

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 5th November 2019 at
4.00 p.m. in the Key Centre, Charlton Road

PRESENT: Councillors D Biddleston (Chair), C Brennan, R King (Vice Chair), A McGuinness plus Clarice Corfield (Churches Together), Judith Cron (Arts Consortium), Ric Davison and Philippa Paget (representing the Independent Traders Group).

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Wallcroft plus Sarah Seymour and Jo Meredith.

36. DECLARATIONS OF INTEREST

There were none.

37. DISPENSATIONS

There were none.

38. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of the meeting held on 8th October 2019 be approved as a correct record and signed by the Chairman.

39. BUDGET

(i) ***Draft budget 2019***

Expenditure to date - £692.41 and committed expenditure £10,993.82.

Actual income received to date £1402.50.

There is an additional amount of expenditure (that has not been previously recorded) on the budget sheet and this is a fee for parking suspension services from B&NES Council in the sum of £184.00. This is the first time that there has been a charge for this service.

(ii) ***Sponsorship income update***

Sponsorship income received, to date, amounts to £83.34 and there is £1083.35 committed.

(iii) ***Stall holder income update***

Stall holder income received to date amounts to £401.16. The sum of £453.33 recorded previously was calculated incorrectly. The committed sum is currently £866.66.

Income from stalls and sponsorship in 2019 is net whereas in previous years the full amount has been credited to the Keynsham Winter Festival budget. The Committee will need to look at this in 2020 and decide whether to keep stall fees as they are or increase.

Stalls are charged currently as follows: -

PRIVATE TRADER

GROSS	NET	VAT
£35.00	£29.17	£5.83
£30.00	£25.00	£5.00
£85.00	£70.83	£14.17

COMMUNITY GROUP/CHARITY

GROSS	NET	VAT
£10.00	£8.33	£1.76
£5.00	£4.17	£0.83

A decision could be taken in 2020 to charge the current gross figure plus VAT.

40. WINTER FESTIVAL 2019

Update from Library meeting on 16th October 2019

This meeting went well, and all issues have now been resolved. The Space performers (Keyford Dancers) will be given a sizeable room with no public access for changing, so there will be no need for temporary screens.

The Library staff are happy for the Punch and Judy man to also run a circus workshop.

They have asked that capacity in the Space be monitored.

RESOLVED:

That Councillor Biddleston be provided with a clicker counter (minus and plus counter) to keep an accurate record on the number of people numbers in the Space, throughout the evening.

Update from SAGE meeting on 17th October 2019

There were several requests for additional information from various departments of B&NES Council and other associated outside bodies. The Deputy Town Clerk has had to provide copy DBS Certificates for the Security Staff monitoring the Lost Children Point, a separate full risk assessment, in addition to that included in the events management plan, completion of a South West Ambulance form in addition to providing the full first aid information within the EMP, additional information in respect of the climbing wall. These have been submitted via the B&NES events portal.

a) *Christmas light switch on*

Vicki Macrae from St. John's Church has emailed requesting that there be more substantial staging and lighting for the choir to perform at the tree light switch on.

The Deputy Town Clerk reported that the best way to resolve this would be to undertake the tree light switch on first hence lighting the church grounds in order that the choir can sing their carol by the tree with sufficient lighting. The cost of providing staging and additional lighting would be excessive for the 15 minutes that this activity would take.

The tree lighting process is proposed as follows: -

Councillor H Macfie leads a count down from 10 to zero. Erica Davies and Richard Dyson (Good Citizens) press the false button and the lights on the Christmas tree will be switched on. Chris, Town Council grounds maintenance worker will be under the tree to make the electrical connection. As the tree is lite, St. John's Choir will sing a carol followed by the ringing of the church bells at approximately 6.15 p.m.

b) Stall lighting

Unfortunately, the lighting chosen for the stalls at the previous Keynsham Winter Festival meeting was not in stock and hence an alternative had to be purchased at a cost of £76.20 plus £47.20. A sample was available for all to view at the meeting.

c) The Procession

The staff will be producing placards for each group in the procession. A key person will be allocated to each group in the procession. Councillor procession escorts confirmed are David Brassington, Jonathan Wallcroft, Rachael King, Dave Biddleston and Andy McGuinness. Andy will bring up the rear and walk with the stilt walkers. Judith will be escort for the Keyford Dancers. The procession will congregate on Temple Street from 5.50 p.m. and set off at approximately 6.15 p.m. High viz jackets will be available for the procession escorts (these will be stored in the Town Council office on the evening).

Order of procession

Johnny G – as Ringmaster will lead the procession with the lead steward
Town Crier
Chuffy the Train – carrying the colouring competition winner and Father Christmas
Phoenix Youth Theatre and KLOGS members (in costume)
Workshop children with lanterns and Queens Road Workshop children with masks
Keyford Dancers
Baskerville Gymnastic ribbon dancers
Circus Antics – stilt walkers.

Chuffy the Train – it was suggested that an email be sent to the owner of Chuffy the train asking if he would kindly decorate the train, brightly to fit in with the circus theme.

d) Stall bookings

It was reported that there are still a few stalls available in the Fear Hall and on the High Street.

The positioning of stalls will be considered to ensure that there are no food concessions positioned directly outside local cafes and restaurants. This will be the same for fun fair stalls which will be positioned so that they do not back on to shops.

e) *Entertainment on stage – update*

Entertainment on the stage is as per the last minutes. Baskerville Gymnasts will not be performing on the stage but have been given a performing slot in the Space.

Some lightweight barriers will be provided by the barrier company for making a small safe zone in front of the stage for the lantern children. These can be removed and stored by the Key Centre once the formalities on the stage have completed.

f) *Entertainment in the library and on the High Street and in other venues*

It was suggested that the Salvation Army perform on the corner of Bath Hill. The Deputy Town Clerk will liaise with them.

The fun fair locations were explained to the meeting attendees.

The Deputy Town Clerk has spoken with Longwell Records staff and they have decided that they will not be having a stall in Wild About Flowers forecourt.

g) *Entertainment in the Space – update*

Ric reported the running line up in the Space will be as follows: -

The Performance Dance School

Keyford Dancers

Baskerville Gymnasts

Wellsway Academy Performers

h) *Publicity*

The programme will go to print and be ready for distribution at the Farmers Market on Saturday 9th November. The stall will be set up at approximately 8.30 a.m. (Deputy Town Clerk will provide the table and cover). Councillors/members volunteered to man the stall as follows: -

Judith – 9 a.m. onwards

Dave

Rachael from 10 a.m.

David Brassington 10 a.m.

Ric 9.30 a.m.

i) *Competitions – colouring and window*

The closing date for the colouring competition is Friday 8th November and a date for the judging will be arranged shortly.

Sarah Seymour has produced a lovely window Star Trail competition. 25 Stars will be hidden in shop windows around the town from 15th November 2019 to 28th November 2019. As children follow the trail, the stars will reveal letters that then need to be unscrambled to make a Christmas message. The winner will be announced at the Winter Festival and a prize awarded shortly afterwards.

The window competition will be judged from 4.00 p.m. Marking was explained. The Deputy Town Clerk will produce judging sheets and clip boards. The Shield for this competition needs collecting from Wild About Flowers. Prizes and certificates for this competition will be awarded at a photo shoot after the Winter Festival.

j) Pre-event workshops

Bookings are coming in for the workshops. There has been some feedback that these workshops are not fully inclusive as they are not suitable for children with disabilities and autism due to the size of the groups. It was suggested that this be considered for 2020 Festival.

41. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 3rd December 2019 at 4.00 p.m. in the Fellowship Room (upstairs in the Key Centre). This will form part of the new Events, Arts, Heritage and Tourism Committee which will meet at the same time on this day.

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

(CHAIRMAN)