



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 9th NOVEMBER 2022 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 2nd November 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 5th October 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) Procession Plans

RECOMMENDATION:

To receive updates in respect of the procession.

- b) Community Christmas Tree & St John's Tree

RECOMMENDATION:

To receive updates.

- c) Entertainment Programme

RECOMMENDATION:

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

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

RECOMMENDATION:

To receive updates.

- e) Fun Fair Update

RECOMMENDATION:

To receive updates.

- f) Stall Update

RECOMMENDATION:

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

- g) Colouring Competition and Photo Board

RECOMMENDATION:

To receive any updates.

- h) On the night competitions

RECOMMENDATION:

- a) *Window competition.*
 - b) *Traders Christmas Jumper competition.*
- To receive any updates.*

i) Pre-Event workshops

RECOMMENDATION:

To receive any updates and confirm the cost of the workshops.

j) On the night workshops – Cookie & Cupcake decorating and Craft Workshop

RECOMMENDATION:

To receive any updates.

5. BUDGET ITEMS 2023/2024

RECOMMENDED:

To consider the funding budgets for 2023/24.

New Code – Coronation Event – May 2022 - **£10,000**

4114 – Winter Festival – (2022/23 £9,000) – **2023/24 £15,000**

4112 – Bandstand Events – (2022/23 £8,000) – **2023/24 £8,000**

4127 – New Events General (2022/23 £2,500) – **2023/24 £3,000**

4101 – Christmas Lights – (2022/23 £7,000) – **2023/24 £7,000**

4113 – Community Networking Event – (2022/23 £150) – **2023/24 £250**

4108 – Arts General (including Arts Newsletter) – (2022/23 £3,500) – **2023/24 £3,500**

4048 – Keynsham News 4 Editions (2022/23 £10,000) – **2023/24 £12,000** – currently seeking new quotes for producing.

4754 - Mosaics (coming from CIL) – (2022/23 £2,500) – **2023/24 £2,500**

4103 – Business Forum – (2022/23 £1,500) – **2023/24 £2,000**

4115 – GWR Display Posters (Restricted GWR Earmarked Reserves) (2022/23 - £1,000) – **2023/24 £1,500**

4109 - Remembrance Parade (2022/23 £1,000) – **2023/24 £1,000**

6. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next meeting of this Committee will be held on **WEDNESDAY 7th DECEMBER 2022 at 4.00 p.m.** in the **Town Council office.**