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REMOTE COUNCIL MEETINGS.

In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations"), Keynsham Town Council will be holding Council and Committee meetings virtually using the Zoom platform whilst these regulations remain in place during the COVID crisis.

The meeting ID and password specific for the meeting concerned will be available on the agenda posted on the Town Council website, so that members of the public can attend. Details of how to join a meeting using Zoom can be accessed here <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The Council will be prioritising and focusing on urgent issues/business. Members of the public wishing to address the Council during Public Participation are asked to bring this to the attention of the Clerk or in any case the Chairman before the start of the meeting and are reminded that the Council cannot make any decision on matters that do not appear on the agenda. If any members of the public have questions about matters not on the agenda, they are requested to contact the Clerk of the meeting by telephoning 07904 161097 or emailing deputytownclerk@keynsham-tc.gov.uk

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

c.c. All Town Councillors

Dear Councillor/EATH Committee member,

You are requested to attend a meeting of the **EATH Committee** to be held **virtually via Zoom Video Conferencing** on **WEDNESDAY 5th August 2020** at **4.00 pm**.

Members of the public can attend the meeting via Zoom

Meeting ID: 864 3830 6533

Password: 744935

Details of how to join a meeting using Zoom can be accessed here

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The Agenda for the meeting appears overleaf.

Dawn Drury
Deputy Town Clerk

31st July 2020

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

c.c. All Town Councillors

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. **APPOINTMENT 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 2020/2021, as agreed at the Town Council meeting held on 19th May 2020.

2. **ELECTION OF VICE CHAIRMAN**

To elect a Vice Chair of the Events, Arts, Tourism and Heritage Committee for the rest of the municipal year 2020/2021

3. **MEMBERSHIP**

RECOMMENDATION

To note the membership comprising the Committee is Cllrs D Biddleston (Chair), C Brennan, C Buxton, T Crouch, H MacFie, B Simmons and J Wallcroft for the rest of the municipal year 2020 - 2021, as agreed at the Town Council meeting held on 19th May 2020.

4. **TERMS OF REFERENCE**

NAME OF COMMITTEE	EATH
MEMBERSHIP WITH VOTING RIGHTS	7 Keynsham Town Councillors
NON-COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS N.B. Must adhere to Code of Conduct NB Non Councillors cannot vote on any financial matters unless they pertain to tourism promotion and/or management of a festival	Maximum of 7 to include representatives from Business, Arts, Churches Together, Community organisations and NDP Heritage and Tourism topic group
MEMBERSHIP WITHOUT VOTING RIGHTS	The committee may co-opt additional non-voting members

<p style="text-align: center;">FUNCTIONS</p>	<p style="text-align: center;">FUNCTIONS</p> <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 Annual Town Council meeting in May <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
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	<p>Council for the continued development and implementation of the Keynsham Arts Plan</p> <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ 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 Page 6 of 17 <p>Keynsham Town Council including armorial bearings etc</p> <ul style="list-style-type: none"> ▪ 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
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	<p>of the town and the need for further development of such activities</p> <ul style="list-style-type: none"> • 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 o 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>
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	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 note the Terms of Reference for the Committee to include the reduced quorum/membership as agreed at the Annual Town Council Meeting in 19th May 2020.

5. APOLOGIES FOR ABSENCE6. 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)

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.

8. 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.

9. PUBLICATIONS AND WEBSITE

(i) KEYNSHAM NEWSLETTER

RECOMMENDED:

That the EATH Committee consider and make recommendations to the Deputy Town Clerk to make a delegated decision for ratification the decision by the Town council given the urgency of the matter in respect of distribution of the Keynsham Newsletter from September 2020.

Print cost

The Town Council were notified that At Your Service would no longer be offering distribution services and alternative companies were contacted. The Town Council were paying £563.39 plus VAT for distribution of just over 6000 copies of the Keynsham News. A decision was made to seek quotes for distribution of all homes in the BS31 1 and BS31 2 to ensure that all homes receive a copy of the Keynsham News in the future. This means print and deliver of 8250 copies, 8172 to be delivered to homes and the remainder to the Town Council office for distribution.

Company A sent in a quote in of £2,000 which was considered excessive and an alternative quote was sought from Royal Mail. Royal Mail doortodoor service has quoted the following for bundling and distribution of the Autumn and Winter editions as follows:

Autumn Edition	BS31 1	£484.01
Autumn Edition	BS31 2	£442.66
Winter Edition	BS31 1	£484.01
Winter Edition	BS31 2	£442.66

Printing additional cost for extra print copies £150 plus VAT per edition.

N.B As the summer edition has not gone out there will be enough monies in the budget to cover the Autumn BS31 2 and Winter Editions BS31 1 & BS31 2 plus the Spring Editions BS31 1 & BS31 2

(ii) STATION POSTERS

TO NOTE:

That the next set of station posters depicting In Bloom gardens and have been printed and delivered. These will be displayed at the station as soon as the poster frames have been cleaned and disinfected by GWR.

(iii) WEBSITE ACCESSIBILITY

To consider the draft accessible website from the Town Council's existing supplier and make comments appropriately (attached).

10. EVENTS – KEYNSHAM WINTER FESTIVAL

11. MINUTES OF THE LAST KEYNSHAM WINTER FESTIVAL MEETING

RECOMMENDED:

That the Minutes of the meeting held on Tuesday 12th February 2020 be approved as a correct record and signed by the Chairman.

12. KEYNSHAM VIRTUAL WINTER FESTIVAL 2020 TO BE HELD ON FRIDAY 27TH NOVEMBER

- a) To decide on a theme for 2020 Winter Festival.
- b) To consider and decide on how the Winter Festival could work virtually, including considering items that could showcased in real time e.g. the switching of the Christmas tree lights.

13. WINTER FESTIVAL DRAFT BUDGET & FINAL BUDGET

A draft budget will be distributed before the meeting and a final budget will be circulated in January 2021, once all the bills have been paid.

14. DATE OF NEXT MEETING

The next meeting of the EATH Committee is scheduled for **Wednesday 9th September 2020 at 4.00 p.m. via virtual Zoom Video conferencing.**