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To All Members of the EATH Committee:

Keynsham Town Councillors: 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, Ric Davison and PC James Evans

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 DECEMBER 2022 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 30th 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

To receive apologies for absence

2. DECLARATIONS OF INTEREST

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16th April 2019) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464 and as per Standing Order 3(v).

3. DISPENSATIONS

In accordance with Standing Order 13, to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item(s) being discussed, that Members may only become aware of during the meeting itself and to receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

RECOMMENDATION: To receive requests for dispensations (for disclosable pecuniary interests) prior to an individual item(s) being discussed, that Members may only become aware of during the meeting itself.

4. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e)(ii), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

5. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION: That the minutes of the EATH Committee meeting held on 9th November 2022 (previously circulated) be received and noted

6. REVIEW OF 2022 REMEMBRANCE PARADE

To receive feedback on the Remembrance Parade.
To review the final budget for Remembrance Parade.

7. REVIEW OF KEYNSHAM WINTER FESTIVAL 2022 DRAFT BUDGET

To receive information in respect of the Winter Festival budget, a draft budget will be available at the meeting and the final budget circulated in January 2023 once all the bills have been paid.

8. REVIEW OF KEYNSHAM WINTER FESTIVAL 2022

- a) Receive feedback on the following areas
 - i. Site layout, stage, road closure, set up and stewarding/staffing
 - ii. Procession
 - iii. Entertainment Programme
 - iv. St. John's Church, Baptist Church and other community group activities
 - v. Fun Fair Update
 - vi. Stalls; layout, quantity, variety, feedback from traders
 - vii. Colouring Competition
 - viii. On the night competitions
 - ix. Pre-Event workshops
 - x. On the night workshops – Cookie & Cupcake decorating and Craft Workshop
 - xi. The Programme and Marketing

- b) Suggestions for 2023 Winter Festival
 - Potential Winter Festival meeting in the Summer and invite all local businesses.

9. KEYNSHAM SPRING SHOW Saturday 25th March 2023

- i) To receive a verbal update on the Spring Show
- ii) To receive any additional ideas from Members for inclusion in the event
- iii) To suggest Community Groups that should be invited to be part of the event

10. CORONATION EVENT

- i) To decide on a date for the Coronation Event
- ii) To suggest the format of the event e.g. Picnic in the Park

11. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next meeting of this Committee will be held on **WEDNESDAY 8th FEBRUARY 2023 at 4.00 p.m.** in the **Town Council office.**