

KEYNSHAM TOWN COUNCIL

Minutes of the Virtual EATH Committee meeting held on
Wednesday 7th October 2020 at 4.00 pm

PRESENT: Councillors D Biddleston (Chairman - part of the meeting), C Brennan, C Buxton, T Crouch, H MacFie (part of the meeting) and B Simmons.

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

In the absence of the Chair of the Committee it was

RESOLVED:

That Councillor T Crouch, Chair this Committee meeting

23. APOLOGIES FOR ABSENCE

Councillor J Wallcroft and Sarah Seymour.

24. DECLARATIONS OF INTEREST

There were none.

25. DISPENSATIONS

There were none.

26. CONFIRMATION OF MINUTES

That the minutes of the EATH Committee meeting held on 9th September 2020 be confirmed as a true record by the Chairman and were signed by the Chairman (hard copy supplied in advance to the Chair for signing).

27. PUBLIC PARTICIPATION

Georgi Tyler – Keynsham High Street Manager for B&NES Council, Wendy Maden – Midsomer Norton High Street Manager for B&NES Council, Cllr Paul Myers (B&NES Councillor) and three members from Midsomer Norton Consortium.

RESOLVED:

That the agenda be amended in order to consider item 8.1 on the agenda, High Street – Heritage Action Zone.

28. HIGH STREET – HERITAGE ACTION ZONE

A presentation on the High Street Action Zone was given by Georgi Tyler – Keynsham High Street Manager for B&NES Council. Key points from the presentation are as follows:

- B&NES was awarded £1.1 million for Keynsham and £793,000 for Midsomer Norton to strengthen the offering of the two market towns.
- Alongside the capital HS HAZ programme, high streets are encouraged to develop cultural programmes, working with local communities to bring these about and the programmes should celebrate the unique heritage of the high street.
- Available HAZ Funding Grants are between **£30,000 and £120,000** for Cultural Programme activity. Match funding is not a requirement but is recommended and will help strengthen applications. Work must be completed by January 2024.
- Projects that can be funded include those that build capacity or help to develop existing cultural programmes. New projects that celebrate the heritage and culture of the market town. Soft infrastructure – website/social media campaigns and Consultant fees. The core running costs of organisations or roles that are already funded are **not** eligible for funding.
- Example projects include Street art, theatre, Poetry, literature, music festivals, Community art projects and Photography projects.
- Applications should be led by the Cultural Consortium (under the control of the Town Council) and supported by the HS HAZ lead. The deadline for applications is the **11th December 2020**.
- All applications should include the following documents: Completed application form, Project timeline, Task list, Risk log and Budget/cost break down.
- Applications will be assessed on what degree the proposed activities meet the overall aims of the HS HAZ programme. The ability of the applicant to deliver the proposed activities, realistic costs, timescale and value for money, community engagement and legacy.
- Next steps, appointment of a lead Consortium member who will be the main point of contact. Appointment of a deputy lead, and a communications contact. Invite other community and culture groups to become members of the Consortium. Agree a Terms of Reference (TOR) or a Memorandum of Understanding (MOU) between all members.

- The Cultural consortium should then Identify projects to be delivered as part of the cultural programme. Identify opportunities to build capacity or develop existing programmes/projects/events. Identify opportunities for community engagement, agree a budget and begin the application form .

RECOMMENDED

That this matter be put on the Town Council agenda for full Council consideration and decision on a way forward.

29. BUDGETS 2021 – 2022

RECOMMENDED

That the following budgets be presented to full Council for consideration.

No Code – Tourism - £2500

No Code – Mosaics £2500 (coming from CIL)

4101 – Christmas lights - £6000

4108 – Arts general activities including Keynsham News £3500

4113 – Community Networking - £150.00

4114 – Winter Festival - £9000

4115 – GWR Posters £1000 (restricted GWR earmarked reserves)

4122 – Bandstand budget - £7500

4127 – New events general - £2500

30. COMMUNITY ENGAGEMENT STRATEGY

RESOLVED

That the decision in respect of appointing a sub-committee to formulate a Community Engagement Strategy be deferred to the next meeting when the Chair of this meeting and other Councillors that have given apologies for this meeting are present.

31. HISTORIC MEMOROBILIA

RESOLVED

- (i) That a letter be written to Mr Holbrook thanking him and accepting the kind offer of the picture.
- (ii) That the Town Council set up a safe storage place of such items for display in the future.

32. REMEMBRANCE EVENT

The Deputy Town Clerk presented an update on the proceedings for the Remembrance event on Sunday 8th November 2020.

33. CAMERAS FOR LOAN FOR LIVE STREAMING OF COMMUNITY EVENTS

Spirolux limited provided information to the Committee in respects of provision of cameras together with supporting equipment and safe storage/transportation equipment.

RECOMMENDED

a) That full Council consider the costings of the cameras and supporting equipment as below

2 x Sony HD Semi-pro video cameras c/w battery, microphone and light

2 x Hard cases for cameras

2 x Extra Batteries & Charger for Cameras

2 x Braced camera tripods c/w soft carry bags

1 x Blackmagic Designs Atem Mini TV Studio

1 x Hard case for TV studio

2 x Camera cables to connect to studio

1 x Computer connecting cable

Approximately £4150 plus VAT (some of the above items have a 12-16-week delivery time because of the current situations and their demand). Prices are also fluctuating with streaming equipment so the price can only be confirmed at the time of order. This system does require the end user to have their own laptop and internet connection.

For an additional microphone package to be added giving you rifle/directional mics on boom poles, suggested equipment would include

2 x Rode Rifle mics

2 x Boom poles

2 x XLR Mic cables

1 x 2ch Mixer

1 x Hard case to hold above

Approximate cost £950 plus vat

Cost of training in use of the equipment (before loan) one hour of training, depending on their technical ability.

Cost £50 per group if the training at Spirolux premises or £95 per group for on-site training.

Spirolux Limited would need to know the predicted number of uses in order to provide management, cleaning, technical support and annual testing

- b) That the decision in respect of the deposit fee (to cover damage or loss) for users to borrow the equipment be agreed by full Council. It is suggested that this be in the region of £60 - £100 or alternatively regular users cover the equipment under their own organisation's insurance.

Councillor H MacFie joined the meeting

34. KEYNSHAM VIRTUAL WINTER FESTIVAL

- A. An update in respect of the budget was given to dates no monies have been spent or income received.

Councillor D Biddleston joined the meeting

- B. RESOLVED

That the event timings and programme are agreed.

- C. Inclusion of outside organisations.

- (i) To note that the puppet nativity will have to be pre-recorded (time and date to be arranged).
- (ii) To note that confirmation is still awaited from Chuffy the Train and the Scarlett Princesses.

RESOLVED

- (iii) That all Schools that apply to be recorded as part of the Winter Festival are given the opportunity and those that cannot be streamed on the night will be aired in a separate recording. The Deputy Town Clerk will contact all schools. IKB Academy and Wellsway Academy have already confirmed that they would be interested.

RESOLVED

- (iv) That the Christmas Carol reading would be pre-recorded and provided as an additional YouTube film for viewing after the Winter Festival event. An evening and a venue (possibly the church) for the recording is to be arranged.
- (v) Confirmation was given that the finale at 8.30 p.m. was not pyrotechnics, but air powered propulsion and that the programme should read streamers not strimmers.

- (vi) To note that the Lions would like to provide Father Christmas as per previous years and that also they are going to be undertaking a letter to Santa project and it was suggested a couple of the response to letters received could be read out on the night to promote their project.

D. Virtual platform for streaming update on holding page link.

Confirmation was given that the holding page has been created. The Deputy Town Clerk confirmed that she had promoted the page to date as she had recently posted and promoted the Remembrance Event holding page and wanted to give this page a chance to be seen before promoting the Virtual Winter Festival page.

The Deputy Town Clerk confirmed that she would launch the Virtual Winter Festival page after the Remembrance event and once the Keynsham News had been distributed giving further details of the event.

35. PROMOTION OF THE WINTER FESTIVAL EVENT

An article has been written and will be distributed in the Keynsham News. It will be publicised through Facebook (sharing to other Community groups and the Website. Distribution of information via the Town Council community email distribution list. B&NES Council will be asked to promote. An article has gone into this month's Keynsham Voice. It was confirmed that leaflets promoting the event would not be handed out this year. Promotional posters could be produced for shop/business windows.

A suggestion was made that a screen in The Space could be installed advertising for the event for all to see in the High Street (either a PowerPoint or recoding from a memory stick). The Deputy Town Clerk will investigate this. Also, a suggestion of a screen in an empty shop, the Old Pom (access to shops may be difficult) or the Town Council office.

36. UPDATE ON COMPETITIONS

a) Story writing

Write a song that involves a Christmas song/carol using the title of the song, a line from the song or include the whole song. Word limited agreed at 500 words. This information will be turned into a flyer for distribution to the schools. Closing date of Saturday 31st October 2020. Stories to emailed back to the Town Council or if hard copy they can be posted through the Town Council door.

b) Colouring competition

It was reported that Judith has resigned from this Committee and is unable to undertake the production of the colouring competition. It was suggested that the Deputy Town Clerk contact Lara (Judith's daughter) who may be able to undertake this task.

c) Window competition

RESOLVED

That Councillors will deliver the letters to the shops. The Deputy Town Clerk will produce maps detailing the areas to deliver in order to avoid duplicate drop offs. Councillors Brennan, MacFie, Buxton, Simmons volunteered to deliver letters. All Councillors will be emailed once the packs are ready and those that offer to deliver will have the letter packs dropped off to them. A face mask and gloves can be included in the pack.

37. DATE OF THE NEXT MEETING

RESOLVED:

That the next virtual meeting of the Committee is scheduled to take place on **Wednesday 4th November 2020 at 4.00 p.m. via virtual Zoom Video conferencing.**

The meeting closed at 5.40 p.m.

Signed:
(Chairman)

Date: