

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 2nd July 2019 at
4.00 p.m. in the Town Council Offices

PRESENT: Councillors D Biddleston (Chair) – R King, H MacFie, and A McGuinness, Sarah Seymour (Churches Together).

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

1. APPOINTMENT OF CHAIRMAN

The appointment of D Biddleston be appointed as Chairman of the Committee for the municipal year 2019 -20 was received and noted.

2. APPOINTMENT OF VICE CHAIRMAN

The appointment of Councillor R King as Vice Chairman of the Committee for the municipal year 2019 -20 was received and noted.

3. MEMBERSHIP

The membership of the Committee Councillors D Biddleston, D Brassington, C Brennan, R King and A McGuinness for the municipal year 2019 - 20, was received and noted.

4. TERMS OF REFERENCE

The Terms of Reference were received and noted.

5. APOLOGIES FOR ABSENCE

Apologies were received from Jo Meredith and Councillor Caitlin Brennan.

6. DECLARATIONS OF INTEREST

Declarations of interest were received from: -

Councillor H MacFie in respect of matters relating to the Christmas tree.

Councillor D Biddleston in respect of his connection with KLOGS and Phoenix Youth Theatre Group.

7. DISPENSATIONS

There were none.

8. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 6th November 2018 be approved as a correct record and signed by the Chairman.

9. BUDGET

(i) **Draft budget 2019**

Expenditure for 2019 is estimated as being in the region of £12,402.00 and income is estimated as being in the region of £13,590.00 (£9,000.00 Town

Council grant, £4640.00 from sponsorship, stall income, fairground income and workshops. There are no earmarked reserves allocated to Keynsham Winter Festival.

Items of expenditure on the draft budget sheet were explained to those present.

The stage and sound/lighting company booked in 2018 will be used again this year as discussed at the meeting on 17th June 2019. A quote has been received for this service in the sum of £1400.00 which is more than 2018 (£1250.00) but much less than in previous years (costs for associated previously included erection of steps and stage safety rails plus sound and lighting. The same company own the play bus and will bring this along at no extra cost. This is paid for from the income received by those running the bus on the night.

(i) RESOLVED:

That the Spirolux be booked to provide the stage, lighting and sound, together with the play bus.

At the meeting on 17th June it was discussed that KLOGS together with Johnny G (the compere) will run the performance stage in 2019 at a cost of £450.00.

(ii) RESOLVED:

That KLOGS together with Johnny G run the performance stage for 2019 for a fee of £450.00.

(iii) **Sponsorship 2019 – (Advertising costs to include VAT)**

As discussed, at the meeting on 17th June 2019, the sponsorship form used in 2018 was fine to use in 2019 (no increase in charges). The form just requires date changes. Closing deadline for sponsorship advertising 4th October 2019.

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 year 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 2018 and that the process of seeking sponsorship begins as soon as possible. Sponsorship forms to be distributed with the help of Councillors/Committee members (copies of the sponsorship forms will be brought to the August meeting.

10. NON COUNCILLOR MEMBERSHIP

RESOLVED:

That the non-councillor membership of the Winter Festival Committee be increased to 6, to include a member from the town's Traders Association and to add a clause in respect of guests attending one off meetings, where necessary. Terms of Reference to be amended to reflect this.

11. WINTER FESTIVAL 2019a) ***The Theme***

As suggested at the meeting on 17th June 2019, the Greatest Show (songs from the Greatest Showman) – circus related activities.

RESOLVED:

That the 2019 Winter Festival follow a Circus theme. Circus design posters to advertise the event.

b) ***Site Layout******The Stage Location***

RESOLVED:

That the stage be positioned on Charlton Road just up from the zebra crossing.

c) ***Road Closures***

RESOLVED:

That the road closure should follow the same format as 2018.

d) ***The Stalls***

An increase in the number of stalls to 30 was suggested so that extra stalls could be included on Temple Street. Look into additional better lighting – twinkly LED battery strings for each stall.

RESOLVED:

That quotes be obtained for both 25 and 30 umbrella stalls and tables.

All shops should be encouraged to keep their lights on.

Contact should be made with the Rotary club to see if they will be selling hot chestnuts, also if they will be escort of the procession.

The Art Space will probably be using the Temple Canteen (upstairs) for a pop up art shop on the Winter Festival evening.

e) ***The Procession***

RESOLVED:

- i) That the 2019 procession should congregate in the covered walkway near the B&NES building and walk up Temple Street across into the High Street and up to the stage at Charlton Road. The colouring competition winner switching on the Christmas lights as the procession moves along.
- ii) Chuffy, the train to be booked to lead the procession carrying the colouring competition winner and Father Christmas. Train to be decorated in a circus theme. Judith Cron to be asked to decorate the train. Town Crier to walk in front. To be included in the procession – KLOGS and KITE members dressed up. Baskerville ribbon twirling gymnasts.
- iii) Councillors to assist with the procession. Official ID lanyards to be made for all Councillors on KWF duty. A councillor to be in charge of high viz jackets ensuring all escorting the procession are wearing one.
- iv) Separate Christmas tree lighting ceremony prior to the procession setting off. Lights on the tree to be switched on by winner of the star window competition trail being organised by Churches Together with Richard Dyson (History Society) & Erica Davies (Wombles). Carols by choir and ringing of the church bells. Ceremony to start at:
 - 5.50 p.m. with carols by choir
 - 6.00 p.m. Christmas light switch on
 - 6.10 p.m. church bells to ring
 - 6.15 p.m. Procession leaves Temple Street
 - 6.25 p.m. formalities on the stage – led by Johnny G compere
 - 6.45 p.m. KLOGS on stage.
- v) The content and the order of the procession to be decided over the next few meetings.

f) ***The Town's Christmas Lights***

RESOLVED:

That the Deputy Town Clerk contact Alison Wells and ask for a change of the street Christmas lights.

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

RESOLVED:

That KLOGS plan and run the performances on the stage with Johnny G as compere. Fee for the service £450.00 including compering.

Jo Meredith from KLOGS will attend a future meeting of this Committee and update on the proposed performance timetable for the stage.

A suggestion was made that on the evening of the Keynsham Winter Festival a Circus Skills workshop (plate spinning, juggling) be held in the Key Centre. Sarah offered to seek availability of the Key Centre and whether this would be acceptable for the Church. The Town Council will contact local circus skill companies for a quote.

The Committee members present reviewed a selection of entertainment acts that Historical Promotions and Event Management have within their winter brochures, selected some and requested that quotes be sought.

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

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

g) ***Fun Fair***

RESOLVED

That the Fun Fair be located in the same positions as in 2018 but there be no ride on Charlton Road. More stalls such as hook a duck to be on Temple Street. The Deputy Town Clerk to request photos of the proposed rides.

That the fee payable to the Fun Fair be £650.00

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

Competitions

Colouring competition design following the Greatest Show – circus theme. These will be designed by Judith Cron.

Window competition theme to be the same – bright, twinkly, colourful shop window displays.

Pre-event Workshops

RESOLVED:

That the workshop will run by Chrissie (qualified artist) running two Saturday workshops. One in the Key Centre and one in Queens Road Methodist Church (Sarah will seek availability of the hall). Suggestion of workshop activity – large bright balloon shaped lanterns to be carried on poles.

That the fee for the workshop be £2.50 per child.

That investigations be made into holding one of the pre-event workshops in Queens Road Methodist Church. Also having other circus craft activities available.

The Committee asked whether there could possibly be two Saturday workshops so that more children have an opportunity to be in the procession. The flyers advertising the workshops to the children/parents of all primary/junior schools should be bright, colourful and attractive and should state that the workshop is being run by a professional artist.

It was suggested that there also be an adult wreath making workshop to be held in the Community room at Wellsway School in the lead up to the Festival.

12. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 6th August 2019 at 4.00 p.m.

SIGNED..... DATE.....

(CHAIRMAN)