

KEYNSHAM TOWN COUNCIL

Minutes of the Virtual EATH Committee meeting held on
Wednesday 9th December 2020 at 4.00 pm

PRESENT: Councillors D Biddleston (Chairman), C Brennan, H MacFie and B Simmons.

Ric Davison (late), Revd N Williams, Chris & Peter (Spirolux) and Rodger Fowler

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

48. APOLOGIES FOR ABSENCE

Councillors C Buxton, T Crouch, J Wallcroft and D Cooper.

49. DECLARATIONS OF INTEREST

There were none.

50. DISPENSATIONS

There were none.

51. CONFIRMATION OF MINUTES

That the minutes of the EATH Committee meeting held on 4th November 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).

52. PUBLIC PARTICIPATION

Chris & Peter (Spirolux) and Rodger Fowler.

53. AGENDA ORDER

RESOLVED

That item 7 be considered prior to other matters on the agenda.

54. KEYNSHAM VIRTUAL WINTER FESTIVAL

a. Winter Festival budget

Committed expenditure was reported as follows

£820.00 for the Christmas tree

£235.00 for entertainment/costume hire

£150.00 for competition prizes

£10.00 for stationery/gifts

£5070 for pre-recording, editing and live production of the virtual Winter Festival

£250.00 Christmas tree installation on Temple Street

Equating to £ 6535.00

Actual expenditure to date

£820.00 for the Christmas tree

£135.00 for entertainment/costume hire

£80.00 for competition prizes

£10.00 for stationery/gifts

Equating to £1045.00

Keynsham Winter Festival budget for 2020 = £9000.00

Spirolux were thanked for their hard work and flexibility in respect of everything that they have been asked to undertake in respect of the Winter Festival.

b. THE EVENT

(i) Feedback from recent filming activities

It was confirmed that the draft Timeline produced by Spirolux had been circulated to the Committee. The timeline amounts to about 2 hours of entertainment with some flexibility. It was explained that items in red were prompts for Ric and Caitlin as speaking introductions for programme items throughout the evening.

The recordings have gone well. There are two schools that have been filmed, Castle Primary's Panto Poem which was filmed inside and is lovely and Chandag Infant School's song Away In a Manger which was filmed outside and was sung in English, German and a section that was done in sign language.

The three musical artist performances of Steve Mercy, Tom Youdan, Gareth Osborn and Jon Hare which were filmed in the Manor House Hotel. These were about 15 minutes per recording.

The short story filming with Rodger went well too (apart from it being cold) and lasts about 6 minutes. One part filmed at the Church end of the High Street, one sat in a lovely leather chair in CoffeeOne and one down on Market Walk, near the Clock Tower. The winner of the Christmas story 'Santa meets the Penguins' was written by 8-year-old Oona Abson. There will be screen overlay information throughout the virtual Winter Festival broadcast with full credits at the end of the night.

Oona has been along to the radio station and has recorded her story broadcasting.

The Methodist Puppets were great fun. A little stable sketch and then some dancing and singing camels and donkey to a very catchy tune. The Church are keen to use the recording in their church service following the Winter Festival and Spirolux will email them a copy.

Letters to Santa, the pre-recorded sessions in front of the fire in the Manor House hotel went well and there will be more letters read on the night.

It was reported that currently there are no working lights on the Christmas tree and the reason for this is that when the company came to connect and check the lights, there was no power. It came to light that the Church has been rewired and the power to the tree is now on another circuit. The lighting company are aware of this and will do a check tomorrow evening and will be present on the night to ensure that the lights come on when required.

Roles on the night – Chris will floor manage, Peter will vision mix, Spirolux will also have a further camera op and runner with them on the night. Dawn to make sure people are in the right place at the right time, including Santa (who has to do live sessions of letters to Santa towards the end of the evening). Lights will be set up for the Salvation Army. Kevin will open up the Baptist Church at 4.00 p.m., St. John's will be open at 2.00 p.m. and Dawn will bring the gazebo to the Church for 3.00 p.m. The weather is forecast to be showers.

Caitlin is ready with her fairy costume and she will be bringing along an umbrella to match her outfit. Caitlin to assist Santa with his letters. Caitlin and Ric to arrive at 5.30 p.m. ready for the event to start at 6.00 p.m. Dawn will order 2 light up wands, one for Caitlin and one for colouring competition winner (Roshaan who will arrive at 5.45 p.m.).

Anthony of the Salvation Army needs to be contacted regarding change of time of performance and the number of carols to be played.

There will be a live count down on the clock on the church tower from 5.30 p.m.

Confirmation as to whether Louise Maria was playing a guitar or piano was requested. Ric thought that she may bring a piano. Spirolux will sort power for this.

The evening will end with a launched streamer cascade.

(ii) Promotion of the event

The event has been promoted today via Facebook (with two days to go, banner) and shared to numerous other Facebook groups. It has also been emailed to all community groups for onward circulation. Further promotions will be sent out over the next two days, with the final programme being published. Once Ric gets the programme, the Radio can promote. Cllr Biddleston asked for everyone to also circulate by the own social media channels.

Dawn will circulate the information to all the schools. The information has been circulated to Saltford.

Everyone to send Dawn any credit information so that she can then forward the final information to Chris and Peter.

Ric asked for full information on what he should say on the night. It was agreed that this will be discussed more directly after this meeting.

The window Competition, Caitlin reported that very few shops had decorated their windows probably due to the recent lockdown and it was agreed that those that had decorated their windows would be judged after Friday's event. Chris added that during the actual filming there were very windows decorated that they could film. The results of this competition will be published in the Voice and WeekIn. Dave will judge these. Later filming of the judging was suggested. Goodie bags containing an Entertainer voucher, chocolate selection box, candy cane, cracker etc has been purchased for the colouring competition winners and story writing competition. There prizes will be delivered in due course.

The link to the Christmas Carol will be sent to Rodger once it has been received from Spirolux.

55. RECOMMENDATIONS FROM NOVEMBER PERSONNEL MEETING

- (i) It was received and noted that until the backlog of work is caught up, the Council should not initiate any further new projects or activities unless required in response to COVID.
- (ii) The Committee reviewed the list of activities/projects and placed them in order of priority in accordance with staff capacity and any legal deadlines required.

RESOLVED

- To formulate a Community Engagement Strategy, to push on and complete this project over the next few months.
 - To produce a new set of Station Posters to replace the current set of In Bloom posters.
 - In respect of Travel & Tourism to invite along someone from Invest West and listen to what they have to say about promoting the town and as a comparison invite someone from Visit Somerset, with a view of deciding how the Town Council should proceed in respect of further online tourist promotion. Visitors from these companies to be invited to the March/April Committee meeting. No further actions in respect of Tourism and Marketing to be undertaken until further notice (once the High Street improvements have been completed).
 - That Station Posters costings and onward sale of the same to be put on hold until staffing levels are sufficient to investigate this fully.
 - To put on hold marketing and Branding matters including design of a new logo, Facebook, updating of the website until staff levels are improved.
 - To continue to discuss future activities that may come out of the Heritage bid but not to action any activities until staffing levels are sufficient.
 - To begin Winter Festival planning for 2021 in June, if staffing levels are sufficient.
 - That there be no Committee meeting in January 2021. The next meeting to be held in February to reduce pressure on current staff.
- (iii) It was received and noted that the Council is to undertake a review of its 4-year plan and all the current tasks being undertaken by the senior officers, at its next meeting, and agree an order of priority in the full knowledge that some projects may have to be rolled over to the following year.

56. COMMUNITY ENGAGEMENT STRATEGY

RESOLVED

That between now and the February meeting of the EATH Committee, Councillors review and research other organisations with Community Engagement Strategies and bring all information collected to that meeting for further discussion.

Councillor Biddleston – Andover Town Council
Councillor Simmons – Totnes Town Council
Councillor MacFie – Frome Town Council
Councillor Brennan – Biggleswade Town Council
Councillor Buxton – Poynton Town Council
Councillor Wallcroft – Milton Keynes Town Council

Councillor Simmons will also forward B&NES Community Engagement Strategy for distribution to all.

Members to look at other Town/Parish Councils. if they have time and bring this information to the next meeting.

57. DATE OF THE NEXT MEETING

RESOLVED:

That the next virtual meeting of the Committee is scheduled to take place on **Wednesday 10th February 2021 at 4.00 p.m. via virtual Zoom Video conferencing.**

The meeting closed at 5.20 p.m.

Signed:
(Chairman)

Date:

