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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, Rev'd Anika Gardiner

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 WEDNESDAY 5TH JUNE 2024 at 4 p.m.**

The Agenda for the meeting appears below.

Signed on 30th May 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. ELECTION OF CHAIRMAN 2024/2025

RECOMMENDATION:

To elect a Chair of the EATH Committee for the Municipal Year 2024/2025.

2. ELECTION OF VICE CHAIRMAN 2024/2025

RECOMMENDATION:

To elect a Vice Chair of the EATH Committee for the Municipal Year 2024/2025.

3. MEMBERSHIP OF THE EATH COMMITTEE 2023/2024

RECOMMENDATION:

To note that Councillors Adrian Beaumont, D Biddleston, C Brennan, M Burton, C Davis, A Greenfield and H MacFie are the appointed Town Council members of the Committee for the Municipal Year 2024/2025, as agreed at the annual meeting of the Town Council on 21st May 2024.

4. TERMS OF REFERENCE

NAME OF COMMITTEE	EVENTS, ARTS, TOURISM & HERITAGE (EATH) Committee
MEMBERSHIP WITH VOTING RIGHTS	7 Keynsham Town Councillors
<p>NON-COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS</p> <p>N.B. Must adhere to Code of Conduct</p>	<p>Maximum of 7 to include representatives from Business, Arts, Churches Together, Community organisations and NDP Heritage and Tourism topic group.</p> <p>n.b. Non-Councillors cannot vote on any financial matters unless they pertain to tourism promotion and/or management of a festival</p>
MEMBERSHIP WITHOUT VOTING RIGHTS	The Committee may co-opt additional non-voting members
FUNCTIONS	<p>Winter Festival</p> <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 of St. John’s Church (to be agreed at the Town Council meeting in July).

	<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. ▪ To promote open access to the Town, the arts and events.

Marketing and Tourism

- 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.

Heritage

- 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.

Generally - To ensure all decisions are in accordance with Keynsham Town Council’s adopted Policies and Financial Regulations.

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 EATH Committee meeting held on 6th March 2024 (previously circulated) be signed by the Chairman.

10. EATH COMMITTEE BUDGET

2024/2025

	Budget	Spent
Newsletter	£3,300	£550
Events General	£3,000	£690
Christmas Lights	£18,000	£0
GPOC	£1,000	£0
Business & Tourism	£2,000	£0
Keynsham Winter Festival	£15,000	£0
Arts – General Activities	£3,500	£0
Remembrance Day	£3,380	£0
Community Networking	£1,600	£0
Community Video	£200	£0
GWR Expenditure Posters	£1,500	£0
Bandstand Events	£7,000	£450
Spring Show	£2,000	£13
Good Citizens	£550	£300
Total	£62,030	£2,003

RECOMMENDATION:

To receive and note.

11. SPRING SHOW BUDGET 2024 (to be presented at meeting)

RECOMMENDATION:

To receive and note and close down the Spring Show budget 2024.

12. SPRING SHOW FEEDBACK

RECOMMENDATION:

To receive and note the event feedback.

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

To note the land hire fee from BANES.

RECOMMENDATION:

To receive and note the attached draft budget.

14. KEYNSHAM'S PICNIC IN THE PARK

Entertainment

Full Bandstand line up confirmed

Thanks to Ric and KTCRfm for stage managing the Bandstand performances

Bubbleologist booked

Stilt walker booked

2 x face painters booked

Family yoga booked

Teddy Bear trail

Police meet and greet

Trying to get Fire Brigade on site too.

Community painting.

Stalls

Sew Loved Again

CreativeKreations

Scrumptious Sweets Limited

Midnight Panda Jewellery

Sight Support West of England

Kay & Ellie Flower Resin Jewellery

Keynsham In Bloom

Keynsham Music Festival

Cash Access Hub

Volunteers

Induction session booked and being advertised.

Security

Booked with Safe and Sound.

First Aid

Booked with St John's Ambulance.

RECOMMENDATION:

To receive and note the update on event plans.

15. CHARITY AND COMMUNITY GROUP FORUM (agenda attached)

RECOMMENDATION:

To receive and note the updated agenda.

16. WINTER FESTIVAL 2024 SECURITY (email report attached)

DTC to give verbal update on meeting with BANES and subsequent site visit from Counter Terrorism Advisor.

RECOMMENDATION:

- i) *To receive and note update from DTC and email from Counter Terrorism Advisor.*
- ii) *Decide on structure of Winter Festival based on information provided.*

17. WINTER FESTIVAL 2024

Last year's charges:

- Food vender - £100
- Private Trader Inside - £40
- Private Trader Outside - £35
- Community group or Charity Inside - £15
- Community group of Charity Outside - £10

RECOMMENDATION:

To decide on the Trader charges for the Winter Festival 2024.

18. CHRISTMAS IN JULY

Christmas in July was a new introduction last year, an opportunity for local businesses and shops on the High Street, Market Walk, Temple Street and Charlton Road to meet with us and discuss elements of the Winter Festival.

RECOMMENDATION:

To decide on a date for Christmas in July 2024.

19. INTERPRETATION BOARD AT THE CEMETERY

To receive verbal update.

RECOMMENDATION:

To receive and note update.

20. SUGGESTED EVENT FOR 2025

A suggestion from a member of the public for a new event in Keynsham. Working with Artspace to hold a "Plein-Air" event. This would involve local artists setting up their easels along the High Street, Market Walk, Memorial Park and various picturesque places in Town and paint live, the Public can walk around, speak to the artist and admire their work.

RECOMMENDATION:

To decide whether this is an event that should be added to the 2025 event calendar.

21. DATE OF NEXT MEETING

RECOMMENDATION:

*To note that the next meeting of this Committee will be held on **WEDNESDAY 3rd JULY 2024 at 4.00 p.m. in MakeSpace.***