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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: Katherine Sears (Deputy 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 6th March 2024 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 29th Feb 2024.
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 EATH Committee meeting held on 10th January 2024 (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 experiencing health issues currently.

RECOMMENDATION:

To close the Draft Budget Sheet for this event and continue to follow the Bad Debt Policy to chase remaining income.

7. EATH COMMITTEE BUDGET

2023/2024

	Budget	Spent
Grant Evening Expenditure	£550	£255.79
Newsletter	£15,000	£12,132
Mosaics	£2,500	£0
Events General	£3,000	£426
Christmas Lights	£7,000	£5983
GPOC	£3,000	£362
Business & Tourism	£2,000	£0
Keynsham Winter Festival	£15,000	£19,365
Arts – General Activities	£3,000	£0
Remembrance Day	£1,000	£752
Community Networking	£250	£0
Community Video	£200	£0
GWR Expenditure Posters	£1,500	£0
Activities	£0	£120
Bandstand Events	£8,000	£6,629
Kings Coronation	£10,000	£8,664
Spring Show	£2,000	£726
Good Citizens	£750	£530

RECOMMENDATION:

To receive and note.

8. KEYNSHAM'S PICNIC IN THE PARK DRAFT BUDGET (attached)

RECOMMENDATION:

i) Decide on booking cost for sole traders and community groups.

ii) To receive and note the attached budget.

9. KEYNSHAM'S PICNIC IN THE PARK

Entertainment

Somerset Morris Dancers have been booked.

Options on entertainment to follow.

RECOMMENDATION:

To review and decide if any of the provided entertainment options should be booked.

10. CHARITY AND COMMUNITY GROUP FORUM (information to follow)

Review the data from the community survey.

RECOMMENDATION:

Decide how to move forward with this forum.

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

Sponsors of the event are: Savour, Wild About Flowers, Wards Solicitors, Deli @ Keynsham, Redfern Osteopaths and Smart Computers

RECOMMENDATION:

- i) To receive and note the budget sheet.*
- ii) To decide how much to charge traders for the day (space for 10 stalls).*

12. SPRING SHOW MARCH 23rd, 2024.

i) Marketing

Social media campaign is underway.

All pre-schools, junior and senior schools have been notified.

Local Groups have been notified, inc specific ones e.g. photography, beekeepers.

Scout, Guides, Girl Brigade have been notified and encouraged to enter.

Press release in The Voice and on The Week Inn website.

Posters on the High Street displayed.

All neighboring Parish and Town Councils notified and encouraged to share.

February Farmer's Market completed; stall booked for upcoming March one.

Banners will be displayed 2 weeks prior to the event.

Radio advert live and interview recorded.

ii) Workshops on the Day

Saltford & Keynsham Flower Club can't find the volunteers to support the event.

A replacement workshop has been sourced and The Flower Box will be running the workshop.

Keynsham In Bloom is running a craft workshop; bonnet decorating so people can take part in the bonnet competition.

iii) Colouring Competition

These have gone out to all Keynsham Junior and Infant schools, already receiving completed ones back. They will be displayed at the Spring Show.

Closing date is 11th March, allowing time for Councilors to judge and the winner will be announced at the Show (winners will be notified prior to ensure they are present at the show for prize giving)

iv) Entertainment

Free face painting

10 local businesses or community groups selling local products.

Peter Rabbit meet n greet.

Easter bonnet competition.

Pet corner – previous company has pulled out, new one sourced and confirmed.

v) Food

Scouts will be serving bacon and sausage rolls, hot and cold drinks.
Salsa Stories will be serving Vegan and gluten-free burritos and other items.
Twinning will be making crepes.

vi) Trophies

KIB Most points in Daffs – sponsored by Keynsham In Bloom
WAF Most Points in other Hort – sponsored by Wild About Flowers
Best in Show - Horticultural
Most points in cookery – Sponsored by Savour
Jams/Chutneys and Preserves – Sponsored by Heavenly Hedgerows **NEW for 2024**
Best in Show in Art – Sponsored by ArtSpace
Best in Show - Handicraft -Sponsored by Art & Pottery Studio @ The Chocolate Quarter **NEW for 2024**
Photography – Sponsored by Keynsham Photographic Society **NEW for 2024**
Photography Under 18s – Potentially sponsored by TimeOut **NEW for 2024**
Children's Under 5yrs – Sponsored by Snap Dragons
Children's Under 7yrs – Sponsored by Truespeed
Children's Under 11yrs – Sponsored by Caitlin Marie Nails
Children's Under 16s – Sponsored by Wellsway School **NEW for 2024**

vii) Event Timeline

Friday	8pm – 9pm	Exhibitors can bring in exhibits.
Saturday	8am – 10am	Exhibitors can bring in exhibits.
	10am – 11.45am	Judging
	12 noon	Show Opens
	4.30pm	Presentation of Trophies
	5pm	Show Closes

RECOMMENDATION:

- i) Discuss if Councillors are available to support on the Friday and Saturday*
- ii) Confirm who will “open” the show at 12 noon on the Saturday.*

13. INTERPRETATION BOARD AT THE CEMETERY

To receive update from Cllr Burton.

To review the app that is available for a project like this – www.foreverstory.co.uk

RECOMMENDATION:

- i) To consider recommending to Full Council using forever story to capture the information.*
- ii) To research if a grant can be applied to cover the cost.*
- iii) To set up a meeting between KTC and the Keynsham Local History Society.*

14. HERITAGE OPEN DAYS - 6th to 15th September

Previously run by Beth as part of the cultural programme, Various “open day” style events throughout the town run, many run by community groups.

RECOMMENDATION:

- i) Receive and note update from Deputy Town Clerk*
- ii) Decide if HODs is something the Town Council would like to continue.*

15. DATE OF NEXT MEETING

RECOMMENDATION:

*To note that the next meeting of this Committee will be held on **WEDNESDAY 5th JUNE 2024 at 4.00 p.m. in the Town Council Office.***