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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, Nigel Williams, Ric Davison

Dear Members of the EATH Committee

You are requested to attend an Extra Ordinary meeting of the Events, Arts, Tourism and Heritage Committee to be held in the **TOWN COUNCIL OFFICE, 15-17 TEMPLE STREET, KEYNSHAM, on WEDNESDAY 26th JULY 2023 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 21st July 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 EATH Committee meeting held on 5th July 2023 (previously circulated) be signed by the Chairman.

6. KEYNSHAM WINTER FESTIVAL 24th NOVEMBER 2023

a) Trader Application Form (2022 version attached)

RECOMMENDATION:

- i) Decide what to charge for stalls at the Winter Festival.
- ii) Make any amendments to the application form or process.

b) Site Location

- i) Location of Stage(s)

RECOMMENDATION:

To decide on the location of the stage, or stages, based on feedback from the local businesses and experience from previous Winter Festivals.

ii) **Location of stalls**

RECOMMENDATION:

To decide on the location of stalls based on feedback from the local businesses and experience from previous Winter Festivals.

c) **Procession**

RECOMMENDATION:

Procession to start in Memorial Park again and finish by St John's Church. Discuss how to brighten the procession and the potential of more lanterns.

d) **Entertainment**

RECOMMENDATION:

- i) Decide on which street performers should be booked, considering the budget and theme of this year's Winter Festival – Let it Snow.
- ii) Discuss the format of entertainment in The Space and who should be invited.
- iii) Receive verbal update on TimeOut music entertainment.

e) **Fun Fair Positions**

RECOMMENDATION:

Decide on location and number/type of rides or stalls.

f) **Pre-Event Workshops**

RECOMMENDATION:

To receive any updates and to decide what to charge participants.

g) **Communications Schedule**

RECOMMENDATION:

To receive any updates.

h) **Sponsorship Update**

RECOMMENDATION:

To receive any updates.

7. **UP CYCLE FASHION SHOW**

RECOMMENDATION:

To receive an update on this event from Cllr Brennan and KTC staff.

8. **SPRING SHOW March 2024**

RECOMMENDATION:

To decide on a date for the show. Consider a Sunday and that Easter holidays 28th March to 15th April.

9. HERITAGE OPEN DAY AT THE CEMETERY

RECOMMENDATION:

Receive any updates.

10. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next meeting of this Committee will be held on **WEDNESDAY 6th SEPTEMBER 2023 at 4.00 p.m.** in the **Town Council office.**