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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 WEDNESDAY 12th FEBRUARY 2020 at 4 p.m.

The Agenda for the meeting appears below.

5th February 2020

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. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

RECOMMENDATION:

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.

4. 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.

5. MINUTES OF THE LAST EATH COMMITTEE MEETING

RECOMMENDED:

That the Minutes of the meeting held on Tuesday 3rd December 2019 be approved as a correct record and signed by the Chairman.

6. TOWN COUNCIL 4 YEAR ACTION PLAN/COMMITTEE BUDGET 2020-2021

- (i) **To note the Four Year Action Plan, as decided by Keynsham Town Council on 10th December 2019.**
- (ii) **To note the EATH committee budget for 2020-2021 approved by Town Council at its January meeting.**

ARTS - 4.05 p.m.

7. CULTURAL CONSORTIUM NATIONAL HERITAGE LOTTERY FUNDING BID (15 minutes)

Presentation (5 mins) by Georgi Tyler in respect of the £100,000 bid for cultural consortium National Heritage Lottery Funding bid. This is a ringfenced part of the Heritage Action Zone award (submitted by B&NES with KTC as a contributory funding partner of £40,000 towards the overall project) Suggested Consortium group members to support the bid – KMFA Limited, the ArtSpace Consortium, KTCRfm and Keynsham In Bloom, however the consortium requires a named lead.

Questions/Discussion 10 minutes

To make recommendations to Town Council in respect of proposed consortium group members and whether Town Council should lead.

8. BUSINESS DIRECTORY 10 minutes

To sign off on the Town Council Business Directory for publication/distribution with the next edition of Keynsham News – copies to be available at the meeting.

9. PRINTING FOR THE SPACE EVENTS (5 minutes)

The Town Council charges the Music Festival (and other community organisations) for the cost of copying/printing their publicity material. Historically publicity/posters for The Space events organised by the Arts Space consortium have been cross-charged to the Arts General Activities budget. However, events are increasing in frequency and being organised by other organisations with whom the Town Council does not have any arrangement.

To determine if and what printing undertaken for the Space activities and events should be coded to the Arts General Activities budget

10. ARTS NEWSLETTER (5 minutes)

Arts Newsletter Winter edition – copy for members to be distributed at the meeting.

To suggest content for Spring edition of the Arts Newsletter – (deadline Monday 2nd March 2020)

11. GWR POSTER PROJECT (15 minutes)a) Poster display themes 2020/2021 (5 minutes)

- (i) Update on current display detailing Winners of monthly photographic competition (January – March 2020) and next poster display – April – June – Gardens of Keynsham – In Bloom images.
- (ii) To consider request from artist (Creative Mojo) working with residents in local care homes and adults with disabilities to have their artwork displayed at the station as posters in January 2021 – March 2021

b) Commercial production/sales of products arising from GWR poster designs (10 minutes)

Following the decision to sell a one of the original posters from the Clocktower poster series to a member of the public for £75, the Finance Committee requested the then Arts Cttee to produce a detailed strategy on commercialisation of poster designs. This is to include costings for production in various sizes of poster, other products, amount of any royalties, any commission arrangements to be made with identified sales outlets, final selling price and production run numbers

Specific items to address:

- (i) To decide whether the photographic images from the current Keynsham by month poster display should be turned in to a calendar
- (ii) Previous “Artists Impressions of Keynsham” display – to consider quotes for printing of A3, A4 posters and postcards, royalty percentage to any artists and percentage of profit to be given to Art Space for selling the posters. *Please note that legal agreements will need to be drawn up.*
- (iii) Consider the sale of smaller version station posters (and which themes) at the Keynsham Music Festival.

To produce a proposal to be presented to the next Finance Committee meeting in March. N.B. The Committee may prefer to appoint a sub Cttee to look into this matter more thoroughly and report back to an extraordinary meeting.

12. TIMELINE PROJECT (5 MINUTES)

To note email information received from Mark Minkley (B&NES) on 19th December 2019. Currently B&NES Council no longer have capacity in their team or the previously set-aside budget to take this project forward.

See Timeline notes and budget information (attached)

To make recommendations to Town Council on next actions.

13. TWO MINUTE UPDATES (8 minutes)

- a. The Space

- b. Live Streaming
- c. Keynsham Radio
- d. Other current Arts activities in Keynsham

Committee break 5 minutes for members/guest to leave arrive.

TOURISM – 5.15 p.m.

14. VISIT SOMERSET

The Town Council has approved the renewal of membership to Visit Somerset. The Town Clerk is arranging a meeting with John Turner to discuss how the contract will work.

To note the above.

**15. MARKETING AND COMMUNITY ENGAGEMENT STRATEGY WORKING PARTY
5 mins**

To nominate up to 5 Cttee Members to prepare a draft Marketing and Community Engagement Strategy with deadline to report back to the Committee.

16. TOWN COUNCIL BRANDING/WEBSITE ACCESSIBILITY PLATFORM 10 mins

The law requires the Town Council to have an accessible website by September 2020, The existing web provider can offer this as an upgrade to the existing design. However, the Town Council also needs to consider branding (including logo/colours) for incorporation into the new website design. Options also exist to change providers/platforms which may provide greater versatility in respect of designs and updating.

- (i) To nominate up to 5 Cttee members and determine a brief for the Branding and Website Working Party– and decide a deadline for reporting back to the Committee with proposals.**
- (ii) To make a recommendation to Town Council on whether the existing provider should be contracted to upgrade the existing website to be legally compliant with accessibility regulations as an interim measure to enable more time for consideration of logo/branding.**

HERITAGE – 5.30 p.m. 10 minutes

- 17. Update on Public Realm project and Heritage Action Zone following stakeholder meeting on 23rd January 2020.**

Committee break 5 minutes for members/guest to leave arrive.

EVENTS – 5.45 p.m. 15 minutes

18. ST. JOHN'S CHURCH 750 ANNIVERSARY CELEBRATIONS 5 mins

To receive an update from Nigel Williams (Curate of the Keynsham Team Ministry) on event plans for the 750th anniversary of St. John's Church.

To make recommendations to Town Council on any financial, publicity and administrative support requirements.

19. VE75 COMMEMORATION EVENTS 5 mins

- i) Friday 8th May – Choir Jam and local Forces bands/choirs are coming together for a big concert to be held in St. John's Church.
- ii) Saturday 9th May – In Keynsham British Legion – There is to be 1940's swing band dance lessons followed by an evening of 1940's music, dance and refreshments.

To consider whether the Town Council wishes to arrange a separate Town Council event and if so to set a budget for approval by Town Council.

(Please note that Friday 8th May is a bank holiday so any staff costs for implementing an event on this day will be high).

20. TOWN COUNCIL – SKATE PARK EVENT – SATURDAY 9TH MAY 2020

To note that there will be a skate park event from 10 a.m. – 4 p.m. on Saturday 9th May 2020 to launch the Young People's consultation for the Keynsham Neighbourhood Plan.

21. DATE OF NEXT MEETING

The next meeting of the Committee is scheduled to take place on **WEDNESDAY 8th April 2020 at 4.00 pm.**

