

KEYNSHAM TOWN COUNCIL

Notes of a Virtual EATH Consultation held with the Deputy Town Clerk on
Wednesday 7th July 2021 at 4.00 pm

PRESENT: Councillors C Brennan, C Buxton, A McGuinness and B Simmons

Ric Davison and Jude Cron

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

In accordance with the Schedule of Delegation approved by Town Council on April 22nd 2021, the Deputy Town Clerk is required to exercise delegated power in consultation with the members of the cttee to make decisions on the following items:

1. KEYNSHAM VIRTUAL WINTER FESTIVAL

The Deputy Town Clerk reiterated her concerns in respect of planning any event that has significant financial cost to it, due to a good possibility that plans may have to be altered from the submitted events management plan or cancelled due to COVID 19 restrictions, and/or road works and closures associated with the Phase 1 High Street/HS HAZ projects.

The Deputy Town Clerk also explained that in respect of a COVID Secure Event Risk Assessment and the Event Management Plan, it is necessary to have another Town Council employee of equal status or above to step in and take charge of the event should the Deputy Town Clerk contract COVID or become ill at the time of the event. Currently, we do not have anyone of this seniority that can be the second named person on the Event Management Plan.

In respect of the use of Ashton Way Car Park there are reservations from various services that have been contacted including the Police and B&NES Events. In respect of an event of this nature being held so close to a key road through town and a significant bus route and drop off/pick up point, this will result in costs associated with the installation of barriers the length of Ashton Way to guide people to safe crossing points.

Parking Services have reported that the use of the car park for such an event will require a full day closure and parking prohibition notices being displayed leading up to the event. Costs associated with such a closure will be £10.00 per day per bay.

The use of Market Walk was revisited with the suggestion that a Christmas Market and late-night shopping event be held in the town during the hours of 6 -9 p.m. - set up from 4.00 p.m. The Somerset Market organisers will be approached to see if they will take the organisation of this part of the event for a fee.

In conjunction with the Christmas Market it was suggested that professional bands be booked to play on Market Walk too. In respect of the Christmas lights these could be switched on prior to the event so that the town is lit up for when people arrive.

A repeat of last year's virtual event was also suggested.

Delegated decisions in respect of this item:

- (i) Deputy Town Clerk to investigate a Christmas Market on Market Walk.

2. DATE OF NEXT VIRTUAL CONSULTATION

The next virtual consultation will be **Thursday 29th July 2021 at 4.00 p.m.** by zoom video conferencing. This is earlier than previously planned (4th August 2021).

The consultation closed at 4.45 p.m.

Signed:
(Chairman)

Date: