

# KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 6<sup>th</sup> August 2019 at  
4.00 p.m. in the Town Council Offices

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PRESENT: Councillors R King (Vice Chair), C Brennan, H MacFie, A McGuinness and J Wallcroft plus Clarice Corfield (Churches Together), Judith Cron (Arts Consortium) and Angela Sherwood (of Wild About Flowers representing the Independent Traders Group).

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

13. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Biddleston.

14. DECLARATIONS OF INTEREST

Declarations of interest were received from: -

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

15. DISPENSATIONS

There were none.

16. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 2<sup>nd</sup> July 2019 be approved as a correct record and signed by the Chairman.

17. BUDGET

***Draft budget 2019***

There has been no income or expenditure since the last meeting however as agreed at the previous meeting the following items are now recorded as committed expenditure:

£450.00 for KLOGS performance on the stage and compere (Johnny G)

£50.00 to Wombles for litter picking on the night

£160.00 for the Park & Ride service – Dial-A-Ride

£1400.00 – Stage bus including sound and lighting

Sponsorship forms will be sent out by email to all on the Town Council distribution list and the Committee will be given copies of the form at the next meeting to deliver personally (no money to be collected, businesses/shops will be invoiced on receipt of the completed form).

Stall holding booking form to contain a clause in respect of Keynsham Town Council Plastic Free Policy.

Quotes received since the last meeting: -

Stall & Table hire – 25 stalls £935.00 & 30 stalls £1070

(i) RESOLVED:

That 30 stalls be booked through Zapp Umbrellas

Stewards/security quote

15.00 – 22.30 (7.5 hours each)

1 x Senior Security Manager - £15.50 per hour plus VAT - £116.25 plus VAT

1 x Senior Supervisor - £15.00 per hour plus VAT - £112.50 plus VAT

22 Stewards - £12.00 per hour plus VAT - £1,980.00 plus VAT

2 x SIA - £14.00 per hour plus VAT - £210.00 plus VAT

Radio's – Free of Charge

**Total = £2,418.75 plus VAT - Price as per 2018**

(ii) RESOLVED

That the Stewards/Security company Safe and Sound be booked and a price of £2418.75 plus VAT

18. WINTER FESTIVAL 2019

a) **Site Layout**

**Christmas lights**

The Deputy Town Clerk reported that she had sought information from B&NES in respect of the Christmas lights (at the last meeting some members expressed disappointment in the lighting scheme). The Committee were informed that B&NES are currently working with the new administration on a budget for Christmas Lights, across the authority where contracts are in place. Ideally, this needs to be a long term commitment which would allow a negotiation of a change of lights for a certain period. Currently B&NES have a framework contract with Blachere which is based on existing schemes. There may be a few lights available that could be swapped into existing schemes, but these are just an odd few and would not match existing schemes. It has been agreed that when the Blachere lorry is loaded up for delivery of the Keynsham lights that they will be light tested in order to allow for alternate white and blue light panels to be erected to those lamp posts that have been weight tested. Blachere will be asked to look at the installation of lights on Bath Hill and Station Road but this will not mean more lights being added to the delivery but just spacing out the existing set number of lights allocated for Keynsham.

Quotes will be sought for a Christmas tree (25 – 30 ft) in the grounds of St. John's Church. Angela said that she could possibly get a quote.

b) **Road Closures**

An application is to be submitted shortly. Waitrose have confirmed use of their car park for the Park & Ride and Dial-A-Ride is booked.

c) **The Stalls**

The Deputy Town Clerk is still trying to source additional cheap lighting for each stall.

The Fear Hall has been booked to accommodate the indoor stalls. Phoenix Youth Theatre will be running the refreshment stall and will be serving mulled wine. The Deputy Town Clerk will submit a TENS License application, in respect of this.

d) ***The Procession***

The following are booked for the procession

Chuffy, the train, Keynsham and District Lions and Santa, Keynsham Rotary (stewards) and the Town Crier. We are still waiting to hear from the Cadet Marching Band.

The Town Council has received confirmation that the Chair of B&NES will not be attending for the formalities on the stage. It was suggested that Dine Romero, Leader of B&NES Council be asked to attend.

Baskervilles School of Gymnastics have been contacted about being part of the procession (ribbon dancing) but to date we have not had a response. City of Bath Gymnastics group recommended.

Patricia Veale has confirmed that the dancers will form part of the procession and the dancers will be dressed in a circus related theme. The Town Council office will be used as holding space for the dancers (if cold).

Other organisations need to be contacted and persuaded to dress up in a circus theme e.g. Brownies, Guides, Girls Brigade and join the procession.

The Committee requested further information from the company Circus Antics for both for the procession and entertainment on the streets on the night.

The Deputy Town Clerk will get the grounds staff to check the batteries in the lanterns.

e) ***Entertainment on stage and the streets***

The proposed change of the location of the stage may affect the positioning of Salvation Army band. This needs to be discussed with Hilton at a future meeting. Angela, from Wild About Flowers said that she was happy with them in this location in 2018 but the timings of the band may need looking at also.

It was reported that Jo from KLOGS will attend a future meeting to discuss the proposed performances on the stage.

The Town Council staff are in the process of booking the climbing wall.

Waitrose have confirmed the donation of a large jar of coffees, large box of tea bags and 12 boxes of 12 mince pies for the Baptist church refreshments on the night.

f) **Entertainment in the Space and the library**

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

Wellsway Academy have expressed an interest in performing in the Space either as a choir with accompaniment or an orchestra. It was suggested that Broadlands could be contacted too.

Attendee numbers in the Space need to be monitored closely to avoid the problems that occurred in 2018 and it was suggested that free tickets for each performance be available via Eventbrite. This would be easy for the Town Council to set up and would just require some one on the door to collect the tickets.

The Deputy Town Clerk has a meeting arranged with the manager of the library to discuss entertainment in the library (Punch and Judy).

g) **Fun Fair**

Deputy Town Clerk to arrange a meeting with the Fun Fair company owner, inviting them to Keynsham to run through siting of Fun Fair rides and stalls (Plan to be provided at the meeting).

h) **Marketing, publicity and sponsorship**

RESOLVED

That the Deputy Town Clerk to contact Somerset Markets and book a stall for handing out the programmes in advance of the event, on Saturday 9<sup>th</sup> November 2019.

The Deputy Town Clerk has had a meeting with Heart FM, classic FM and Smooth FM and they are happy to promote the event on the radio. Also, Promote on Keynsham Radio.

i) **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. Angela confirmed that Wild About Flowers were the overall winners in 2018 and that she has the shield. Sarah Seymour is organising the Churches star trail which will form part of the window displays.

A manager or deputy from both Waitrose and Sainsbury have already confirmed as judges for the window competition. A member of the Committee needs to be nominated at the September meeting to take the judges on the judging tour (on the event afternoon from 4.00 p.m.)

Sainsburys have already confirmed donation of sweets as part of the prizes. The Deputy Town Clerk will contact Tesco and Iceland for donations. The Entertainer will be contacted in respect of voucher prizes.

*j) Pre-event Workshops*

Plans are underway to arrange the pre-event art workshop to make items for the procession.

Circus Allstars have been booked to run a circus workshop in the Key Centre on the night and the hall has been booked.

19. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 3<sup>rd</sup> September 2019 at 4.00 p.m. in the Fellowship Room (upstairs in the Key Centre).

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

(CHAIRMAN)