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To All Members of the EATH Committee:

Keynsham Town Councillors: D Biddleston (Chairman), C Brennan, C Buxton, T Crouch, H MacFie, B. Simmons and J Wallcroft

cc. All Other Town Councillors

Dear Councillor

You are invited to participate in a remote attendance of the **EATH COMMITTEE on Wednesday 4 November 2020 commencing at 4.00pm**

Signed on 28 October 2020
By Dawn Drury, Deputy Town Clerk

This meeting is open to Members of the Public. For telephone dial in details please contact the Deputy Town Clerk.

To Join the Meeting:
<https://us02web.zoom.us/j/85321724101?pwd=b0gxdUdJT2x2OWJkQjJwR3hTb254QT09>

Meeting ID: **860 3268 9994**
Passcode: **180652**

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).

EATH COMMITTEE AGENDA

- 1. APOLOGIES FOR ABSENCE**
RECOMMENDATION:
To receive apologies for absence.

2. 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).

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.

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.

4. RECORD OF PREVIOUS MEETINGS

RECOMMENDATION:

That the Minutes of the EATH Committee meeting held on 7th October 2020 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. 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.

RECOMMENDATION:

That the Chairman respond to any questions/observations. If the matter is not already tabled on the Agenda, the Council may move a motion to refer the matter to be itemised on the Agenda of a successive meeting, but it cannot make any decisions on any matters raised at this meeting unless considered under a further item on this particular Agenda.

6. COAT OF ARMS TRANSFER

The Town Clerk has been researching the acquisition of the coat of arms and crest that was granted to the Keynsham UDC on 15th June 1962. We have now heard that

the Town Council will require a Royal License to transfer the coats of arms. The fee for this transfer (2020 rate laid down by Earl Marshal's Warrant) is £3650. For this fee a written certificate 'exemplifying' the coat of arms would be produced and sent to the Town Council. The certificate does not have any image of the coat of arms (which would be described in words). However, for a further fee of approximately £600 the arms can be printed on to the Certificate.

The sums of money described above, although substantial, would be far less than the fee for granting a new coat of arms for the Council.

RECOMMENDED

- (i) To decide whether to obtain the coat of arms for Keynsham Town Council at a cost of £3650.
- (ii) To decide whether to have the coat of arms painted on the certificate at a fee of approximately £600.
- (iii) That the sum of £4250 be put into the Town Council budget for 2021/2022.

7. COMMUNITY ENGAGEMENT STRATEGY

RECOMMENDATION

To form a subcommittee to formulate a Community Engagement Strategy and to agree members for that group.

8. EVENTS

8.1 REMEMBRANCE EVENT UPDATE

Final update on plans for Remembrance event on Sunday 8th November 2020.

9. KEYNSHAM VIRTUAL WINTER FESTIVAL

a. WINTER FESTIVAL DRAFT BUDGET

To receive an update on any expenditure and income.

b. THE EVENT

Feedback from informal event planning meeting held on 15th October 2020

- (i) Review of event programme and timings (copy of event programme to be circulated prior to the meeting).

- (ii) Virtual platform for streaming the event, promotional screens and other means of promotion of the event.

Update on promotion of the event.

- (iii) Update on Competitions

- (a) Story writing competition

- (b) Window competition

- (c) Colouring competition – To approve colouring competition designs produced by Lara. (To be presented on screen at the meeting)

10. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next meeting of this Committee will be held on **WEDNESDAY 9th DECEMBER at 4.00 p.m.** virtually by Zoom video conferencing.