

KEYNSHAM TOWN COUNCIL

Minutes of the Keynsham Winter Festival Committee held on Tuesday 6th November 2018 at 4.00 p.m. in the Town Council Offices

PRESENT: Councillors J Cron (Chair), D Brassington and Carole Duckett
Pauline Sawyer, H Baker, R Davison and Patricia Veale

IN ATTENDANCE: Dawn Drury (Deputy Town Clerk)

25. APOLOGIES FOR ABSENCE

Councillor S Edwards.

26. DECLARATIONS OF INTEREST

There were none.

27. DISPENSATIONS

There were none.

28. MINUTES OF THE LAST MEETING

RESOLVED:

That the minutes of Tuesday 9th October 2018 be approved as a correct record and signed by the Chairman.

29. BUDGET

i) Draft Budget 2018 update.

To date there is £9260.75 of committed expenditure and £786.50 actual payments made. Income committed is £19,080 and actual income to date is £16,420. Quotes are still awaited from Dial-A-Ride for Park and Ride Services, hire fee for the Fear Institute and the performing rights fee. Plus the fee for the licence and advertising for the Road Closure (B&NES fee awaited)

Ric asked the Committee for agreement to a fee of £150.00 to book a performance by Hodge Podge Theatre – Reindeer on the Roof including a reindeer character similar to the War Horse puppetry.

RESOLVED:

That the sum of £150.00 be granted for booking of Hodge Podge Theatre.

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 all stalls on the High Street are booked. Stall income to date is estimated at £1285.00

iii) Sponsorship update

More sponsorship has been committed which is good and amounts to £1650.00 of which £1,000.00 has been promised from the Independent Vetcare Company. Other monies received include £650.00 from Kier to sponsor the Christmas Tree and a donation of £300.00 from Churches Together.

30. WINTER FESTIVAL 2018a) ***Feedback from the Safety Advisory Group meeting on 24th October 2018***

The Deputy Town Clerk reported that Safety Advisory Group meeting had gone well and only one item needed to be addressed. An incorrect box had been checked on the TENS Licence application form. This has been noted and the Deputy Town Clerk will ensure that the correct box is checked on future applications. At the meeting the Police Authority were unsure as to what support they would be able to offer for the event. However, since this meeting it has been confirmed that there will be one Sergeant, four Police Constables and four PCSO's on duty for the event

b) ***Updates in connection with stalls, High street activities, Fun Fair.******Stalls***

There are a good selection of food concession stalls including vegetarian options booked for the event and lots of community groups are getting involved and are holding stalls.

Site Layout

A meeting has been booked with the barrier company to discuss requirements for the event.

Road Closures

Road closures have been confirmed and the street notices have been received and are in place on the lamp posts.

Fun Fair

A site meeting was held and positioning of fun fair rides and stalls have been discussed and agreed. The company have been invoiced to the sum of £750.00

c) ***The Procession updates***

Patricia Veale from Keyford Dancers explained the Dance Groups possible contribution to the involvement in the procession. The older dancers will be involved in the procession dressed in Dickensian costume and will be carrying a sleigh which will work well with the Reindeer on the Roof Top character.

RESOLVED:

That the procession order be as follows:

Lead Security, the Town Crier, Father Christmas and the colouring competition winner, the Marching Band, the Reindeer followed by Keyford

Dancers, the children with lanterns from the workshop, Keynsham Light Opera Groups and Phoenix Youth Theatre Dickensian characters, bringing up the rear the Street Entertainers characters – the Magician, Barrow Organ Lady, Flea Circus and Policeman on a Penny Farthing.

Placards with the group names will be made and used to assist with ordering the procession participants at the Church.

d) Entertainment on stage – updates

The Deputy Town Clerk and Jo Meredith of KLOGS have met to discuss the stage programme. Jo will send over a written version for inclusion in the programme.

e) Entertainment in The Space

Ric reported that performances in The Space were all confirmed and that there may also be the possibility of a fourth performance.

f) Competitions

Colouring competition

The colouring competition entry forms have been distributed to all Keynsham Infant and Junior schools in Keynsham. The closing date for entries is Friday 9th November 2018.

RESOLVED:

That a doodle calendar will be sent out to organise a convenient date and time to undertake judging the entries.

Window competition

Window Competition flyers have been produced and need delivering to all shops on Temple Street, the High Street, Station Road, and on the Civic Centre.

31. DATE OF NEXT MEETING

RESOLVED:

That the date and time of the next meeting is Tuesday 4th December 2018 at 4.00 p.m.

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

(CHAIRMAN)