



Dawn Drury – Town Clerk
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To All Members of the EATH Committee:

Keynsham Town Councillors: A Beaumont, D Biddleston, C Brennan, A Greenfield,
H MacFie, B. Simmons and J Wallcroft

cc. All Other Town Councillors

Town Council Staff: Dawn Drury, Katherine Sears, Beth Whalley
Members of the public: Jude Cron, Nigel Williams and Ric Davison

Dear Members of the EATH Committee

You are requested to attend a meeting of the Events, Arts, Tourism and Heritage Committee to be held in the **TOWN COUNCIL OFFICE, 15-17 TEMPLE STREET, KEYNSHAM, on WEDNESDAY 7th September 2022 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 31st August 2022.
By Katherine Sears, Deputy Town Clerk

EMERGENCY EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

Arrangements are in place for the safe evacuation of disabled people.

EATH COMMITTEE AGENDA

1. APOLOGIES FOR ABSENCE
2. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the EATH Committee meeting held on 3rd August 2022 (previously circulated) be received and noted.

3. BUDGET SHEET for WINTER FESTIVAL (to be presented at the meeting)

RECOMMENDATION:

To receive and note the Budget Sheet.

4. KEYNSHAM WINTER FESTIVAL

a) Road closure, Park and Ride Service and infrastructure

RECOMMENDATION:

To receive updates

b) First aid and Security

RECOMMENDATION:

To receive updates

c) Procession Plans

RECOMMENDATION:

To receive updates in respect of the procession.

d) Entertainment Programme

RECOMMENDATION:

To discuss entertainment on Stage, St John's Church and The Space

e) St. John's Church, Baptist Church and other community group activities

RECOMMENDATION:

To receive updates

f) Fun Fair Update

RECOMMENDATION:

To receive updates

g) Stall Update

RECOMMENDATION:

To receive any updates, including location of stalls and number of stalls book (charity, community groups, commercial and food outlets)

h) Colouring Competition and Photo board

RECOMMENDATION:

To receive any updates

i) On the night competitions

RECOMMENDATION:

a) Window competition to confirm Christmas Tree theme. To appoint judges for on the night

b) To consider any other on the night competitions e.g. Best Christmas Jumper. To appoint judges for on the night.

j) Pre-Event workshops

RECOMMENDATION:

To receive any updates

k) On the night workshops – Fairy Cake and Christmas Biscuit decorating.

RECOMMENDATION:

a) To confirm the location of two on the night workshops.

b) To agree a price for decorating a fairy cake and price for decorating a Christmas biscuit. Plain fairy cakes and decorating materials for both cakes and biscuits to be bought in advance. Suggestion Christmas biscuits to be made in advance at TimeOut.

l) Living Christmas Tree give away

RECOMMENDATION:

To discuss and confirm this is to come out of the Tree Planting budget, which tree to purchase. Who will run the stall.

5. HERITAGE TRAIL – 9th to 18th September

RECOMMENDATION:

To receive any updates

6. KEYNSHAM SPRING FLOWER SHOW

RECOMMENDATION:

To discuss the possibility of KTC organising a Spring Flower Show for the Community, supported by Keynsham in Bloom with possible input from Saltford and Keynsham Flower Club and Rotary.

7. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next meeting of this Committee will be held on **WEDNESDAY 5th OCTOBER 2022 at 4.00 p.m.** in the **Town Council office.**