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To All Members of the EATH Committee:

Keynsham Town Councillors: Adrian Beaumont, Dave Biddleston (CHAIR), Caitlin Brennan, Martin Burton, Chris Davis, Alan Greenfield & Hal MacFie

cc. All Other Town Councillors

Town Council Staff: Dawn Drury (Town Clerk)

Members of the Public: Jude Cron, Ric Davison, Rev'd Anika Gardiner

Dear Members

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 10th January 2024 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 4th Jan 2024.

Dawn Drury, 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 EATH Committee meeting held on 6th December 2023 (previously circulated) be signed by the Chairman.

6. KEYNSHAM WINTER FESTIVAL 24th NOVEMBER 2023 - DRAFT BUDGET SHEET (attached)

- Dalia Cocina is the only food trader yet to pay her bill, emails and texts have been sent to her.
- Blooming Marvelous were a market trader, they have acknowledged invoice, but are currently in hospital.
- Invoices still to be received from some entertainers but chasing regularly.
- If the two outstanding invoices are not paid, the event comes in at £17.69 in credit. When the payments are received, the event will be £130.19 in credit.

RECOMMENDATION:

To receive and note the Draft Budget Sheet.

7. EATH COMMITTEE BUDGET

2023/2024

	Budget	Spent
Newsletter	£15,000	£11,582
Mosaics	£2,500	£0
Events General	£3,000	£426
Christmas Lights	£7,000	£3
GPOC	£3,000	£362
Business & Tourism	£2,000	£0
Keynsham Winter Festival	£15,000	£16,679
Tourism	£0	£0
Arts – General Activities	£3,000	£0
Remembrance Day	£1,000	£752

2024/2025

	Budget
Newsletter	£3,000
Mosaics	£0
Events General	£3,000
Christmas Lights	£7,500
GPOC	£1,000
Business & Tourism	£2,000
Keynsham Winter Festival	£15,000
Tourism	£0
Arts – General Activities	£3,500
Remembrance Day	£3,380

RECOMMENDATION:

To receive and note.

8. KEYNSHAM'S BIG PICNIC

The DTC needs to supply ALL paperwork to BANES for the event permit 8 weeks prior to the event, if the event was on May Bank Holiday, as previously discussed, this would be early March. With the Spring Show this doesn't leave a huge amount of time to achieve this, would the Councillors consider a date later in the year to accommodate the planning that is required?

There is no difference in the cost for first aid provision or security whether it's a Sunday on a Bank Holiday or a Sunday on a normal weekend.

Council should consider Council staff holidays which could affect availability.

Draft budget for event attached for discussion, first aid and security based on Coronation.

RECOMMENDATION:

i) To decide on a date.

ii) To decide on a budget.

iii) *To discuss ideas for entertainment, games and activities.*

9. CHARITY AND COMMUNITY GROUP FORUM

An email with a short survey has been sent to all community groups on our database.

RECOMMENDATION:

To defer this item to the next meeting with a summary of replies from the groups.

10. SPRING SHOW MARCH 23rd 2024 - DRAFT BUDGET (attached)

RECOMMENDATION:

i) *To receive and note the budget sheet.*

ii) *To decide how much to charge traders for the day (space for 10 stalls).*

11. SPRING SHOW MARCH 23rd 2024

i) Confirmed Judges:

Horticulture – Jane Pagano and Kelvin Bush

Cookery – Have asked Briony Williams (Bake Off Contestant) awaiting response, will approach Selena from Crumbs if we don't hear back.

Jams/Honey/Chutney – Chris Westgate of Heavenly Hedgerows

Art – Jude Cron

Handicraft – Allen Richards and Dawn Drury

Photography – Adrien Wyatt from Snap and Stroll

Children's Classes – Shannon and Lisa Seldon from Princess and Pirates

ii) A request has been put to the Scouts for us to have the hall from the Friday evening so people can bring in exhibits then, based on feedback from last year.

iii) Marketing

a) Social media schedule will be followed so each aspect of the day is advertised.

b) KTC Farmer's Market on 10th Feb and 9th March to promote event.

c) 500 programmes will be printed but there will be more advertisement of the digital version of the programme.

iv) Entertainment

a) Face Painter from Winter Festival is available and booked.

b) Town Clerk to ask KIB to put on a craft Workshop for children.

c) Pet Corner – Guinea pigs, rabbits, and a bearded dragon for 1.5hrs.

d) Council staff have said they will take it in turns to be the Peter Rabbit mascot.

- e) Saltford and Keynsham Floral Arranging Club have been asked to come along again.
- v) Sponsorship – fulfilled our target of 6 sponsors providing an income of £240.
- vi) Trophies – With new classes brings the requirement for new trophies. DTC will send a request to the community to see if anyone wishes to remember a loved one with a Memorial Trophy. Could Councillors ask around also?

RECOMMENDATION:

- i) *To receive and note the update on this event.*
- ii) *To decide on front cover for the programme.*
- iii) *To confirm which Councillors are available to help at the Farmer's Markets on 10th February and 9th March 2024.*

12. INTERPRETATION BOARD AT THE CEMETERY

RECOMMENDATION:

- i) *To decide if an information board with a QR code would be a good addition to the Cemetery.*
- ii) *To research if a grant can be applied to cover the cost.*

13. CELEBRATION OF LITERACY

RECOMMENDATION:

- i) *To receive an update from Cllrs Biddleston and Burton on meeting with the Community.*
- ii) *To confirm that this will not be a KTC run event, but KTC can support with promotion.*

14. DATE OF NEXT MEETING

RECOMMENDATION:

*To note that the next meeting of this Committee will be held on **WEDNESDAY 6th MARCH 2024 at 4.00 p.m. in the Town Council Office.***