

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 3rd July 2018 at 4.00 p.m. in the Town Council Offices

PRESENT: Councillors J Cron (Chair), D Biddleston and D Brassington.
P Sawyer (Churches Together)

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

11. APOLOGIES FOR ABSENCE

Councillors T Crouch, C Duckett and S Edwards. Plus H Baker.

12. DECLARATIONS OF INTEREST

Councillor D Biddleston in respect of his involvement with KLOGS.

13. DISPENSATIONS

There were none.

14. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of Tuesday 5th June 2018 be approved as a correct record and signed by the Chairman.

15. BUDGET

(i) **Draft budget 2018**

It was noted that there had been no additional income or expenditure since the last reporting on 5th June 2018.

16. WINTER FESTIVAL 2018

a) **Site Layout**

Bath and North East Somerset Council have approved the siting of a stage in a location between Sainsbury's and Subway (leaving access to the recycling bins and cash point). The approval is subject to the submission of a site plan, images of the stage, insurance information (both Town Council and the stage contractor), fixing and installation details of the stage and risk assessments.

b) **Road Closures**

A road closure application will be submitted to B&NES after consultation with the Contractors of the Riverside Development to confirm full access and use of Temple Street on 30th November 2018.

c) **Stage**

Five stage contractor quotes were received, two of these companies could not provide a stage small enough to fit the 6m x 5m space as per the site

specification. Another company could not set up the stage in the time allocated and was requesting a whole day for set up.

The remaining two paper quotes (including stage images) were considered by the Committee:

Quote 1

Provision of: -

- 1m high 6m x 4m stage with inflatable cover (inflatable cover available in numerous colours - all properly secured and safe)
- Steps and Safety rails
- Stage skirt
- Staffing throughout the event to assist and help make things run smoothly

Delivery and set up cost £900.00 plus VAT.

Quote 2

Provision of: -

- 4.1m x 4.1m Structure @ 3 – 4 m high including stage platform
- Crew to build/break
- Transport

£1,100.00 plus VAT.

Both companies also offered to quote for sound and lighting provision.

The company providing quote 2 as part of the set up were requesting a nearby water supply to fill the water ballast which weighs down the stage. The Deputy Town Clerk reported that the supply of water would be difficult and also had concerns in respect of the discharge of the water at the end of the evening. The discharge on to the Civic Space would not be possible do to the possibility of freezing over.

RESOLVED:

That Wattech Limited be appointed Contractors to provide the stage with the blue and white stripped inflatable cover. A quote will also be sought from this company in respect of sound and lighting. The Deputy Town Clerk to contact the company and arrange a site visit to finalise arrangements.

d) ***The Procession***

The Deputy Town Clerk reported that the Chair of Council felt that it was not appropriate for the Chair of B&NES and himself to walk in the procession. Hence, they will be at the stage to meet the procession.

Procession update: -

Procession lead by - Colouring competition winner, the Town Crier and Father Christmas (plus either the Town Clerk or Deputy Town Clerk plus Head Steward (Safe and Sound).

2368 Squadron Marching Band.

Dickensian Characters – KLOGS members (characters from Oliver). KLOGS have confirmed that they are happy to do this and will interact with the crowds lining the streets on route.

Workshop children (dressed in costumes of the Dickensian era).

Other suitable related characters.

All involved in the procession to be dressed up. Any committee members wishing to hire costumes should bring quotes back to the committee for approval.

Stewarding of the procession to be arranged. To include Security Company members, Rotary Club members (if available), Councillors and TimeOut youth staff.

Procession to congregate in St. John's church grounds on the path leading from the Church Hall. The Christmas lights will be switched on whilst a Christmas Carol is sung. ACTION POINT – Cllr Biddleston to check with Dr Revd Stephen McCaw that the church will be in agreement to these arrangements.

e) ***Entertainment on the stage and library (some to be used in procession too).***

It was reported that KLOGS have confirmed that they will perform songs from their Oliver show on the stage (there will be opportunities for audience sing-a-longs). They also provide Bill Sykes as a compere for the evening (he has other skills that will be used between songs to entertain the audience). KLOGs members will also mingle and interact with the crowds. A fee of £250 is requested for these services.

RESOLVED:

That the sum of £250.00 be paid for KLOGS services on the night of the Winter Festival.

Pauline provided the Committee with details of entertainers including a children's entertainer Ozzy Whizzpop, a balloon artist on stilts, a magician/balloon modeller and children's disco DJ and Absolutely Painted Faces (a professional and creative team of face painters – providing a station of 3 face painters for £200 for 2 hours).

RESOLVED:

That Absolutely Painted Faces should be booked for the sum of £200.00 and be positioned in the library for the evening.

ACTION POINT – The Deputy Town Clerk to check that the company do not charge the customers and that face painting will be free for the whole night.

Councillor Biddleston suggested having a hypnotist on the stage and agreed looking into this and bringing details back for the next meeting.

Further entertainment

The Deputy Town Clerk reported that she had been seeking quotes from companies in respect of other opportunities of entertainment for consideration. Quotes were received as follows:

Quote 1

Stilt walkers from £275 - £450
Jugglers from £300 - £400
Roller skaters from £300 - £350
Balloon modellers from £300 - £350
Human statues from £300 - £350
Santas from £250 - £500

Quote 2

Prices not provided

Stilt walkers as follows:

Victorian Policemen
Miss Havisham in tattered, cob webby dress
Dickensian stilt sweep up chimney or without chimney
Victorian stilt gent
Victorian stilt lady

Quote 3

Victorian Magician @ £375.00 plus VAT = 3 x 45 minute walkabouts or 2 x 20 minute shows and 1 x 45 minute walkabout.

Victorian Flea Circus @ £375.00 plus VAT 4 x 15 minute shows.

Victorian Organ Grinder @ £350.00 plus VAT 4 x 30 minute sets.

Victorian Stiltwalker/Juggler @ £375.00 plus VAT 3 x 45 minute sets.

Victorian Style Policeman on a Penny Farthing @ £395.00 plus VAT 3 x 35 minute sets.

RESOLVED:

That from quote 3 – Street Entertainers Company (from Monmouth) the following should be booked

Victorian Magician @ £375.00 plus VAT = 3 x 45 minute walkabouts or 2 x 20 minute shows and 1 x 45 minute walkabout. Two stage performances of 20 minutes and 1 x 45 minute walkabout. To walk as part of the procession.

Victorian Flea Circus @ £375.00 plus VAT 4 x 15 minute shows – to be based in the library. To walk as part of the procession.

Victorian Organ Grinder @ £350.00 plus VAT 4 x 30 minute sets at various locations around the town – to be agreed. To walk as part of the procession.

Victorian Style Policeman on a Penny Farthing @ £395.00 plus VAT 3 x 35 minute sets. To circulate up and down the High Street/Temple Street and to bring up the rear of the procession.

f) ***Entertainment in the Space/Library***

It was confirmed that Punch and Judy will perform downstairs in the library. Ric to report at the next meeting.

g) ***Fun Fair/Play Bus***

To be discussed at the next meeting, once it has been confirmed that Temple Street is available.

RESOLVED:

That the play bus will not be booked this year.

h) ***Competitions***

Colouring competition

To be discussed at the next meeting.

Window competition

Windows to be decorated on a Dickensian Novel theme. All shops to be asked to remain open and dressed up or if closed to leave their lights on. Entry form to be designed and brought to a future meeting.

i) ***Pre-event Workshops***

Pauline confirmed that the Key Centre has been booked for Saturday 24th November 10.00 a.m. – 12 noon and 1.00 p.m. – 3.00 p.m.

The workshop artist is still to be booked and price to be confirmed for the materials for lantern making.

10. **DATE OF NEXT MEETING**

RESOLVED:

That the date and time of the next meeting is Tuesday 7th August 2018 at 4.00 p.m.

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

(CHAIRMAN)

DRAFT