**KEYNSHAM TOWN COUNCIL**

**Minutes of the EATH Committee meeting held on**

**Wednesday 8th November 2023 at 4.00pm in the Town Council office**

**PRESENT:**

Councillors: D Biddleston, C Brennan, M Burton, C Davis, A Greenfield and H MacFie

Public: Jude Cron, Ric Davison and Rev’d A Gardiner

IN ATTENDANCE: Dawn Drury – Town Clerk

1. **APOLOGIES**

*Apologies received and accepted from Cllr Adrian Beaumont.*

1. **DECLARATIONS OF INTEREST**

*Cllr MacFie declared an interest in the Community Christmas Tree at St John’s Church. Cllr Biddleston declared an interest in KLOG and Dial-a-ride. Cllr Brennan declared an interest in KeynshamNow.*

1. **DISPENSATIONS**

*There were none.*

1. **PUBLIC PARTICIPATION**

*There was none.*

1. **RECORD OF PREVIOUS MEETINGS**

***RESOLVED:***

***That the Minutes of the EATH Committee meeting held on 4th October 2023 be confirmed as a true record and signed by the Chairman.***

1. **KEYNSHAM WINTER FESTIVAL 24th NOVEMBER 2023 - DRAFT BUDGET**

***RESOLVED:***

1. ***That the Draft budget be received and noted.***
2. ***The appointment of four additional security stewards for the event and any additional funding over and above the Winter Festival budget will be taken from the Winter Festival Earmarked Reserves.***
3. ***The purchase of 600 Winter Festival programmes.***
4. ***The purchase of fluorescent tape for the bollards on the High Street to improve safety.***

Cllrs Biddleston, Brennan, Burton, Greenfield, Davis and MacFie agreed to deliver letters and programmes to the shops, businesses and residents affected by the event,

1. **KEYNSHAM WINTER FESTIVAL 24th NOVEMBER 2023**
2. ***Santa’s Grotto***

***The Town Council staff were congratulated on the excellent Santa’s Grotto promotional video that is currently streaming on social media.***

1. ***Programme and Marketing***

 ***RESOLVED:***

***To note that the programme has gone to print and will be ready for handing out at the Farmer’s Market.***

Cllrs Biddleston, Greenfield and MacFie confirmed that they would be at the Keynsham Town Council stall to assist and that an email would be sent encouraging others to assist.

1. ***Site Layout***

***RESOLVED***

***To note that the Town Council have yet to receive notification that the Climbing Wall will be available for the Winter Festival.***

Councillors requested that the Information Point be well lit on the night.

1. ***St John’s Christmas Tree***

***RESOLVED***

***To note that due to an issue with the previous elected company relating to installation of the Christmas Tree the contract has now been passed to Frenchay Forestry.***

Thanks were expressed to this company for stepping in at such short notice.

1. ***Entertainment Programme***

*To note that Two Rivers School have withdrawn their performance from the programme.*

*Ric confirmed that Wellsway School would be performing in The Space and that the programme is now finalised.*

*6.30 p.m. Keyford Dancers*

*7.10 p.m. Mencap*

*7.45 p.m. Wellsway School*

 *Cllrs Biddleston and Davis confirmed that they would be on hand during the evening to monitor numbers with the counting clickers.*

***RESOLVED:***

1. ***That St. John’s Church Choristers would be asked to step in and sing some carols.***
2. ***To note the two additional performance zones which are to be located outside the Library and by the Clock Tower.***
3. ***Colouring Competition***

***RESOLVED:***

***To note that lots of lovely entries were being received. After the closing date on Friday 10th November the colouring competitions would be displayed in the window and that the Councillors view the same and judge their favourites.***

Jude Cron was thanked for the designing the entry forms.

1. ***Lantern Workshop***

***RESOLVED:***

1. ***To note that an additional lantern workshop is being held this year.***
2. ***That a review of the workshop participant charge be undertaken in 2024.***

Final event notes include:

* Making sure all Councillors are aware of the Parade arrangements.
* That a member of the Grounds Maintenance Team be on hand to return the amp to the Town Council office from the Memorial Park where pre-parade announcements will be made by Cllr Biddleston.
* Ensure that the amp is charged and the microphone is working.
* Councillors will arrive at the information point from 5.00 p.m. onwards to be on hand to distribute programmes and give away the small Christmas trees. A request was made to ensure that the information point has sufficient lighting.
* Instructions in respect of the window judging was confirmed.
* The Christmas Tree photo board has been undergoing a tidy up and a few repairs and will be ready for the evening.

A short briefing was given by the Clerk in respect of the Community Tree and the bauble installation.

1. **KEYNSHAM RE-LOVED EVENT**

The office staff were thanked for the provision of statistics following the event. Staff are requested to send a special thank you to Mike May for the fantastic photos taken and passed onto the Council for publicity and records.

Feedback from the Charity Shops has been good, and, on the day, it was reported that they were extremely busy.

***RESOLVED:***

***To note that feedback has been excellent with no negative comments and a lot of requests have been made for a repeat of the event.***

1. **KEYNSHAM’S BIG PICNIC**

***RESOLVED:***

***That the event has no D Day Celebration connection but be just a family picnic.***

***Date to be discussed at the next meeting.***

***Budget to be confirmed at the next meeting.***

The Town Clerk reported that she had all the details/materials for a sponsored Teddy Bear Walk that could be made available if the Committee need it. This has been trialled in the Memorial Park some time ago by Walkers Are Welcome and was successful.

1. **CHARITY AND COMMUNITY GROUP FORUM**

The Committee discussed how this forum may look and the following ideas were shared: -

Holding workshops – such social media assistance, tax specialists.

Themed workshops (half day on a Saturday) e.g., Mental Health Keynsham. Men’s Health Day.

Inviting other partners to speak and offer assistance e.g., 3SG.

The events be promoted via the local radio.

That plans will formulate dependent on the responses received from the initial email.

Dependent on numbers that the MakeSpace be used and also promoted for free use by the Community Groups/Charities.

If this becomes a community wide project that lottery funding for support, be sought.

***RESOLVED:***

1. ***That Cllr Burton to draft an email to the charities and community groups to gauge interest, to ask when support is required and if there are any areas that they require assistance with.***
2. ***That Cllr Burton will write to 3SG.***
3. SPRING SHOW MARCH 23RD 2024

*RESOLVED****:***

1. *That the additional categories be received and noted****.***
2. *That in addition to the Vegan Section, a Gluten Free/Free From section be included in the event****.***
3. *To note that parking and drop off was an issue, and that next year drop off may have to be in the main Ashton Way car park and not in the Scout HQ that cannot cope with a large number of vehicular movements in and out****.***
4. *That the photography section includes portraits as well as landscapes****.***
5. ***That Allen Richards possibly be considered as a judge for the pottery section.***
6. CHAIRMAN’S RECEPTION

***RESOLVED:***

***That the information be received and noted.***

A request was made that the invitation be distributed earlier next year.

1. GREENER CHRISTMAS

***RESOLVED:***

1. ***That the information be received and noted.***
2. ***That the event be advertised well to ensure that it is a success.***

The ClimateHub group will be doing a radio promotion of the event and will be sending fliers and posters to the office staff.

1. **DATE OF NEXT MEETING**

***RESOLVED:***

***That the next EATH Committee meeting be held on Wednesday 6th December 2023 at 4.00 p.m. in the Town Council office.***

The meeting finished at 5.20 p.m.

Signed: ............................................................... Date: ........................................... (Chairman)