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**To All Members of the EATH Committee:**

**Keynsham Town Councillors:** D Biddleston (CHAIR), C Brennan, M Burton, A Greenfield, H MacFie & C Davis

cc. All Other Town Councillors

Town Council Staff: Katherine Sears (Deputy Town Clerk)  
Members of the Public: Jude Cron, Ric Davison , Rev'd Anika Gardiner

**Dear Members of the EATH Committee**

You are requested to attend the Events, Arts, Tourism and Heritage Committee meeting to be held in the **TOWN COUNCIL OFFICE, 15-17 TEMPLE STREET, KEYNSHAM, on WEDNESDAY 4<sup>th</sup> October 2023 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 28<sup>th</sup> September 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. APOLOGIES FOR ABSENCE**

To receive and accept any 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 extraordinary EATH Committee meeting held on 6 September 2023 (previously circulated) be signed by the Chairman.*

## 6. KEYNSHAM WINTER FESTIVAL 24<sup>th</sup> NOVEMBER 2023 DRAFT BUDGET SHEET (to be presented at the meeting)

*RECOMMENDATION:*

*To receive and note the Budget Sheet.*

## 7. KEYNSHAM WINTER FESTIVAL 24<sup>th</sup> NOVEMBER 2023

- a) Timeline of Event – to be presented at the meeting.

*RECOMMENDATION:*

*To receive updates.*

**b) Programme and Marketing**

*RECOMMENDATION:*

*To receive updates.*

**c) Site Layout**

*RECOMMENDATION:*

*To receive updates on stage, stalls, food outlets, climbing wall, Funfair, choir locations and MakeSpace.*

**d) St John's Christmas Tree**

*RECOMMENDATION:*

*To confirm supplier of the Christmas Tree.*

**e) Entertainment Programme**

*RECOMMENDATION:*

*To discuss entertainment on the Stage, Pop up areas and The Space.*

**f) Colouring Competition**

*RECOMMENDATION:*

*To receive update*

**g) Information Desk**

*RECOMMENDATION:*

*To request volunteers for help on the evening of the Festival.*

**h) Window Display Competition**

*RECOMMENDATION:*

*To confirm the judging date.*

**8. KEYNSHAM RE-LOVED EVENT**

*RECOMMENDATION:*

*To receive an update on this event.*

**9. KEYNSHAM'S BIG PICNIC**

*RECOMMENDATION:*

*Discuss and consider a similar event to the Coronation based on feedback from the public.*

**10. CHARITY AND COMMUNITY GROUP FORUM**

*RECOMMENDATION:*

*To discuss the potential of bringing these to the event calendar and what format this would take?*

**11. DATE OF NEXT MEETING**

*RECOMMENDATION:*

*To note that the next meeting of this Committee will be held on **WEDNESDAY 8<sup>th</sup> NOVEMBER 2023 at 4.00 p.m.** in the **Town Council Office.***