

# KEYNSHAM TOWN COUNCIL

Minutes of the Events, Arts, Tourism and Heritage Committee meeting held virtually by  
Zoom video conferencing on Tuesday 5<sup>th</sup> August 2020

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PRESENT: Keynsham Town Councillors D Biddleston, C Brennan, T Crouch, H MacFie, J Wallcroft and B Simmons (for part of the meeting).

Community/Business members: J Cron

IN ATTENDANCE: D Drury (Deputy Town Clerk) J Hare and T Youdan

## 1. APPOINTMENT OF CHAIRMAN

It was noted that Councillor D Biddleston has been elected Chair of the Events, Arts, Tourism and Heritage Committee for the rest of the municipal year 2020/2021, at the Town Council meeting on 19<sup>th</sup> May 2020.

## 2. APPOINTMENT OF VICE CHAIRMAN

It was noted that Councillor J Wallcroft has been appointed as Vice Chairman of the Committee for the municipal year 2020/2021, at the Town Council meeting on 19<sup>th</sup> May 2020.

## 3. MEMBERSHIP

It was noted that the Committee's membership for the municipal year 2020/2021, as below was agreed by the Town Council on 19<sup>th</sup> May 2020.

### Membership

Cllrs D Biddleston (Chair), C Brennan, C Buxton, T Crouch, H MacFie, B Simmons and J Wallcroft.

## 4. TERMS OF REFERENCE

The Terms of Reference for the Committee were noted.

## 5. APOLOGIES FOR ABSENCE

Ric Davison and Revd Nigel Williams.

## 6. DECLARATIONS OF INTEREST

Councillor H MacFie in respect of the Christmas tree for the town.

## 7. DISPENSATIONS

There were none.

8. PUBLIC PARTICIPATION

There 2 members of public present.

9. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the EATH Committee meeting held on Tuesday 12<sup>th</sup> February 2020 were confirmed as a true record. These will be signed by the Chairman at a future meeting.

Councillor B Simmons joined the meeting at this point.

10. PUBLICATIONS AND WEBSITE

(i) KEYNSHAM NEWSLETTER

RESOLVED

It was unanimously agreed that the Deputy Town Clerk make a delegated decision in respect of appointment of Royal Mail as distributors of the Keynsham Newsletter, from September 2020. This was required due to time constraints making a Full Council decision difficult.

(ii) STATION POSTERS

Information in respect of the next station poster display was received and noted.

RECOMMENDED

That the matter of pricing of station posters be on the September agenda.

(iii) WEBSITE ACCESSIBILITY

The draft Town Council accessible website ghost pages (Vision ICT) were presented to the Committee for consideration.

Both Councillor Brennan and Judith Cron pointed out that sections of the site were still difficult to read for people with dyslexia. These included white font on a green background and types of font style.

RESOLVED

That the link for the draft website be emailed to Councillor Brennan and Judith Cron for further assessment. Any comments to be forward to the Deputy Town Clerk.

11. KEYNSHAM VIRTUAL WINTER FESTIVAL 2020 TO BE HELD ON FRIDAY 27<sup>TH</sup> NOVEMBER 2020

- a) No decision was made in respect of a theme for 2020 Winter Festival. This matter will be carried forward to the next agenda.
- b) Format of the Virtual Winter Festival 2020 - a mixture of live and previously recorded items. Ideas were suggested as follows:
- Open proceedings with the switching on of the Christmas tree lights
  - St. John's Church Choir
  - Artists from the Isofest (later on in the evening)
  - 10 minutes of Father Christmas making an appearance. Special message to the children (early on in the evening)
  - A Winter Festival Trail
  - Window competition
  - Writing competition
  - Colouring competition

A decision would need to be made in respect of the platform that the Festival would be put out on. Isofest had done theirs on Facebook but there are draw backs with this in respect of accessibility. It was suggested that it could be virtual by producing two and a half hours of pre-recorded items which could then be technically brought together and launched as one show., on the night of the Winter Festival. This being played over YouTube and the audience then watching it from start to finish. This would take away a lot of the stress as the Committee would know that the whole Festival would work seamlessly. There would then not be issues, such as people going live at the wrong time or pauses in the show. However, there are some merits in some of it being live and pre-recordings could be a bit boring. Facebook also allows for likes and comments for any performances going live and little errors can make a show more appealing. There are ways of creating a show with some pre-recorded parts and some live.

The requirement to have a key person guiding the audience through each part with little quips and linking comments was suggested, as this would keep the audience engaged and would bring a bit of fun to the Festival.

Quality of live recordings and streaming via Facebook was discussed and Zoom as an alternative to Facebook was suggested. Some comedians have used Zoom as their platform, but it was not known how interactive or how comments would work on this platform. It was thought this was worth pursuing. Zoom does give the option to be more two dimensional than Facebook, but it also gives the ability to link with Facebook. Concerns were raised as to how it would work giving out a Zoom link and hundreds of people actually watching it, as no one at the meeting had actually experienced this. Facebook does seem to be a popular platform in Keynsham with numerous groups with large membership numbers and this seems to be a comfortable platform, in terms of accessibility.

It was suggested that Spirolux (sound and tech company for previous Winter Festivals) be invited along to the next meeting as they could possibly give some guidance on how to get the show out to the audience.

## RESOLVED

That Spirolux be invited to the September meeting.

It was suggested that a Winter Festival Facebook page be set up as this could also be used for other things as well.

## RESOLVED

That a Winter Festival Facebook Page be set up (by the next meeting) informing the community that the Festival will be going ahead, and that it will be virtual. Then competitions and other things can be added in due course.

It was suggested that there should be a Winter Festival trail of decorated houses and people could submit an image of their decorated house then a map would be produced and the children/families of Keynsham could be encouraged to follow a trail (either on foot or by bike) to view all the houses.

It was agreed that different activities between musical and entertainment slots would help hold the audience's attention.

A light display by Double Productions was shared on screen with the Committee. The company can project a Christmas story on a building for an audience to watch. The company are based in Edinburgh and the question was asked could they project the show in Edinburgh and live stream it to the Keynsham Winter Festival. It was agreed that this is more of a live event and would not fit when social distancing. It was brought to the attention of the Committee that the Bath Festival Box Office have a giant inflatable screen for use by the community of Bath and North East Somerset, maybe this could be used to display images from the last bit of the festival story. Reservations were raised in respect of using a large inflatable screen in November when the weather can be very inclement. It was suggested that if it was safe to use and it is free it could add a bit of a spectacle to the event. It was agreed to investigate this further.

A window shop competition telling a story was discussed, this story guiding people from shop to shop. A further suggestion of holding a writing competition was suggested for older children on a Christmas theme. This could be the story that the shops use. The shops will then display the text of their part of the story (Town Council will provide this) and create their window around the text. The winner could have their story all across the various shops. This could be launched through a link on the Facebook page, with example stories on it to help the children. This would also promote the Facebook page, if we started sharing the story competition. This needs to start being promoted in September. Charlotte was asked to lead on this.

The usual colouring competition will also be run for 2020. It was suggested that the colouring competition could be scenes from the story and be a free colouring/painting competition. It was suggested that this may be hard to judge. This needs to be thought about and it was suggested that ideas be brought back to the next meeting.

The theme – This matter was discussed, and it was suggested that there be no particular theme but just to involve elements of Christmas in the Festival.

The Chair said it would be great to have Tom and John on board to help pull the segments of the event together. As an event programme, he suggested starting the evening with a children's orientated section and ending the evening with IsoFest related performances. He added that it was important to bring Ric into the discussions on how this would all work. It was reported that there are already set plans for a future IsoFest in December, so Tom and John's input would probably be on a consultative, ideas and implementation point of view and they would be happy to think about this and bring their thoughts back to the next meeting. Meanwhile, Ric would be the best person for engaging with and bringing artists on board.

The Christmas tree – Quotes will be requested from companies and brought back to the next meeting. B&NES have already confirmed that they are happy to get the lights on the tree and arrange the switching on of the same.

Christmas lights in the town – B&NES are liaising with the suppliers and these should be going up, as per usual. The suppliers are having to think carefully in respect of their schedule and will be keeping an eye on any lockdown instructions and Government guidance. Further information as to when the lights will go up will be brought to a future meeting. A brief update was given in respect of what is happening event and light wise in the rest of the authority. It was agreed that it was good that the lights would be going up, as this will help the traders and would cheer people up after the dismal time that we have been having.

#### RESOLVED

That this Committees' wishes that Keynsham should have its lights up should be relayed to B&NES.

The Chair thanked Tom and John for their input.

Councillor C Buxton left the meeting at this point.

#### 12. WINTER FESTIVAL DRAFT BUDGET

It was reported that all that would be in the budget is the £7500 grant from Council and it is not known yet whether sponsorship will be sought in anyway. Other income elements such as stall holder income, fun fair and advertising from the program will not happen in 2020.

#### RESOLVED

That the draft budget will be presented at the September meeting.

**RECOMMENDATION to Town Council**

**That any surplus monies from the 2020 Virtual Winter Festival be rolled over into earmarked reserves for the Keynsham Winter Festival in 2021.**

13. DATE OF NEXT MEETING

The next Events, Arts, Tourism & Heritage Committee is scheduled for **Wednesday 9<sup>th</sup> September 2020 at 4 pm. Virtually by Zoom video conferencing.**

The Meeting finished at 5.15 p.m.

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

DRAFT