

KEYNSHAM TOWN COUNCIL

Minutes of the Virtual EATH Committee meeting held on
Wednesday 4th November 2020 at 4.00 pm

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

Ric Davison, Vicki Burford and Roger Fowler

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

38. APOLOGIES FOR ABSENCE

Councillor C Brennan and Sarah Seymour.

39. DECLARATIONS OF INTEREST

Cllrs D Biddleston and T Crouch declared interests as members of St. John's Church.

40. DISPENSATIONS

There were none.

41. CONFIRMATION OF MINUTES

That the minutes of the EATH Committee meeting held on 7th October 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).

42. PUBLIC PARTICIPATION

Vicki Burford (in respect of the Community Facebook page).

43. COAT OF ARMS TRANSFER

It was explained that the Coat of Arms would be used as part of the Town Council's new branding including letter heads, website, signage etc. Estimate costs for getting a logo designed and copyright cover were discussed, as a comparison. The Committee were troubled by this amount of money being spent in the current time.

RESOLVED

That the matter be taken to full Council for a decision and that it be noted that this Committee have reservations regarding spending this amount of money in the current climate.

44. 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.

45. REMEMBRANCE EVENT

The Deputy Town Clerk presented an update on the proceedings for the Remembrance event on Sunday 8th November 2020. The proceedings were filmed on 3rd November and this will be live streamed by YouTube on Sunday.

46. KEYNSHAM VIRTUAL WINTER FESTIVAL

As the country has gone into lockdown until 2nd December 2020 plans for the Virtual Winter Festival need to be re-considered.

A brief update was given on the filming of the Christmas Carol. This was successful and worked well.

It was reported that the town's Christmas lights will be installed by Blachere on 9th November and they will be switched on 20th November. Socially distanced switching on of the Christmas tree lights should be okay, as long as we only have the family of the colouring competition winner and the film crew instu by the Christmas tree (two separate socially distanced bubbles). The lights on the tree will be installed on the morning of 27th November and the lighting crew will do a final check before the actual switch on and one of them will be on site to do the actual switch on under the tree.

A discussion was had in respect of having a live presenter on the night to string all the pre-cording and live streamed parts together. Once again, social distancing guidance will be followed. It was suggested that this could be Father Christmas, but this may be difficult if he is then on tour around the streets.

RESOLVED

That the event has a live presenter, and Ric would take on this role on the night. Roger said that he may have some costume that Ric could possibly borrow.

A Facebook page is to be created and it was requested that the Deputy Town Clerk circulate all competition information and promotional material to Vicki so that she can circulate through the Community Group's Facebook page. Councillor Biddleston asked for links to all material. The Deputy Town Clerk reported that the link to the Virtual Winter Festival holding page is part of the Winter Festival write up in the Keynsham News that is being delivered to every household in BS31 and BS32 as of 9th November 2020. The Facebook page will need to be set up by the Town Clerk as the event is a Town Council event (the Deputy Town Clerk will speak to the Town Clerk and get this set up) and a link to the YouTube virtual streaming page will be included.

Ric confirmed that the radio station in At One would be open on the night and has toilet facilities if they are required.

St. John's Choir may not happen and use of the Church for Wi-Fi and power needs to be checked. The Deputy Town Clerk will find out if the latter is still possible.

In respect of the solo artist's performance, it was agreed that this could still go ahead, as a single person singing in the open air with just the film crew (socially distanced) filming should not be a problem. The foyer of the church will be ideal for this filming as it could give some shelter if the weather is inclement.

The schools filming should be okay dependent on the individual schools COVID guidance. Spirolux confirmed that they had sent emails out to the schools and were awaiting confirmation in respect of attending and recording at the individual schools.

Letters to Santa needs promoting further, as to date only two have been received. It was agreed that there should be a Father Christmas' special message to the children at the beginning of the event and this can still happen.

Clllr Buxton joined the meeting.

The shop window competition will probably not go ahead as many of the shops will now be in lockdown and will not have decorated their windows by 27th November. Cllr Biddleston had an alternative suggestion for the trail which would include filming the story whilst following a trail around houses lit up for Christmas on the Somerdale estate. Two stories have been received to date. The Deputy Town Clerk will amend the story writing competition date and get this information to Vicki to promote again. Advice was given that the distribution of sweets after the trail would not be permitted during lockdown. This trail will have an end date of mid-December when completed entries can be exchanged for a candy cane or similar once we are out of lockdown. The trail to be launched on the evening of the Winter Festival. The trail leaflet will be designed by the Community Group.

Spirolux will film the trail on Monday 23rd November (time 7 p.m.) Decorations would need to be up by this date. Vicki said that she could possibly arrange the trail to be up and running on this estate as the starter for a bigger town wide trail. It was agreed that Roger would read the full competition story on the High Street and images of decorated houses would be faded in and out throughout the story.

Reading the story by a log fire was suggested, somewhere like the Old Manor, due to lockdown restrictions this may not be possible. The exact place for filming to be confirmed. Ric will speak with Jane at the Old Manor. If not, in the Ship Inn.

RESOLVED

That the Old Manor or the Ship Inn be offered a sum for the cost of any wood for their fire (for the period of filming).

The Colouring Competition

RESOLVED

Designs by Lara were approved and the Deputy Town Clerk to put into entry forms and distribute via all the schools. Schools will be asked to print and distribute but to send in invoices to recover costs for printing.

Lara was thanked for her beautiful designs.

The winner will be notified before the event and invited to switch on the tree lights and the compere (Ric) will introduce the winner before they switch on the lights.

The Deputy Town Clerk will forward some of the entries to Spirolux, so that they have some as stills for on the night (to fill gaps).

The programme Spirolux and the Deputy Town Clerk will revisit this and adapt to include the performances that will still be feasible. Once a proposed draft programme is produced a copy will be sent out to all.

RESOLVED

That the lit trees on Temple Street be put up as per usual (fee approximately £300).

47. DATE OF THE NEXT MEETING

RESOLVED:

That the next virtual meeting of the Committee is scheduled to take place on **Wednesday 9th December 2020 at 4.00 p.m. via virtual Zoom Video conferencing.**

The meeting closed at 5.20 p.m.

Signed:
(Chairman)

Date: