

KEYNSHAM TOWN COUNCIL

Minutes of the Events, Arts, Tourism and Heritage Committee meeting held virtually by Zoom video conferencing on Wednesday 9th September 2020 at 4.00 p.m.

PRESENT: Keynsham Town Councillors D Biddleston (part of the meeting), C Brennan, C Buxton, T Crouch, H MacFie.

Community/Business members: J Cron, R Davison and Revd Nigel Williams

IN ATTENDANCE: D Drury (Deputy Town Clerk) Chris Horseman and Leo Horseman of Spirolux Limited

In the absence of the Chair of the Committee it was unanimously decided that Councillor T Crouch should Chair this meeting. Those present were given the opportunity to introduce themselves.

14. APOLOGIES FOR ABSENCE

Cllrs J Wallcroft and B Simmons.

15. DECLARATIONS OF INTEREST

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

16. DISPENSATIONS

There were none.

17. PUBLIC PARTICIPATION

There were 2 members of public present (Spirolux).

18. CONFIRMATION OF MINUTES

RESOLVED:

That the minutes of the EATH Committee meeting held on Tuesday 5th August 2020 were confirmed as a true record. These will be signed by the Chairman at a future meeting.

19. PUBLICATIONS AND WEBSITE

(i) STATION POSTERS

The information that a fully costed business plan/sales strategy has to be prepared to accompany any decision on the numbers and types of posters/postcards to be printed was received and noted. **Production of full costs to be actioned by DTC**

(ii) WEBSITE ACCESSIBILITY

Feedback was given in respect of the draft Town Council accessible website ghost pages (from Vision ICT) by Councillor Brennan and Judith Cron and it was noted that some sections of the site were difficult to read for people with dyslexia. Especially the parts with white font on a green background and underlined in white. This information will be fed back to the website company.

Otherwise the site worked well on all devices and was easy to navigate.

The home page photo needs to be replaced as this is out of date. An image of the church was suggested. The Deputy Town Clerk will source some photographs and send this out to the Committee to view. **DTC to ACTION.**

20. KEYNSHAM VIRTUAL WINTER FESTIVAL 2020 TO BE HELD ON FRIDAY 27TH NOVEMBER 2020

A WINTER FESTIVAL DRAFT BUDGET

- (i) A draft budget for the event was considered.

The Deputy Town Clerk explained that she had taken the wrong budget figure from the kdrive and the budget was in fact £9,000 and there are monies in reserve, if need be. The budget sheet indicated possible estimated income and expenditure items.

Cllr H MacFie was put in the waiting room at this point.

- (ii) Christmas tree quotes

Seven companies were contacted for a quote for the Christmas tree. Four of these confirmed back stating that they did not have Christmas trees large enough, one company did not respond, and two quotes were received.

Company A quoted £820.00 plus VAT including delivery and installation.

Company B quoted £1560.00 plus VAT including delivery and installation.

RESOLVED

That the Christmas tree be ordered from company A

Cllr H MacFie re-joined the meeting this point.

B. THE EVENT

- (i) To decide on a theme for 2020 Winter Festival.

RESOLVED

- a) That the theme for 2020 be Christmas Carols.
b) That the writing competition have some connection with Christmas Carols.

- c) That shops be asked to decorate their windows on a Christmas Carol theme. A list of Carols to be given to the shops for them to select their title. This way duplications will be avoided. **DTC to ACTION.**
- d) That sentences for the winning story be selected and mounted on Christmas shaped card images e.g. cracker, tree, bauble and these could be hidden in the shop windows to form a trail. Those undertaking the trail to have a copy of the story with highlighted sentences that they have to find on the card shapes in the shop windows (recording which sentence was in which shop window). The winner of the trail will be chosen from a bucket containing all completed entries submitted.
- e) That the winning story be told by a Dickensian character (pre-recorded for uploading on the night), standing outside each of the decorated shops telling part of the story as he moves along. Cllr Biddleston to provide the Deputy Town Clerk will details of the cost of the hire of a Dickensian costume for the story teller. **Cllr Biddleston to ACTION.**
- f) That photos of the decorated shop windows be taken and put on Facebook for a public vote.
- g) That the winner of the story writing competition gets the opportunity to read their story live and have it broadcast on KTCRfm.

It was suggested that shops could be asked to donate prizes for a hamper that would be presented to the winning shop.

- (ii) Event Programme suggestions and timings.

Councillor D Biddleston joined the meeting at this point.

Discussion revolved around streaming the event. Ric informed those present that free live streaming on Facebook is soon to come to an end and there will be a charge in the future. Spirolux said that they preferred the option of streaming via Youtube as this gives a nice smooth transition from live streaming to pre-recorded parts. The pre-recorded bits of the event would allow time to prepare for the parts that are broadcast live. The pre-recorded parts will keep the budget lower and the live streamed parts would be more expensive. It was agreed that it would be all good and well having a perfect picture quality for the Winter Festival, but it would fail if the sound quality was not good. Spirolux explained that they had had experience of producing a full music festival recently and they have all the necessary equipment to do this. They recommended looking at their website www.spirolux.co.uk and the Pleasure Gardens Music Festival as this gives an example of their work. It is all digital, full HD and it sounds/looks as if you were watching it on your own TV.

It was agreed that there should be a separate working party meeting just to look at the logistics of virtual production and plan the full programme for event in a way that works for Ric and Spirolux. This meeting is to be on evening of **Thursday 24th September at 6.00 p.m.** The following members were interested in attending this meeting –

Spirolux, Ric, Cllr Brennan, Revd Nigel Williams, Cllr Buxton Judith. An email reminder will be sent out in due course.

An additional onsite meeting between Spirolux and the Deputy Town Clerk to look at the logistics and practicalities before the virtual event planning meeting. Date/time to be arranged. **DTC TO ACTION.**

A request for a ballpark figure from Spirolux was made, to give some indication as to roughly how much the virtual festival filming/streaming would cost. Cabling or digital wireless (satellite or fibre links) has implications on the cost and having a site visit would enable Spirolux to give an indication as to the cost. It was agreed that Spirolux would have costing in place for the 7th October meeting. **SPIROLUX TO ACTION.**

The timing of the event to be agreed, once a programme plan has been drawn up.

(iii) Inclusion of outside organisations.

As there were going to be no real live performances on the night other than perhaps the Church Choir, it was suggested that other organisations such as KLOGS, musicians, entertainers and schools could have pre-recorded slots fitted into the programme.

It was suggested that the schools productions could be a bit loose and creative with what they wish to perform. Councillor Biddleston will approach all the schools to see if they are interested. Performances could include carols, nativity scenes, musical performances etc. **Cllr Biddleston to ACTION.** Spirolux requested that permission is sought for them to go into the schools and record the performances on their cameras, as it will make it easier for pulling this part of the virtual festival together. They would all then be the same sound/visual quality and have the same feel. It was suggested that one of these recordings be sent to Points West as a promotion of the virtual Winter Festival. Spirolux confirmed that this would not be a problem, as they are a full broadcasting company. The audio feed could also be sent live to the radio for broadcasting this way too. Ric said that this would be fine.

Other readings could be included such as the Christmas Carol and the Night before Christmas.

Inclusion of Isofest musicians towards the end of the evening was suggested. Ric confirmed that all the Isofest live broadcasts are done from home. So, the hiring of the Space for physical performances would not be needed.

Performances would be live or pre-recorded with back up in case any of the live streamed performances fail (due to internet connection problems). Father Christmas should have a slot somewhere in the event. Cllr Biddleston knows of someone who would do professional readings for nothing.

(iv) Virtual platform for streaming

This was discussed above and is in hand.

(v) Promotion of the event

Flyers, posters, newspapers, Keynsham News, website and other social media platforms. A Facebook page is being set up by the Town Clerk.

(vi) Competitions

Window competition discussed above.

Story writing competition - Cllr Buxton will lead on this, giving an overview that would give the young people some direction. **Cllr Buxton to action.**

Colouring competition on a Christmas Carol theme – Judith will design one for infants and one for Juniors and bring them back to the next meeting. **Judith Cron to action.**

It was agreed that the colouring competition entries would be posted to the Facebook page, just after the closing date and members of the public would be asked to vote on them.

The story writing competition and colouring competition to be launched on **19th October 2020**. Writing competition instructions and colouring competition entry forms to be delivered to the schools.

21. DATE OF NEXT MEETING

The next Events, Arts, Tourism & Heritage Committee meeting is scheduled for **Wednesday 7th October 2020 at 4 pm. Virtually by Zoom video conferencing.**

22. A question was asked about the Remembrance Parade service format for this year and the Deputy Town Clerk explained that this would be a very low key event with a maximum of 30 pre-invited guests, no church service, a small procession and small road closure. The whole proceedings taking place at the Memorial gates. Spirolux suggested live streaming this event via Youtube, so that people could watch the proceedings from home as this would discourage people from gathering on the High Street. It was agreed that this was excellent idea. The Deputy Town Clerk will run this past the members of the British Legion at a forthcoming meeting.

It was suggested that promotion of the live streaming could be advertised on the roadside, on social media platforms in papers and through email distribution lists.

It has come to light through the British Legions Auditor that they should not be spending charity money on organising parts of the Remembrance Day Parade such as sound projection, road closures, the church service, etc. They can, however, pay for a band. Legislation also states that they are not covered by the Charities insurance and that the event should be organised by the local authority. This matter is to be discussed further by full Council.

Spirolux will look at the logistics of live streaming the Remembrance Day activities when they come to Keynsham to look at the Winter Festival streaming venues.

RECOMMENDED

That the Town Council fund the live streaming and other costs associated with this year's Remembrance Parade in order that the event be safe and social distancing guidance is adhered to.

The meeting finished at 5.15 p.m.

Signed: Date:
(Chairman)

DRAFT