



Katherine Sears – Deputy Town Clerk  
15-17 Temple Street,  
Keynsham, Bristol BS31 1HF  
Telephone: 01179 868683  
Email: deputytownclerk@keynsham-tc.gov.uk  
www.keynsham-tc.gov.uk

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

**Keynsham Town Councillors:** Adrian Beaumont, Dave Biddleston, 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, Lesley Organ

**Dear Members**

You are requested to attend the Events, Arts, Tourism and Heritage Committee meeting to be held in **MAKESPACE, 2 RIVERSIDE TERRACE, KEYNSHAM, on TUESDAY 4<sup>th</sup> September 2024 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 29<sup>th</sup> August 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 3<sup>rd</sup> July 2024 (previously circulated) be signed by the Chairman.*

### 6. EATH COMMITTEE BUDGET

#### 2024/2025

	<b>Budget</b>	<b>Spent</b>
Newsletter	£3,300	£1,100
Events General	£3,000	£5178.23
Christmas Lights	£18,000	£15,249
GPOC	£1,000	£0
Business & Tourism	£2,000	£1,225
Keynsham Winter Festival	£15,000	£230
Arts – General Activities	£3,500	£0
Remembrance Day	£3,380	£0
Community Networking	£1,600	£293
Community Video	£200	£0

GWR Expenditure Posters	£1,500	£0
Bandstand Events	£7,000	£3,745
Spring Show	£2,000	£13
Good Citizens	£550	£300
Total	£62,030	£27,333.23

**RECOMMENDATION:**

*To receive and note.*

**7. REMEMBRANCE DAY 2024**

**RECOMMENDATION:**

- i) To receive update and note verbal update on arrangements.*
- ii) To receive and note draft budget (to follow).*

**8. WINTER FESTIVAL 2024 DRAFT BUDGET (to follow)**

**RECOMMENDATION:**

*To receive update and note.*

**9. WINTER FESTIVAL 2024**

**a) SECURITY & FIRST AID**

**RECOMMENDATION:**

- i) Based on the quotes provided at the meeting decide which company to use for the road closure barriers.*
- ii) Discuss the First Aid provision and provide quotes, considering the new length and set up of the Festival.*

**b) LAYOUT**

**RECOMMENDATION:**

*Receive update on the proposed layout of the Festival.*

**c) ENTERTAINMENT**

**RECOMMENDATION:**

*Receive update on the proposed entertainment options. Considering budget restraints, choose the entertainment options to move forward with.*

**d) FUNFAIR**

**RECOMMENDATION:**

*Receive update on the proposed layout of the Funfair. Discuss what cost should be charged.*

**e) LATE NIGHT SHOPPING**

**RECOMMENDATION:**

*Receive update on the idea of a light night shopping evening in the run up to the Festival.*

f) CAROL SERVICE & LIGHTING OF THE CHRISTMAS TREE

**RECOMMENDATION:**

*Discuss options with St John's of a Carol Service to light the tree.*

g) MARKET STALLS & FOOD TRADERS

**RECOMMENDATION:**

*Receive update on applied traders to date and infrastructure of the market stalls.*

h) COLOURING COMPETITION

**RECOMMENDATION:**

*Receive update and decide the prize for the winner.*

i) WINDOW DISPLAY COMPETITION

**RECOMMENDATION:**

*Confirm who will judge and when this will take place.*

j) SPONSORSHIP UPDATE

**RECOMMENDATION:**

*To receive updates.*

k) MARKETING SCHEDULE

**RECOMMENDATION:**

*To receive updates.*

10. HERITAGE OPEN DAYS

**RECOMMENDATION:**

*To receive and note verbal update.*

11. PEACE DOVES

Receive update from Lesley Organ of the ideas for this community event

**RECOMMENDATION:**

*Decide if this is an event KTC would like to support.*

12. KEYNSHAM SPRING SHOW 2025

Schools break up 4<sup>th</sup> April

Easter Sunday is 20<sup>th</sup> April

Suggested date is March 29<sup>th</sup> 2025

**RECOMMENDATION:**

*To decide on a date for the show next year.*

13. VE DAY 80

*RECOMMENDATION:*

*To decide if Keynsham Town Council would like to be part of the nation event: "A SHARED MOMENT OF CELEBRATION."*

14. INTERPRETATION BOARD AT THE CEMETERY

*RECOMMENDATION:*

*To receive and note update.*

15. DATE OF NEXT MEETING

*RECOMMENDATION:*

*To note that the next meeting of this Committee will be held on **WEDNESDAY 2<sup>nd</sup> OCTOBER 2024 at 4.00 p.m. in MakeSpace.***