

# KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 9<sup>th</sup> October 2018 at 4.00 p.m. in the Town Council Offices

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PRESENT: Councillors J Cron (Chair), D Biddleston and D Brassington.  
H Baker and R Davison

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

18. APOLOGIES FOR ABSENCE

Councillor S Edwards and P Sawyer (Churches Together).

19. DECLARATIONS OF INTEREST

There were none.

20. DISPENSATIONS

There were none.

21. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of Tuesday 3<sup>rd</sup> July 2018 be approved as a correct record and signed by the Chairman.

22. BUDGET

i) Draft Budget 2018 update

To date there is £8760.75 of committed expenditure and £611.50 actual payments made. Income committed is £17,580 and actual income to date is £14,785. Quotes are still awaited from the barrier company, Dial-A-Ride for Park and Ride Services, hire fee for the Fear Institute, the performing rights fee. Waitrose have confirmed the donation of refreshments for the Baptist Church and use of their car park for the Park & Ride Service.

ii) Stall booking update. All stalls in the Fear Hall are booked. There are a few spare stalls still available in the front room of the Fear Hall and three stalls are still bookable on the High Street.

iii) Sponsorship update

Sponsorship interest has been really slow with only five companies booking advertising space. The sponsorship forms will be sent out to all businesses on the database once more. David will be phoning all of last year's sponsors and it was

RESOLVED

That Councillors Cron and Biddleston will deliver hard copies of sponsorship forms to all retailers and businesses in the centre of town to encourage them to take up advertising space in the Winter Festival programme. Councillors on the Committee asked for identification badges.

RESOLVED:

That identification badges be made for Councillors.

23. WINTER FESTIVAL 2018

a) **Site Layout**

The Deputy Town Clerk reported that the Events Management Plan has been submitted to B&NES in preparation for the Safety Advisory Group meeting on 24<sup>th</sup> October 2018.

The Deputy Town Clerk has had a meeting with Fun Fair Company and locations for the rides and stalls have been agreed. There will be small children rides and stalls located on the Civic Centre space together with a helter skelter and a candy floss stall.

The big wheel will be located to the rear of the library on the access road to the multi-storey car park and will be put into position at 11.00 pm. on Thursday 29<sup>th</sup> November 2018.

There will be a few small rides and stalls positioned on Temple Street.

A couple of small children rides and stalls will be located in the lay by within the road closure opposite St. John's Church.

Positioning a teenage ride in the vacant space on Charlton Road was discussed and the Deputy Town Clerk informed the Committee with the inclusion of such a ride the Fun Fair Company had agreed to increase their financial contribution to £750.00. An image of the ride will be obtained and forwarded to the Committee.

RESOLVED:

That a teenage ride should be located in Charlton Road.

b) **Road Closures**

Confirmation that the road closures are in place is still awaited. The Deputy Town Clerk has chased information on this but has to date received no response from B&NES Council.

c) **Stalls**

There are a good selection of stalls booked including crafts, Christmas decorations, jams & preserves, pocket money toys, sweets, puzzles/games and tombola and charity groups. B&NES music service will be holding a try an instrument stall and Walkers Are Welcome will be selling their calendars.

Food concessions include hot dogs, coffee & hot chocolate, fudge, mulled wine, hot chestnuts, crepes, pulled pork, vegetable falafais.

d) **Stage**

The stage originally agreed on is no longer feasible due to health and safety reasons. The staging needs to be weighted with water filled containers and there is no drainage system in the Civic Centre Space that could take the discharge of the amount of water required, this could result in slippery surfaces if the weather is cold. In view of this an alternative stage has been sought.

A double decker bus with drop down stage, kitted out with full lighting and sound systems has been sourced. The Deputy Town Clerk has liaised with B&NES property services in respect of locating the bus on the Civic Centre Space but this is not feasible due to the size and the need to remove bollards.

After a site visit with the company supplying the bus stage, it was agreed that the stage would be located on Temple Street with the stage facing towards the High Street.

This alternative stage will allow for a reduction in expenditure, as it is to be supplied by the events usual sound and lighting company. The usual additional costs incurred when using the flatbed truck stage i.e. construction of scaffolding and steps plus separate sound and lighting will not be accrued.

RESOLVED:

That the double decker bus stage be booked for the 2018 event.

e) **The Procession**

Procession update: -

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

93 City of Bath 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).

Keyford Dancers in seasonal dress – winter dancers.

Other suitable related characters.

All involved in the procession to be dressed up.

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.

Placards displaying the names of groups participating in the procession will be made to help with the organisation of the parade. These will be numbered and define the order of the procession.

f) ***Entertainment on the stage***

The stage performances will be compered and organised by KLOGS – songs from the Oliver Twist Show, with a couple of appearances by the booked Dickensian Magician. The Deputy Town Clerk will liaise with Jo Meredith of KLOGS to plan the full programme for the stage so that this may be publicised in advance of the event. Either sheets of words or projected words will be produced so that the audience may sing-a-long.

***Other street entertainers booked***

Victorian Style Policeman on a Penny Farthing  
Victorian Organ Grinder  
Victorian Magician

The Salvation Army to perform on the High Street. H Baker agreed to contact Wild About Flowers to seek permission to use their forecourt space for their performance.

***Library activities***

Absolutely Painted Faces  
Punch and Judy  
Victorian Flea Circus

The Keynsham Brass Band will be performing in the Baptist Church from 6.45 p.m. – 7.30 p.m. There will also be an art exhibition on display in the Baptist Church

The Victoria Methodist Church will have performances by the Key Voices community choir.

Councillor Brassington agreed to check on all entertainers throughout the evening to make sure that they are alright and to gather any feedback.

g) ***Entertainment in the Space***

Ric reported that 3 performances had been booked and that he will liaise with David to ensure that these are publicised.

h) **Publicity**

RESOLVED:

That copies of the event programme be distributed at the November Farmers' Market on the morning of 10<sup>th</sup> November 2018 and on the night of Winter Festival.

David is currently producing a Winter Festival website and the event will be promoted further through the Town Council website, Facebook page, Keynsham News, the Keynsham Voice, the Week In, on banners, posters and letters to businesses and residents.

Councillor Cron asked for the publicity materials to include information about reducing plastic waste.

i) **Fun Fair**

The Deputy Town Clerk is currently waiting for the public liability insurance documents and ADIP Certificates from the Fun Fair Company. These need to be submitted as part of the Events Management Plan.

j) **Competitions**

**Colouring competition**

The colouring competition will be arranged for the same age groups as in 2017 and will be distributed to the schools prior to half-term.

Councillor Cron presented two lovely designs and the Committee thanked her for putting these together. David will turn these into entry forms for the Children. Discussion was had about advertising the competition further than the schools, in respect of this it was

RESOLVED:

That the colouring competition entry forms should only go to Keynsham Schools to ensure that the winners are Keynsham or nearby village children.

**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.

Managers of Tesco, Waitrose and Sainsbury will be asked to judge the window competition. Councillor Crouch will be asked if he would like to escort the judges.

24. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 6<sup>th</sup> November 2018 at 4.00 p.m.

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

(CHAIRMAN)

DRAFT