

# KEYNSHAM TOWN COUNCIL

Notes of a Virtual EATH Consultation held with the Acting Town Clerk on  
Wednesday 6<sup>th</sup> October 2021 at 7.30 pm

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**PRESENT:** Councillors D Biddleston, C Brennan, C Buxton, A McGuinness and B Simmons.

Judith Cron and Revd Nigel Williams.

Ric Davison

**IN ATTENDANCE:** Dawn Drury – Acting Town Clerk

In accordance with the Schedule of Delegation approved by Town Council on April 22<sup>nd</sup> 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 WINTER FESTIVAL

The Acting Town Clerk gave an update on progress as follows:

- A Licence for the use of Market Walk has been requested from B&NES Property Services
- The Space has been booked for the evening
- A purchase order has been sent to book the stalls
- The Lions have been contacted about Father Christmas and whether they want to do their usual food stalls
- Rotary Club have been contacted about selling hot roasted chestnuts
- Salvation Army Band have expressed an interest in being at the event and the Keynsham Brass Band need to be contacted and performance times fixed.
- The security/stewarding company have been contacted and information on their availability and quote is awaited.
- St. John's Ambulance have been contacted for the availability and a quote for the crew to attend.
- Jackie has sent out stall booking forms to the list of stall holders that Cllr MacFie provided (from Frome Market).
- A selection of stall holders from our usual attendees have had forms sent to them (these are stalls that can offer a Christmas themed stall).
- The plan is to have professional Christmas Market stalls on Market Walk with Community and charity stalls in The Space (all Christmas gift related).
- Wellsway School Craft Fair organiser will be sent a booking form to distribute to a selection of stallholders that attend their event.
- A mulled wine stall has already booked in.

- Pizzadore is to be asked if they wish to book a stall. It was suggested that they may like to do a specially designed pizza for the night (Turkey, brie and cranberry was suggested)
- The Scouts have been asked if they wish to bring along their burger van.

Suggestion that all stall holders be asked to come dressed in bright Christmas jumpers and have a competition for the best jumper. The word needs spreading about this. A poster will be produced. Judging to take place on the night. Stall holders and check in point for members of the public. Cllr Wait to be asked as Chair of Council to judge this competition.

All photos and videos taken on the night will be with permission only.

Visiting Christmas characters – (stilt walkers etc). The Acting Town Clerk to distribute some examples to the Committee she will then contact the company for any quotes the EATH Committee would like to attend.

Christmas colouring competition – Judith had produced these and was thanked, and these will be made into entry forms to go out before half-term and with the prize winners being invited along to the Christmas Market to receive their prizes. Prizes winners to receive their certificates and prizes from Councillor Andy Wait (Chair).

Shop window decorating – Instructions to retailers/businesses on the High Street, Temple Street etc, open your shop for late night Christmas shopping, decorate the shop window as bright and colourful as possible and wear Christmas jumpers. Windows to be judged after the event.

The library still needs to be booked for first aid, lost children, security staff base. The question of having Punch and Judy was asked (perhaps in the Libourne lounge).

Income was questioned and how money could be brought in from the event. The Town Council can not have its own stall or have a collection bucket. For the future, it would be good to have some products to sell (mugs, caps etc).

Guide Dogs for the Blind have asked if they can attend.

Invitations to local restaurants to have taster stalls outside their restaurants. They can give out flyers promoting the restaurants.

Activity/event at the Church. The tree will still be at the Church, but it will be pre-lit with no ceremony. Nigel said he will look into putting on something and having this in the event programme. One or two scaled down planned activities at the Church would be good. A music focused event with pre-recorded slots from local schools or live school performances. This could be promoted by the Town Council. Nigel will look into the possibility of such an event. He will discuss this at the next official Church meeting.

## 2. KEYNSHAM CHRISTMAS TREE

The Acting Town Clerk is still seeking quotes so that the town has a Christmas tree. Currently there is a short of Christmas trees of the size that we want and also transportation for delivery of such a tree. Our usual supplier cannot supply a tree of the size that we require.

Community Christmas tree, the Acting Town Clerk is working on finding a location in the Memorial Park for a living Christmas tree. The suggested location of on the bank just inside the park gates has been excluded as being too close to the gym. She has a meeting in the diary to meet with Jane Robson (B&NES Parks Manager) and Denise Hart (B&NES Tree Officer) to find a suitable location. Town Council staff will carry out future care and maintenance of this tree and will decorate the same with supplied plywood baubles for decorating. It was suggested that the decorations should be given out free this year.

## 3. REMEMBRANCE PARADE 2021 – SUNDAY 14<sup>TH</sup> NOVEMBER 2021

Two options for the route of the parade have been agreed with B&NES Highways and B&NES Events department so there will be a parade this year. The chosen route means a shorter route to the Church, so the service will be slightly earlier this year. The road closure has been confirmed.

The question of the people standing outside the Church was raised. Projection of sound and image on a large screen was discussed. It was thought that Spirolux could help with the sound for this. Bath Theatre Royal screen use was also suggested, and this will be looked into.

Spirolux are organising the sound for the activities at the Memorial gates.

COVID secure measures are to be encouraged so numbers in the Church may need to be less.

A three-question simple electronic survey for the end of Winter Festival was suggested so that attendees can give feedback.

## 4. COMMUNITY ENGAGEMENT STRATEGY DOCUMENT

A document that underlines the principle that the Town Council should be engaging with the community more.

Points highlighted within the document were pointed as needing to be reviewed and any amendments, plus the full finalised document, should be ratified at a future full Town Council meeting.

- Point 1.4.1 - this is to stand. Ensuring that we make it as easy as possible for members of the community to engage with the Town Council and vice versa.
- Point 1.4.3 – this is to stand. There should be greater use of Facebook and social media to promote the activities of the Town Council.
- Point 1.5.3 – this required an amendment ‘While individuals Councillors may well have links with groups that have a vested interest, they should not represent those groups in informing the process.’
- Point 1.6.2 – this is to stand.
- Point 2.4 – Objective of the strategy. These should move to the beginning of the document.
- Point 3 – needs amending to read **Keynsham** Town Council and community engagement.
- 3.1.1. - Allocation of public participation at the beginning of each Council meeting. This provides an opportunity for residents to talk to the Council or ask questions relating to items on the agenda.

In respect of this item, some matters to consider for the future is revisiting the Standing Orders to allow members of the public to speak for a longer length of time and to consider the restriction on the number of speakers allowed to speak on any one item. Any more speakers than allocated in the Standing Orders should result in the calling of an Extra Ordinary meeting to deal with any single item of importance.

Promotion that members of the community are able to speak at the beginning of a meeting.

If a member of the public that has spoken on an agenda item has any additional information of importance that has not already been raised on the item that member may raise their hand and the Chair of Council may drop Standing Orders to allow that member of the community to speak. This may need adding to Standing Orders and needs to be checked.

Standing Orders are reviewed annually, usually in May, and were last reviewed in May 2019.

A test for this Community Engagement Strategy Document, once it is approved, is how we can engage better with community, especially when planning the Queen’s Jubilee event(s).

## 5. QUEEN’S JUBILEE EVENT 2022 – 2<sup>ND</sup> – 5<sup>TH</sup> JUNE

An article will go in the Keynsham News Winter Edition for ideas from the Community. These ideas will be collated, and an estimated budget figure will be added to each. A list

of all ideas will be brought to the next EATH consultation, so that thoughts can be given to the sum required in the Town Council budget for 2022/2023. Several ideas to be chosen for publishing in the Spring Edition of the Keynsham News and the community will be asked to vote for their favourite idea.

Suggestions made at this consultation

- One big party
- Orchestral Proms in the Park
- Music event across the Queen's decades of the life – enhancement of the bandstand (curtains & lighting etc)
- An event in conjunction with KMFA may be worth investigating.

Deadline for community event ideas 10<sup>th</sup> December, so that any budget can be included and discussed at the Town Council budget meeting in December.

## 6. DATE OF NEXT VIRTUAL CONSULTATION

The next virtual consultation will be **Wednesday 10<sup>th</sup> November 2021 at 4.00 p.m.** by zoom video conferencing.

The consultation closed at 5.30 p.m.

Signed: .....  
(Chairman)

Date: .....