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To All Members of the EATH Committee:

Keynsham Town Councillors: Dave Biddleston, Alex Beaumont, Caitlin Brennan, Martin Burton, Chris Davis & 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, James McPhee, Joe Tymkow

Dear Members

You are requested to attend the Events, Arts, Tourism and Heritage Committee meeting to be held in **KEYNSHAM TOWN COUNCIL OFFICE, 15-17 TEMPLE STREET, KEYNSHAM on WEDNESDAY 4TH JUNE 2024 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 29th May 2025.

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. ELECTION OF CHAIRMAN 2025/2026

RECOMMENDATION:

To elect a Chair of the EATH Committee for the Municipal Year 2025/2026.

2. ELECTION OF VICE CHAIRMAN 2025/2026

RECOMMENDATION:

To elect a Vice Chair of the EATH Committee for the Municipal Year 2025/2026.

3. MEMBERSHIP OF THE EATH COMMITTEE 2025/2026

RECOMMENDATION:

To note that Councillors Dave Biddleston, Alex Beaumont, Caitlin Brennan, Martin Burton, Chris Davis & Hal MacFie are the appointed Town Council members of the Committee for the Municipal Year 2025/2026, as agreed at the annual meeting of the Town Council on 20th May 2025.

4. TERMS OF REFERENCE

NAME OF COMMITTEE	EVENTS, ARTS, TOURISM & HERITAGE (EATH) Committee
MEMBERSHIP WITH VOTING RIGHTS	7 Keynsham Town Councillors
NON-COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS N.B. Must adhere to Code of Conduct	Maximum of 7 to include representatives from Business, Arts, Churches Together, Community organisations and NDP Heritage and Tourism topic group. n.b. Non-Councillors cannot vote on any financial matters unless they pertain to tourism promotion and/or management of a festival
MEMBERSHIP WITHOUT VOTING RIGHTS	The Committee may co-opt additional non-voting members
FUNCTIONS	Winter Festival <ul style="list-style-type: none">▪ To produce a community winter event within budget which incorporates the switching on of the Keynsham Christmas lights.▪ To promote community involvement in the event.▪ To promote sponsorship of the event.▪ To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham.▪ To include activities, interests and performances suitable for all ages and abilities.▪ To provide a Christmas tree in the grounds

	<p>of St. John's Church (to be agreed at the Town Council meeting in July).</p> <p>Events generally</p> <ul style="list-style-type: none"> ▪ To co-ordinate and deliver Town Council events (including Civic events and markets) within appropriate budgets. ▪ To promote community involvement in Town Council events. ▪ To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham. ▪ To include activities, interests and performances suitable for all ages and abilities
	<p>Arts Development Activities</p> <ul style="list-style-type: none"> ▪ To monitor and deliver the budget(s) for the Keynsham Arts Development Activities ▪ To produce an Arts Plan for adoption by Keynsham Town Council to be reviewed annually. ▪ To provide guidance and support to relevant organisations and Keynsham Town Council for the continued development and implementation of the Keynsham Arts Plan. ▪ To advise the Council on support for other activities in Keynsham including arts, cultural and heritage events, local art groups and media organisations, performance spaces for theatre, music and other community activity and public art installations. ▪ To liaise with B&NES, KMFA Ltd and other local bodies established for the promotion and/or management of arts and heritage facilities, events and activities. ▪ To monitor the progress of the Keynsham Town Council Arts Plan and Timeline. ▪ To oversee the production of the quarterly Keynsham Arts newsletter and produce suitable content for the quarterly Keynsham News. ▪ To determine themes and deliver the poster displays at Keynsham Railway Station.

	<ul style="list-style-type: none"> ▪ To promote open access to the Town, the arts and events. <p>Marketing and Tourism</p> <ul style="list-style-type: none"> ▪ To develop a comprehensive long-term Tourism and Marketing strategy for Keynsham for approval by Town Council. ▪ To make recommendations to the Town Council on how to develop Keynsham into a “Destination Brand”. ▪ To make recommendations to the Town Council concerning the re-branding of Keynsham Town Council including armorial bearings, etc. ▪ To make recommendations on an appropriate new website design for the Town Council. ▪ To make recommendations to Town Council on improvements and promotion of the town centre and other areas of Keynsham to aid tourism and economic development. <p>Heritage</p> <ul style="list-style-type: none"> • To keep under review the historical facilities of the town and the need for further development of such activities. • To monitor and report back to Council on project progress with B&NES in respect of the public realm developments in Keynsham town centre and its recent classification as a Heritage Zone. • To consider heritage issues, matters relating to conservation areas and the listing of buildings (except so far as such matters fall under the remit of the Planning & Development Committee) and to make proposals as appropriate. • To consider methods to promote Keynsham’s Heritage. <p>Generally - To ensure all decisions are in accordance with Keynsham Town Council’s adopted Policies and Financial Regulations.</p>
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DELEGATED POWERS	To make decisions on behalf of Keynsham Town Council with regard to all budgets associated with Arts, Events and Tourism Activities (e.g., Bandstand, General Arts Activities, Winter Festival).
REFERRED BUSINESS	Any proposals involving either unbudgeted expenditure or use of earmarked reserves for Arts, Events or Tourism purposes.
QUORUM	3 Town Councillors.
FREQUENCY OF MEETINGS	Monthly from June to December and thence quarterly.

RECOMMENDATION:

To consider the Terms of Reference for the EATH Committee and make a recommendation to full Council of any amendments required.

5. APOLOGIES FOR ABSENCE

To receive and accept any apologies for absence.

6. 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).

7. 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.

8. 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.

9. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the minutes of the Extra Ordinary EATH Committee meeting held on 3rd April 2025 (previously circulated) be signed by the Chairman.

10. PRESENTATION FROM RACHEL SHAW “DISCOVERING ROMAN KEYNSHAM – ARTEFACT HANDLING COLLECTION”

RECOMMENDATION:

- i) DTC to contact B&NES Heritage Services who are the actual custodians in the first instance to notify them that we wish to promote the kit.*
- ii) Invite KeynshamNow or the Youth Service to create a video of Rachel explaining its use and providing information on Roman History in Keynsham.*
- iii) Confirm with the Library that it can be requested by Keynsham Schools for use in their History projects.*
- iv) That we promote the kit, accompanying video and recommend its availability to Youth Groups in the area and to our local Schools.*

11. EATH COMMITTEE BUDGET

2025/2026

	Budget	Spent
Newsletter	£3,500	£550
Events General	£3,000	£984
Christmas Lights	£18,000	£1,285
Business & Tourism	£1,000	£0
Keynsham Winter Festival	£18,000	£0
Arts – General Activities	£2,000	£0
Remembrance Day	£5,200	£0
Community Networking	£1,000	£0
GWR Expenditure Posters	£1,500	£0
Bandstand Events	£7,000	£650
Spring Show	£1,500	£118
Good Citizens	£300	£300
Community Piano	£200	£0
Twinning Visit	£200	£0
Total	£62,400	£3,887

RECOMMENDATION:

To receive and note the budget.

12. PEACE DOVE PROJECT (attached) & VE DAY 80 WRAP UP

Receive update from Lesley Organ on Peace Dove project.
Receive feedback from Committee on VE Day 80 celebrations.

RECOMMENDATION:

To receive and note the update on these events.

13. KEYNSHAM RE-LOVED – SUNDAY 8th JUNE

a) Verbal update on plans to date from Cllr Brennan and DTC.

RECOMMENDATION:

To receive and note the update from Cllr Brennan and the DTC.

b) Keynsham Re-Loved Budget (attached).

RECOMMENDATION:

To receive and note the budget for Keynsham Re-Loved 2025.

14. PLEIN AIR

RECOMMENDATION:

i) *To receive and note update from Joe Tymkow.*

ii) *To confirm if/how KTC can support event.*

15. KEYNSHAM WINTER FESTIVAL

Date & Time

Based on feedback from last year, the change was well received. Could have finished an hour earlier.

RECOMMENDATION:

The Winter Festival be held on Saturday 29th November from 12 noon to 6pm.

Layout

B&NES will not allow the closure of the top end of the High Street, this has been confirmed when we asked.

The stalls on Market Walk didn't do as well and the Funfair felt quite squashed in. People want more on the High Street.

Stalls on Riverside Square didn't feel like they got the footfall, although Santa was very busy and has already said they would like to be in that area again.

Temple Street worked well with the Christmas Market stalls, very positive feedback from the shops on Temple Street.

RECOMMENDATION:

i) *The funfair uses all of Market Walk, including the part down the side of the Library.*

ii) *More stalls are erected on the High Street, regardless of whether the shops are open. DTC to work out how many can fit on the High Street.*

iii) *Riverside Square is used as a food court with the Music Festival structure as a focal point with Santa in his Grotto.*

iv) *Keep Temple Street as a shopping area*

v) *Decide how to use the Baptist Church, The Space, Methodist Church and maybe the Key Centre.*

Entertainment

Stages – Main stage and Temple Court.

RECOMMENDATION:

- i) *Confirm to use Temple Court as Choir Corner again and location of main stage.*

Theme

RECOMMENDATION:

- i) *To decide on a theme for this years Festival based on the suggestions presented at the meeting.*

16. CHRISTMAS IN JULY

Christmas in July is an opportunity for local businesses and shops on the High Street, Market Walk, Temple Street, Station Road and Charlton Road to meet with us and discuss elements of the Winter Festival.

RECOMMENDATION:

- i) *To decide on a date for Christmas in July 2025.*
- ii) *To decide whether TimeOut would be a suitable location for this meeting.*

17. DATE OF NEXT MEETING

RECOMMENDATION:

*To note that the next meeting of this Committee will be held on **WEDNESDAY 2nd JULY 2025 at 4.00 p.m. in Keynsham Town Council Office.***