

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 3rd September 2019 at
4.00 p.m. in the Town Council Offices

PRESENT: Councillors D Biddleston (Chair), R King (Vice Chair), D Brassington, C Brennan, H MacFie, A McGuinness and J Wallcroft plus Clarice Corfield (Churches Together), Judith Cron (Arts Consortium), Ric Davison and Sarah Seymour.

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

20. APOLOGIES FOR ABSENCE

Apologies were received from Hilton Baker.

21. DECLARATIONS OF INTEREST

Declarations of interest were received from: -

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

22. DISPENSATIONS

There were none

23. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 6th August 2019 be approved as a correct record and signed by the Chairman.

24. BUDGET

Draft budget 2019

It was reported that there were some transposed figures on the spreadsheet that should have read committed stall income £710.00 and actual stall income £220.00.

Expenditure to date - £122.00 and committed expenditure £6953.75.

Actual income received amounts to £220.00.

Since circulation of the draft budget paper, £750.00 has been promised from the Fun Fair and the Christmas tree is sponsored in the sum of £650.00 by Crest Nicholson.

A quote for the first aid provision came in at £715.68 but this has been challenged and will be revised as 2018 the first aid costs were only £544.80.

The climbing wall has been taken over by another company and are charging £400 for the service this year. It has been agreed that this will be funded by S106 youth service funding and that the youth service staff will be in place to liaise with the young people using the wall.

(i) RESOLVED:

That the youth service staff request a suggested donation of £4.00 per user in order to recuperate some of the cost.

Sponsorship forms have been posted out to the larger companies and outlying trading estates. Packs of sponsorship forms were distributed to Councillors for distribution to local shops and businesses. Town Council Identification badges will be provided to all Councillors.

The Entertainer shop has kindly donated vouchers for the colouring competition winners and runners up. A thank you letter will be sent.

25. WINTER FESTIVAL 2019

a) **Site Layout**

Stall numbers

The stall numbers have been increased from 25 – 30 and the Trading Consent has been amended. Initially, B&NES requested £60 for the amendment but the Deputy Town Clerk challenged this. It was agreed that the fee would be waived, and no fee will be charged in the future as this will be classed as a community event. This year's fee of £11.00 will also be refunded next April. To date 6 stalls have been booked in the Fear Hall and 13 have been booked on the High Street.

Food concessions include: -
Chef Wu Thai Stall outside shop

Falcon's Paella – veg & meat paella, tapas, non-alcoholic sangria

Zoe Edwards – Hot dogs & dough nuts

Maxi Smart – Mulled wine and roasted chestnuts

Peter Cann – Mulled cider

Vintage Doris is not available this year.

d) **The Procession**

The following are booked for the procession:

Stewards and Rotary for marshalling. All Councillors will be requested to help. The High Viz jackets for those in the procession will be stored in the Town Council office for ease of access.

Confirmed – Chuffy, the train, Lions – Santa, Town Crier, Members of KLOGS and Phoenix KYT, Keyford Dancers.

We are still awaiting confirmation from the marching band and Baskerville Gymnastic Ribbon dancers.

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

An update from KLOGS will be requested for the next meeting.

RESOLVED

That Circus Antics stilt walkers/entertainers be booked. Cost £600.

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

Punch and Judy has been booked for the Library and Timothy Whyte the Library Manager has requested that the performances be ticketed. He also expressed concerns over the safety in respect of numbers in the building for evacuation purposes.

FREE Tickets for all performances both in the Library and in the Space for Winter Festival performances was suggested but Ric said that this was not necessary.

Dave suggested having people on the door with clickers to ensure that numbers within the Space did not go over capacity. The Deputy Town Clerk said that clickers could be requested through the stewards.

A meeting is to be called to resolve any issues in respect of safety and capacity. This will involve B&NES Events Department, key members of the Winter Festival Planning Committee and the Library Manager.

There will probably be 3 acts in the Space. To date Keyford Dancers and Choir Jam have confirmed. Phoenix Youth Theatre and Wellsway Students are keen to perform. They will be instructed to contact Ric.

g) ***Fun Fair***

The Deputy Town Clerk has had a meeting with the Fun Fair company owner to run through positioning of the rides and stalls on the night and to agree the fee for 2019.

h) ***Marketing, publicity and sponsorship***

A stall has been booked for the Farmers Market on Saturday 9th November 2019 and the programmes will be printed for distribution on this day.

i) ***Competitions***

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

At the October meeting a member of the Committee needs to be nominated to escort the judges for window competition (from 4.00 p.m. on the day of the event). The window competition flyer needs to be designed for approval at the next meeting.

David will be producing a flyer to be approved at the next meeting.

j) ***Pre-event Workshops***

Plans are underway to arrange the pre-event art workshop to make items for the procession. More information will be available at the next meeting.

26. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 8th October 2019 at 4.00 p.m. in the Fellowship Room (upstairs in the Key Centre).

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

(CHAIRMAN)

DRAFT