

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 8th May 2018 at 4.00 p.m. in the Town Council Offices

PRESENT: Councillors J Cron (Chair) – arrived late, D Biddleston, D Brassington and T Crouch. P Sawyer (Churches Together).

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

76. INTERIM CHAIR

In the absence of the Chair, Councillor T Crouch was duly elected as Chair for the meeting.

RESOLVED:

That Councillor T Crouch act as interim Chair for this meeting.

77. APOLOGIES FOR ABSENCE

Councillor L O'Brien.

78. DECLARATIONS OF INTEREST

There were none.

79. DISPENSATIONS

There were none.

80. MINUTES OF THE LAST MEETING

The minutes of Tuesday 5th December 2017 required one amendment:

In the absence of the Chair of the Winter Festival Committee, Councillor Duckett be duly elected as interim Chair for the meeting until the arrival of Councillor J Cron (Chair).

RESOLVED:

That with the above amendment that the minutes of the meeting held on 5th December 2017 be approved as a correct record and signed by the Chairman.

81. BUDGET

(i) ***Final Budget 2017***

The final budget for 2017 was recorded as Income of £17,707.00 and expenditure of £11,494.78 leaving a surplus of £6212.22. At the year-end (31st March 2018) the surplus was transferred into earmarked reserves. It was noted that an additional £85.00 has been received during the month of May for an outstanding concession stall fee. In 2018, all stall holders will be invoiced following receipt of a stall booking form and the invoice will clearly state 'Payment terms strictly 30 days. Stall booking will not be secured until full booking payment fee has been received.' This will avoid late payments this financial year and will ensure that records are kept clear. A full

spreadsheet will be kept to record all stall holder information for auditing purposes.

The Committee were pleased to hear that the 2017 event had been financially successful.

(ii) **Draft budget 2018**

Expenditure for 2018 is estimated as being in the region of £12,402.00 and income is estimated as being in the region of £19,080.00 (£9,000.00 TC grant, £4640.00 from sponsorship, stall income, fairground income and workshops and £5440.00 is held in earmarked reserves.

(iii) **Sponsorship spreadsheet 2018 – (Advertising costs to include VAT)**

In addition to approaching businesses in the Town Centre and outlying trading estates for advertising sponsorship it was suggested that all Keynsham Businesses are contacted via the Business Database. For auditing purposes full sponsorship records are to be kept and all sponsors will be invoiced. Payment terms will be clearly stated on the invoices to ensure prompt payment. This will avoid the problem that we had during the financial 2017-18 wherein the Town Council staff were chasing payments into the new financial year.

RESOLVED:

That the advertising costs (including VAT) remain the same as 2017 and that the process of seeking sponsorship begins at the end of July 2018.

POINTS TO NOTE FROM 2017 EVENT:

- **The deadline for advertisements in the programme should be the beginning of October (Friday 5th October 2018).**
- **The form requesting advertising sponsorship should be distributed earlier in 2018.**
- **More Councillors/Committee members to assist with the distribution of sponsorship forms.**

ACTION POINTS:

- **Town Council staff to amend the stall booking form to include details of payment terms. Town Council staff to include 30 day payment terms on all invoices to stall holders and sponsors.**
- **All Community groups to be contacted to seek new members for the Committee.**

82. WINTER FESTIVAL 2018

a) **The Theme**

Various suggestions for a theme for 2018 were made including:

Icicles and snow 'Frozen' – Jack Frost.
Winter Magic.

Victorian Evening (as requested by some members of the public).
Dickensian themed event.

RESOLVED:

That the 2018 Winter Festival follow a Dickensian theme.

The Dickensian theme to be discussed further at the next meeting but some initial suggestions included:

- Hiring or borrowing costumes for Councillors to wear. A message to be sent to all Councillors informing them that the Committee would welcome more Town Councillor involvement on the night of the event. The Chair should be encouraged to wear a top hat for the opening of the event and presentation of prizes.
- KLOGS could be invited to open the stage performances with excerpts from their recent 'Oliver' Show.
- Characters from a 'Christmas Carol' could form part of the evening.
- The naughty elves from the 2017 event proved very popular.

b) **Site layout**

The Site layout would be dependent on the siting of the stage and will be discussed in more depth at the next meeting.

The Stage location

As suggested in the wash up meeting for 2017 the main stage should be reconsidered.

RESOLVED:

That quotes should be sought for a pop up stage that will form a centre piece on Market Walk. This should be well lit with good sound projection.

That more stall concession stalls should be located close to the stage to encourage people to this area.

Road closure

ACTION POINT:

Signage for the one way system required for the Tesco car park needs to be planned fully to avoid the problems that occurred in 2017. It should be clear from the Bristol Road entrance that there will be no exit on to Charlton Road.

Consider Chapter 8 training for Grounds Maintenance staff to ensure the safe crossing of the procession from the High Street to Temple Street.

RESOLVED:

That the road closure should follow the same format as 2017. This will be dependent on checking with contractors redeveloping Riverside that it will be safe to use the usual extent of Temple Street.

c) ***The stalls***

Councillor J Cron arrived at this point in the meeting.

Stricter control of the fun fair stalls will be put into place to avoid clashing with the position of the Community and pre-booked stalls.

RESOLVED:

That the price of the 2018 should remain the same as the 2017 costs (including VAT).

d) ***The procession***

RESOLVED:

- i) That the 2018 procession should be bigger, brighter and involve more community groups.
- ii) That a programme for the timings of setting up of the procession should be formulated. This should include allowing time for those collecting workshop materials to get to their position in the procession.
- iii) The content and the order of the procession to be decided over the next few meetings.

e) ***Entertainment on stage/stages/dance arena***

As the audience has been poor for the stage in past years it was suggested that the stage performances should be kept short and snappy e.g. magicians, puppet shows. Full suggestions and ideas to be brought to the next meeting.

Cllr Biddleston said that he would like to look into the possibility and costing of having an ice skating rink (possible location – Bonzo Terrace).

f) ***Entertainment in the Space***

This will be discussed in more detail at the next meeting when Ric is present.

g) ***Fun Fair***

A map of the site layout should be given to the fun fair company detailing the location of their rides and stalls.

ACTION POINT: Position of rides and stalls to be discussed fully once the road closures, stage location and procession route has been confirmed.

Competitions

Colouring competition design following the Dickensian theme to be decided.

Window competition theme to be decided.

Pre-event workshops

RESOLVED:

That the workshop will return to the old format with Chrissie (qualified artist) running two Saturday workshops. Suggestion of workshop activity – large bright lanterns to be carried on poles.

83. **DATE OF NEXT MEETING**

RESOLVED:

That the date and time of the next meeting is Tuesday 5th June 2018 at 4.00 p.m.

SIGNED..... DATE.....
(CHAIRMAN)