

# KEYNSHAM TOWN COUNCIL

Notes of the Virtual EATH Consultation held with the Acting Town Clerk on  
Wednesday 10<sup>th</sup> November 2021 at 4.00 pm

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**PRESENT:** Councillors D Biddleston, C Brennan (part of the meeting), H Macfie and B Simmons.

Judith Cron and 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 CHRISTMAS MARKET & BUDGET

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

### (i) CHRISTMAS MARKET

The Acting Town Clerk gave an update on the Christmas Market. Beth and Jackie are doing a good job in respect of getting the stalls booked in and as of Friday there were five stalls left in The Space, and the market stalls are fully booked with a good selection of products. The Pizza van has been booked in and Santa (these will be based in the loading bay – we now have a parking suspension for the area). Flyers and information packs have been prepared and are being delivered to shops and businesses in town. More volunteers are required for delivery of the last of the packs – Councillors Brennan, MacFie and Biddleston volunteered. The packs contain a poster advertising the event for those that will take one for their window, flyers advertising the event, a letter detailing what is happening during the lead up to the event and on the night (shops are encouraged to stay open for late night shopping and if not to keep their lights on), the competitions (window and Christmas jumper have also been promoted).

The only information that has been received in respect of activities is that St John's Church were considering holding a Christmas Fair possibly and nothing more has been heard from Revd Nigel Williams. Councillor Biddleston offered to contact him.

Concerns were raised about trip hazards within the highways closure and the lack of light. The Acting Town Clerk will contact the Project Manager for the site and raise these points.

Beth is liaising with Timothy, the Manager of Keynsham Library, in respect of the use of some rooms for the First Aid and Security on the night. If the rooms are not available, the Town Council office will be used.

Guide Dogs for the Blind should be attending.

Councillors Wait and O'Brien have been asked to present prizes to the colouring competition winners and will be asked to judge the Christmas jumper competition. The closing date for the colouring competitions is this Friday and we are getting lots of entries.

Judith requested the original drawing for the colouring competitions to be returned to her.

Restaurants having taster stalls outside. Some have already intimated that they will be doing this (Temple Canteen), but these will not be included in the Events Management Plan.

An email has been sent out to all Councillors asking for assistance on the night.

(ii) CHRISTMAS MARKET BUDGET

Expenditure committed to date includes stewards/security £546.00, First aid £400 (fee to be confirmed), Parking suspension £67.74, hire of The Space £120, stall hire £960, Christmas tree £900 and installation of the pre-lit trees on Temple Street £120.00.

£2,000 or just over will be spent on additional entertaining performers.

## 2. KEYNSHAM CHRISTMAS TREE(S)

(i) CHRISTMAS TREE

A beautiful 30ft plus tree has been purchased and will be delivered and put in place on the morning of Monday 15<sup>th</sup> November. Volker are on hand to decorate it. Thanks were expressed to Cllr Macfie for his help in sourcing the tree.

(ii) COMMUNITY CHRISTMAS TREE

The Acting Town Clerk reported that she had met with the B&NES Parks Manager and Tree Officer and a location within the Memorial Park has been identified (on the bank just up from the County Stone). However, the Town Council would have to purchase the tree and donate it to B&NES to plant and maintain for the future, but it would be a community tree to decorate that would be the responsibility of the Town Council.

RECOMMENDED:

That this matter be deferred to the new year and a tree be investigated for 2022 due to time constraints. A figure can then be included in the budget for 2022/23. Cllr MacFie offered to do some research into costs.

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

Letters in respect of the details for the Remembrance Parade have been circulated. Ric has given information out including latest information from Public England and B&NES Council in respect of the suggestion that volunteers, attendees and participants take a lateral flow test, social distance and wear masks, if available. A message will be put on Facebook to remind people of this.

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

An article has gone in the Winter Edition of Keynsham News requesting ideas for the Queen's Platinum Jubilee celebrations. It was suggested that the article go into The Voice too. Those present gave various ideas. Costs and logistics associated to having a Proms in the Park were discussed. Staging, manpower, marquee, lighting and toilets would be very costly. Holding this event on the bandstand would not be feasible due the orchestra not fitting on the stage and not sufficient coverage against bad weather.

RECOMMENDED:

That £10,000 be put in the budget for this event in 2022.

### 5. BUDGETS FOR 2022/23

Suggested budget figures that will be recommended under delegated powers by the Acting Town Clerk to full Council on 23<sup>rd</sup> November 2021.

RECOMMENDED:

4114 - Winter Festival – (2021/22 - £9000) - **2022/23 £9,000**

4112 - Bandstand Events – (2021/22 - £7500) - **2022/23 £8,000**

4127 - New Events General – (2021/22 - £2500) - **2022/23 £2,500**

4101 - Christmas Lights – (2021/22 £6000) - **2022/23 £7,000**

4113 - Community Networking Event – (2021/22 - £150) - **2022/23 £150**

4108 - Arts General (including arts newsletter) – (2021/22 - £3500) - **2022/23 £3,500**

4048 Keynsham News 4 editions – **2022/23 £10,000** increase due to significant increase in residential and business properties in postcode areas BS31 1 and BS31 - 2 deliveries by Royal Mail

4107 Tourism – (2021/22 - £2500) - **2022/23 £2,500**

4754 Mosaics (coming from CIL) – (2021/22 - £2500) - **2022/23 £2,500.**

4103 - Business Forum – (2021/22 - £1500) - **2022/23 £1,500.**

4115 - GWR display posters (Restricted GWR Earmarked reserves) (2021/22 - £1,000) - **2022/23 £1,000.**

Remembrance Parade (new to Town Council – needs own budget) – Costs approximately £750 (tech support for event (sound and possible lighting) – **2022/23 £1,000**

## **6. DATE OF NEXT VIRTUAL CONSULTATION (or physical meeting, if decided by full Council)**

The next virtual consultation will be on **Wednesday 8<sup>th</sup> December 2021 at 4.00 p.m.** by zoom video conferencing, if physical the meeting will be held in the Baptist Church.

The consultation closed at 5.10 p.m.

Signed: .....  
(Chairman)

Date: .....