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**TO: ALL MEMBERS OF EVENTS, ARTS, TOURISM AND HERITAGE COMMITTEE**

**c.c. All Town Councillors**

Dear Member

You are requested to attend a meeting of the Events, Arts, Tourism and Heritage Committee to be held in the Key Centre (Fellowship Room - upstairs), Charlton Road, Keynsham, on **TUESDAY 3<sup>rd</sup> DECEMBER 2019** at 4 p.m.

The Agenda for the meeting appears below.

27<sup>TH</sup> November 2019

DAWN DRURY  
DEPUTY TOWN CLERK

**EMERGENCY EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit. You will be directed to a safe assembly point

Arrangements are in place for the safe evacuation of disabled people.

**THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).**

**AGENDA**

1. ELECTION OF CHAIRMAN

To note that Councillor D Biddleston has been elected Chair of the Events, Arts, Tourism and Heritage Committee for the rest of the municipal year 2019/2020

2. ELECTION OF VICE CHAIRMAN

To note that Councillor H MacFie has been elected Vice Chair of the Events, Arts, Tourism and Heritage Committee for the rest of the municipal year 2019/2020

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

**RECOMMENDATION:**

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 16<sup>th</sup> 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)

5. 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.

6. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e), 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.

7. TIME OF MEETINGS GENERALLY

On resolution of the Town Council, for each Committee and Working Party to consider what preferred time(s) are suitable for members to meet in future with a view to reducing the number of evening meetings.

EVENTS – KEYNSHAM WINTER FESTIVAL8. MINUTES OF THE LAST KEYNSHAM WINTER FESTIVAL MEETING

## RECOMMENDED:

That the Minutes of the meeting held on Tuesday 8<sup>th</sup> October 2019 be approved as a correct record and signed by the Chairman.

9. REVIEW OF THE 2019 WINTER FESTIVALa) **Feedback from Winter Festival**

*i. Site layout, stage, road closure, set up and stewarding*

*ii. Stalls*

*iii. Workshops*

*iv. Procession*

*v. Entertainment on stage*

*vi. Church activities*

*vii. Entertainment in the Community Space*

*viii. Fun Fair*

*ix. Window Competition results*

*x. The programme*

**b) Suggestions for 2020 Winter Festival.**

9. WINTER FESTIVAL DRAFT BUDGET & FINAL BUDGET

A draft budget will be available at the meeting and a final budget will be circulated in January 2020, once all the bills have been paid.

10. ARTS

11. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the minutes of the meeting held on 8th October 2019 (attached) be approved as a correct record and signed by the Chairman.

12. ARTS NEWSLETTER

Update on arts newsletter – Winter edition

13. GWR POSTER PROJECT

Update on current display to December and January – March 2020 display.

14. UPDATES

- a. Timeline project
- b. The Space
- c. Live Streaming
- d. Keynsham Radio

15. CURRENT ARTS ACTIVITIES IN KEYNSHAM

To receive any reports on current art activities.

16. TOURISM

17. VISIT SOMERSET

The Town Council has referred the matter of the future membership of Visit Somerset to the Committee (John Turner of Visit Somerset will be present for this item)

18. HERITAGE

19. Update on Public Realm project and Heritage Action Zone

20. To note receipt of some Council – General Rates Bills dated 1961 – 1962 that a resident has given to the Town Council for archiving and safe keeping.

21. To consider the course of action - reference Keynsham mosaics.

**BUDGET ITEM**

22. To make recommendations to the Town Council in respect of budget requirements for 2020/2021 for Keynsham Winter Festival, Arts activities, items related to Tourism and Marketing activities. A Four year action plan will be considered by Town Council on 10<sup>th</sup> December, it is attached for information (only items relating to EATH Committee matters). Proposals for 2020/2021 budget to follow.

**RECOMMENDATION**

To consider the preliminary 2020/2021 Draft Budget for approval by the Town Council at its December meeting.

Christmas Lights  
 Winter Festival  
 Branding and Website  
 General Arts Activities inc. photo competition calendar production  
 Community Networking Event  
 Keynsham News  
 GWR Posters display expenditure  
 Heritage & Tourism Promotion inc. Visit Somerset subscription  
 Timeline (EMR)  
 Civic Events – VE75 & St. Johns Church 750<sup>th</sup>  
 Bandstand Events  
 Keynsham Mosaics

23. DATE OF NEXT MEETING

To consider a date for the next meeting, currently we have Arts Committee meetings scheduled for **Wednesday 8<sup>th</sup> January 2020** and **Wednesday 8<sup>th</sup> April 2020**, time and venue to be confirmed.

**Recommendation**

To hold the meeting on Wednesday 8<sup>th</sup> January 2020 it consider the Four Year Action Plan as decided by Keynsham Town Council.