutes of the meeting held on Tuesday 6th August 2019 be approved as a correct record and signed by the Chairman.

5. FINANCE

- i) Draft Budget 2019 (attached).
- ii) Sponsorship – Update and to discuss distribution of local sponsorship forms.

6. WINTER FESTIVAL 2019

To consider the following: -

- a) *Site layout, road closure*, – update including variation of Trading Consent License (stall numbers) & submission of applications (banner, road closure, TENS). PRS Music License (update)
First Aid crew and on site emergency vehicle booked
Dial-a-Ride confirmed for Park and Ride Service
Stage – update. To note that Dine Romero, Leader of Bath and North East Somerset Council will attend to perform formalities together with Councillor Andy Wait.
- b) *The Procession* – update –
Booked
Stewards including rotary
Lions- Santa
Town Crier
Chuffy, the Train
Members of KLOGS
Keyford Dancers
Awaiting confirmation
93 (City of Bath) Squadron Air Training Cadets
Baskerville Gymnastics (very keen checking on member availability)
- c) *Entertainment on stage* – update
- d) *Entertainment in the library and on the High Street* – Update including information regarding climbing wall hire cost £400 (youth service involvement). **To note Fear Hall booked for stalls and refreshments. Punch and Judy booked (library staff would like this activity bookable by free tickets, so numbers are managed)**

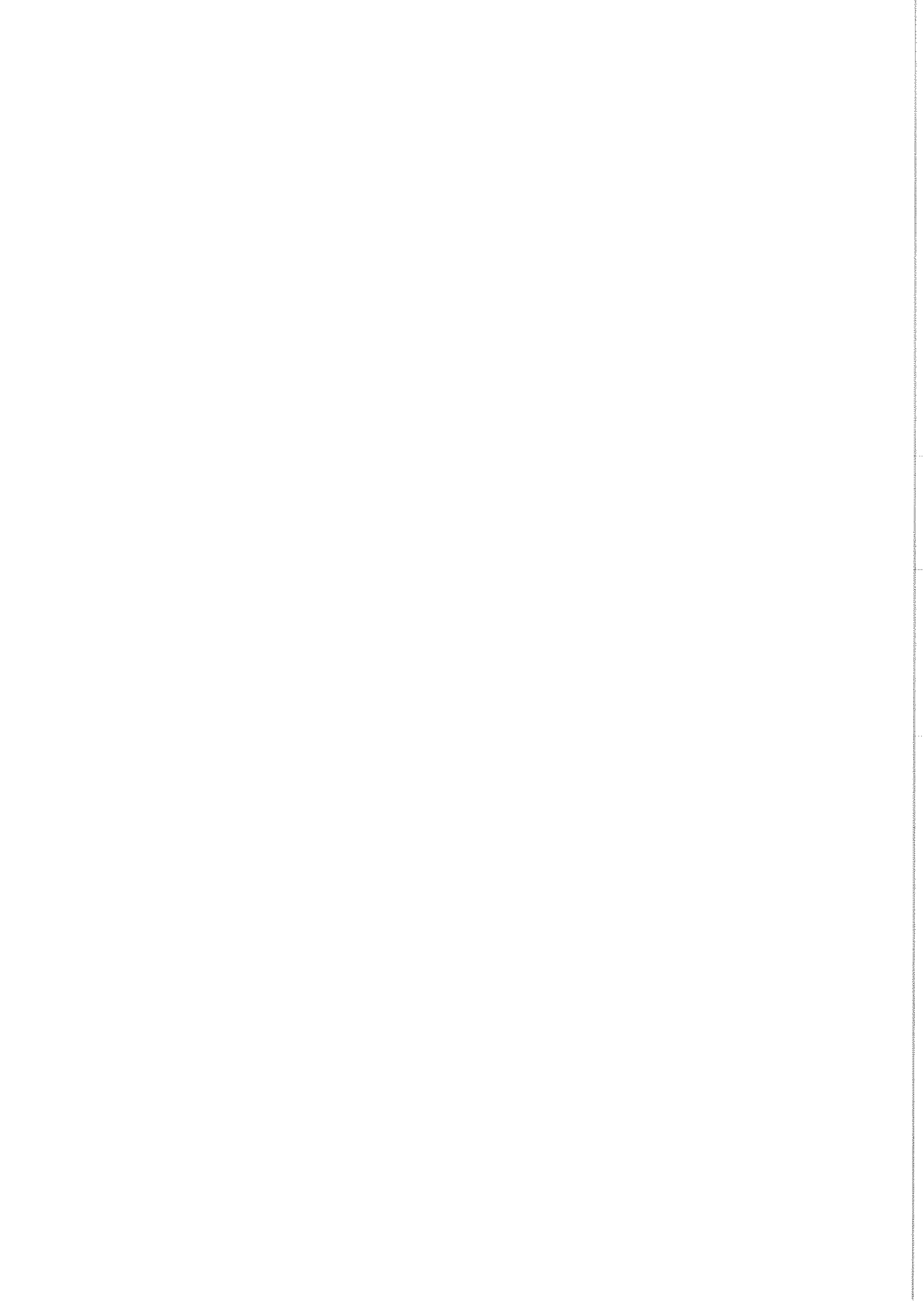
To consider further information received from Circus Antics

- e) *Entertainment in the Space* – update **(All Space performances to be booked through Eventbrite – Free tickets – to ensure numbers are managed)**
- f) *Stalls bookings update* – To note that 10 outdoor stalls and 5 Fear Hall Stalls have been booked. Food concessions include: -
Chef Wu Thai Stall outside shop
Falcon's Paella – veg & meat paella, tapas, non-alcoholic sangria
Zoe Edwards – Hot dogs & dough nuts
Maxi Smart – Mulled wine and roasted chestnuts
Peter Cann – Mulled cider
To note – vintage Doris is not available.
- g) *Fun Fair position* – site meeting with Fun fair company (to be arranged)

- h) *Competitions – colouring and window – Update colouring competition design.*
- i) *Pre-event workshops including possible pre-event workshop at Queens Road Methodist Church – Update **Awaiting confirmation that Chrissie the artist is available. Key Centre booked.***
- j) Christmas Tree quotes.

7. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 8th October 2019 at 4.00 pm** venue to be confirmed.



Winter Festival - 2019 - Draft Budget							
Expenditure	Estimate	Committed	Actual	Income	Estimate	Committed	Actual
Road Closure Licence + advertising	£ 550.00			Churches Together	£ 300.00		
Sound System/lighting/stage	£ 1,250.00	£ 1,400.00		Income from Fairground	£ 650.00		
Refuse sacks/batteries/cable ties	£ 50.00			Income from stalls	£ 1,000.00	£ 220.00	£ 710.00
Park and Ride Bus - Dial-A-Ride	£ 200.00	£ 160.00		Income from Workshops	£ 90.00		
Stewards plus walkie talkie hire	£ 2,250.00	£ 2,418.75		Sponsorship - spreadsheet	£ 2,000.00	£ 50.00	
First Aid Cover	£ 425.00	£ 471.00		Christmas Tree sponsorship	£ 600.00		
Hire of Fear Institute	£ 200.00						
Street trading licence 2019	£ 11.00	£ 11.00	11.00				
Hire of the Space	£ 120.00	£ 120.00					
Performing Rights Licence	£ 75.00				£ 4,590.00		
TENS License for Fear Hall	£ 21.00	£ 21.00	£ 21.00				
Banner Licence	£ 20.00	£ 57.00					
Events application fee (B&NES)	£ 75.00	£ 75.00	£ 90.00				
Supply of scaffolding stairs	£ 550.00	£ -	£ -				
Crowd barriers & road signs	£ 2,100.00						
Change of details old banners/boards	£ 100.00			Keynsham Town Council	£ 9,000.00		£ 710.00
Umbrellas & tables	£ 900.00	£ 1,070.00		KTC - Earmarked Reserve	£ -		
Programme printing	£ 400.00			Estimated income	£ 4,590.00		£ 9,000.00
Office photocopying	£ 150.00				£ 13,590.00		£ -
Stationery (gift bags) & decorations/contingency	£ 100.00						£ 4,590.00
Advertisement	£ 100.00						
Entertainment plus stage compere	£ 1,425.00	£ 1,100.00					
Competitions	£ 150.00						
KWF workshop materials & artist fee	£ 100.00						
KWF workshop hall hire	£ 100.00						
Miscellaneous/refreshments/shield engraving	£ 80.00						
Wombles litter picking	£ 50.00	£ 50.00					
Christmas trees - St. John's Church	£ 600.00			Income estimated	£ 13,590.00	Actual Income	£ 220.00
Installation of trees on Temple Street	£ 250.00			Expenditure estimated	£ 12,402.00	Actual exp	£ 122.00
TOTAL	£ 12,402.00	6953.75	£ 122.00		£ 1,188.00		£ 98.00

