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To All Members of the EATH Committee:

Keynsham Town Councillors: A Beaumont, D Biddleston, C Brennan, M Burton, A Greenfield, M Woodward

cc. All Other Town Councillors

Town Council Staff: Katherine Sears (Deputy Town Clerk)
Members of the Public: Jude Cron, Nigel Williams, 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 JUNE 2023 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 31st May 2023.
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. ELECTION OF CHAIRMAN 2023/2024

RECOMMENDATION:

To elect a Chair of the EATH Committee for the Municipal Year 2023/2024

2. ELECTION OF VICE CHAIRMAN 2023/2024

RECOMMENDATION:

To elect a Vice Chair of the EATH Committee for the Municipal Year 2023/2024

3. MEMBERSHIP OF THE EATH COMMITTEE 2023/2024

RECOMMENDATION:

To note that Councillors A Beaumont, D Biddleston, C Brennan, M Burton, A Greenfield, M Woodward are the appointed Town Council members of the Committee for the Municipal Year 2023/2024, as agreed at the meeting of the Town Council on 23rd May 2023.

NOTE: Subsequently Cllr Beaumont has resigned from this Committee, this vacancy to be taken to Full Council.

4. APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

5. 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).

6. 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.

7. TERMS OF REFERENCE

NAME OF COMMITTEE	EVENTS, ARTS, TOURISM & HERITAGE (EATH) Committee
MEMBERSHIP WITH VOTING RIGHTS	7 Keynsham Town Councillors
<p>NON-COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS</p> <p>N.B. Must adhere to Code of Conduct</p>	<p>Maximum of 7 to include representatives from Business, Arts, Churches Together, Community organisations and NDP Heritage and Tourism topic group.</p> <p>n.b. Non-Councillors cannot vote on any financial matters unless they pertain to tourism promotion and/or management of a festival</p>
MEMBERSHIP WITHOUT VOTING RIGHTS	The Committee may co-opt additional non-voting members
FUNCTIONS	<p>Winter Festival</p> <ul style="list-style-type: none"> ▪ To produce a community winter event within budget which incorporates the switching on of the Keynsham Christmas lights. ▪ To promote community involvement in the event. ▪ To promote sponsorship of the event. ▪ To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham. ▪ To include activities, interests and performances suitable for all ages and abilities. ▪ To provide a Christmas tree in the grounds of St. John’s Church (to be agreed at the Town Council meeting in July). <p>Events generally</p> <ul style="list-style-type: none"> ▪ To co-ordinate and deliver Town Council events (including Civic events and markets) within appropriate budgets. ▪ To promote community involvement in Town Council events. ▪ To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham.

	<ul style="list-style-type: none"> ▪ To include activities, interests and performances suitable for all ages and abilities.
	<p>Arts Development Activities</p> <ul style="list-style-type: none"> ▪ To monitor and deliver the budget(s) for the Keynsham Arts Development Activities ▪ To produce an Arts Plan for adoption by Keynsham Town Council to be reviewed annually. ▪ To provide guidance and support to relevant organisations and Keynsham Town Council for the continued development and implementation of the Keynsham Arts Plan. ▪ To advise the Council on support for other activities in Keynsham including arts, cultural and heritage events, local art groups and media organisations, performance spaces for theatre, music and other community activity and public art installations. ▪ To liaise with B&NES, KMFA Ltd and other local bodies established for the promotion and/or management of arts and heritage facilities, events and activities. ▪ To monitor the progress of the Keynsham Town Council Arts Plan and Timeline. ▪ To oversee the production of the quarterly Keynsham Arts newsletter and produce suitable content for the quarterly Keynsham News. ▪ To determine themes and deliver the poster displays at Keynsham Railway Station. ▪ To promote open access to the Town, the arts and events. <p>Marketing and Tourism</p> <ul style="list-style-type: none"> ▪ To develop a comprehensive long-term Tourism and Marketing strategy for Keynsham for approval by Town Council. ▪ To make recommendations to the Town Council on how to develop Keynsham into a “Destination Brand”. ▪ To make recommendations to the Town

	<p>Council concerning the re-branding of Keynsham Town Council including armorial bearings, etc.</p> <ul style="list-style-type: none"> ▪ To make recommendations on an appropriate new website design for the Town Council. ▪ To make recommendations to Town Council on improvements and promotion of the town centre and other areas of Keynsham to aid tourism and economic development. <p>Heritage</p> <ul style="list-style-type: none"> • To keep under review the historical facilities of the town and the need for further development of such activities. • To monitor and report back to Council on project progress with B&NES in respect of the public realm developments in Keynsham town centre and its recent classification as a Heritage Zone. • To consider heritage issues, matters relating to conservation areas and the listing of buildings (except so far as such matters fall under the remit of the Planning & Development Committee) and to make proposals as appropriate. • To consider methods to promote Keynsham's Heritage. <p>Generally - To ensure all decisions are in accordance with Keynsham Town Council's adopted Policies and Financial Regulations.</p>
DELEGATED POWERS	To make decisions on behalf of Keynsham Town Council with regard to all budgets associated with Arts, Events and Tourism Activities (e.g., Bandstand, General Arts Activities, Winter Festival).
REFERRED BUSINESS	Any proposals involving either unbudgeted expenditure or use of earmarked reserves for Arts, Events or Tourism purposes.
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	Monthly from June to December and thence quarterly.

8. 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.

9. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION: That the minutes of the EATH Committee meeting held on 8th March 2023 (previously circulated) be received and noted.

10. REVIEW OF KEYNSHAM WINTER FESTIVAL 2022 BUDGET (attached)

2 invoices outstanding, these have been chased a number of times.

RECOMMENDATION: To close down the budget and to blacklist those traders who haven't settled their invoice, preventing them from being involved in any future KTC events; Butterfly & Bear and Cruelty Free Beauty with Jus.

11. SPRING SHOW 2023

RECOMMENDATION:

- i) To close down budget for Spring Show 2023 (attached).*
- ii) Feedback on this event.*

12. CORONATION 2023 DRAFT EVENT

RECOMMENDATION:

- i) To receive and note the budget for Coronation 2023. (attached).*
- ii) Feedback on this event.*

13. KEYNSHAM TOWN COUNCIL 4 YEAR PLAN (attached)

RECOMMENDATION:

To consider the KTC 4 Year Plan and to make a recommendation to full Council of any amendments or additions required.

14. ECO VILLAGE & ECO EVENTS

RECOMMENDATION:

To receive an update on the Eco Village and other events in the KTC E&S calendar.

15. SOMMERDALE HISTORIC GATES



Requests have been made by members of the public to ensure that the historic Chocolate Factory Gates are protected as an asset and that the gates are repaired/refurbished. Taylor Wimpey made a commitment to keep the gates closed but the commitment does not seem to include maintaining them. As the Developer will soon be leaving site Town Council are asked to consider a cause of action to deal with this matter.

RECOMMENDATION:

To decide on the next steps in respect of these gates.

16. KEYNSHAM WINTER FESTIVAL 2023

RECOMMENDATION:

- i) Received verbal update from Deputy Town Clerk in respect to inviting businesses to a meeting in July where we share initial plans, and they can share ideas and how they made the event successful last year.*
- ii) To give views and comments in respect of ideas for the theming and activities (to follow).*
- iii) Update on the inclusion of Temple Street and Riverside Square.*

17. NOVA YOUTH ARTS FESTIVAL 30th JUNE TO 2nd JULY

RECOMMENDATION:

- i) To receive a verbal update on the Festival.*
- ii) To note that the budget for the event will be presented to the Finance & Policy Committee for recommendation to full Council.*

18. REMEMBRANCE DAY

RECOMMENDATION:

To note that the first planning meeting will be in August. TC and DTC to attend.

19. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next meeting of this Committee will be held on **WEDNESDAY 5th JULY 2023 at 4.00 p.m.** in the **Town Council office.**