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To: Keynsham Town Councillors – C Brennan, D Cooper, T Crouch, R King, H MacFie, A McGuinness, J Wallcroft and Non-voting Member R Davison

c.c. All Town Councillors

Dear Member

You are requested to attend a meeting of the KEYNSHAM ARTS JOINT COMMITTEE to be held in the Key Centre (upstairs room) Charlton Road, on **WEDNESDAY 17th July 2019 commencing at 10.30 a.m.**

10<sup>th</sup> July 2019

Dawn Drury  
DEPUTY TOWN CLERK

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### EMERGENCY EVACUATION PROCEDURE

**In the event of a fire you will be directed to an emergency exit and lead to a safe assembly point.**

### AGENDA

1. ELECTION OF CHAIRMAN

RECOMMENDATION:

To elect a Chairman of the Committee for the Municipal Year 2019/20.

2. ELECTION OF VICE-CHAIRMAN

RECOMMENDATION:

To elect a Vice-Chairman of the Committee for the Municipal Year 2019/20.

3. MEMBERSHIP

RECOMMENDATION

To note the membership comprising the Committee is Cllrs C Brennan, D Cooper, T Crouch, R King, H MacFie, A McGuinness and J Wallcroft for the municipal year 2019 - 20, as agreed at the Town Council meetings held on 14<sup>th</sup> May 2019 and 18<sup>th</sup> June 2019.

4. TERMS OF REFERENCE/FUTURE OF THE COMMITTEE

RECOMMENDATIONS

To consider the Terms of Reference for the Committee as agreed at the Annual Town Council Meeting in 14<sup>th</sup> May 2019.

(i) **Current Terms of Reference:**

The Committee need to consider if they still wish to be called Joint Arts and whether they wish to have B&NES presentation on the Committee given there is no longer the requirement to do so as there are no Arts Grants and make recommendations to Town Council

(ii) **Future of Committee**

The Town Council is currently reviewing the number/frequency of Committees in order to reduce the workload (and evening working) of the Town Clerk and Deputy Town Clerk.

The Committee Review Working Party have made the suggestion that the Arts Committee is merged with the Tourism and Marketing Working Party to create a single Standing Committee.

A further thought is that an Arts and Events Committee could be created to include Winter Festival Committee and any future events/activities the Town Council wishes to deliver (e.g. Civic events, play events, markets)

The Arts Committee is asked to give preliminary feedback/recommendations. (N.B. There will be further consultation prior to a final proposal going to Town Council for approval in September)

<b>NAME OF COMMITTEE</b>		<b>Arts Joint Committee</b>
<b>MEMBERSHIP WITH VOTING RIGHTS</b>		<ul style="list-style-type: none"><li>• 7 Keynsham Town Councillors (as agreed at the Annual Town Council meeting each year)</li><li>• 2 Bath &amp; N.E. Somerset Councillors</li></ul>
<b>MEMBERSHIP WITHOUT VOTING RIGHTS</b>		The committee may co-opt additional non-voting members.

<b>FUNCTIONS</b>		<p>Meetings: The committee shall meet quarterly and shall elect a Chairman at the start of each municipal year. Keynsham Town Council shall provide administrative services to the meetings.</p> <p>Purpose: To provide guidance and support to relevant organisations and Keynsham Town Council for the continued development and implementation of the Keynsham Arts Plan.</p> <p>Grants: Decisions on Arts grants are delegated to the Grants Committee. The Arts Committee will receive and note the reports from the successful Art grant applicants. A financial report in terms of the Arts Grants will be received from the Grants Committee annually.</p> <p>Officers: will not be members of the Arts Committee but will be in attendance.</p> <p>Key Tasks:</p> <ul style="list-style-type: none"> <li>• To monitor and deliver the budget for the Keynsham Arts Development Activities.</li> <li>• To monitor the progress of the Keynsham Town Council Arts Plan.</li> <li>• To review the Keynsham Arts Plan annually.</li> </ul>
<b>DELEGATED POWERS</b>		The Arts Joint Committee are authorised to make decisions on behalf of Keynsham Town Council with regard to budgets associated with Arts Activities (e.g. Bandstand, General Arts Activities,
<b>REFERRED BUSINESS</b>		Any proposed expenditure of earmarked reserves for Arts purposes
<b>QUORUM</b>		3 Town Councillors.
<b>FREQUENCY OF MEETINGS</b>		Quarterly

5. CHANGE IN MEMBERSHIP

Recommendation

- (i) To note resignation of Joe Tymkow as Arts Consortium representative
- (ii) To appoint a new representative to replace Mr Tymkow

6. APOLOGIES FOR ABSENCE

RECOMMENDATION

To note apologies for absence

7. 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)

8. 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.

9. CONFIRMATION OF MINUTES

RECOMMENDATION:

That the minutes of the meeting held on 9 January 2019 (attached) be approved as a correct record and signed by the Chairman.

10. 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.

10. BUDGET - ARTS ACTIVITIES

- i) To consider any submissions of proposal briefs for specific arts projects.
- ii) Update of GWR poster sales

11. TIMELINE PROJECT

Update on the Timeline Project

12. ARTS NEWLETTER TIMETABLE

SEASON	CALL OUT	CONTENT SUBMISSION DEADLINE	DISTRIBUTION
Summer 2019	21.05.19	07.06.19	18.06.19
Autumn 2019	21.08.19	05.09.19	17.09.19
Winter 2019	12.11.19	03.12.19	10.12.19

13. GWR PROJECT – UPDATE

- i) May – August posters update
- ii) September – December – Artists impressions of Keynsham landmarks - update
- iii) January – March 2020– Keynsham through the year – photographic images – update
- iv) April – June – Committee to suggest themes
- v) July – September - Committee to suggest themes
- vi) October – December - Committee to suggest themes
- vii) Update on the new What's on display board – Bath bound platform at Keynsham Station.

14. BANDSTAND PROGRAMME 2019

To receive a copy of the Bandstand programme 2019 (to be distributed at the meeting).

15. THE SPACE UPDATE

A brief update will be given by Ric.

16. KEYNSHAM MUSICAL FESTIVAL

Feedback on Keynsham Music Festival 2019

17. UPDATE ON LIVE STREAMING

To receive an update on progress towards live streaming of National Theatre productions in The Space

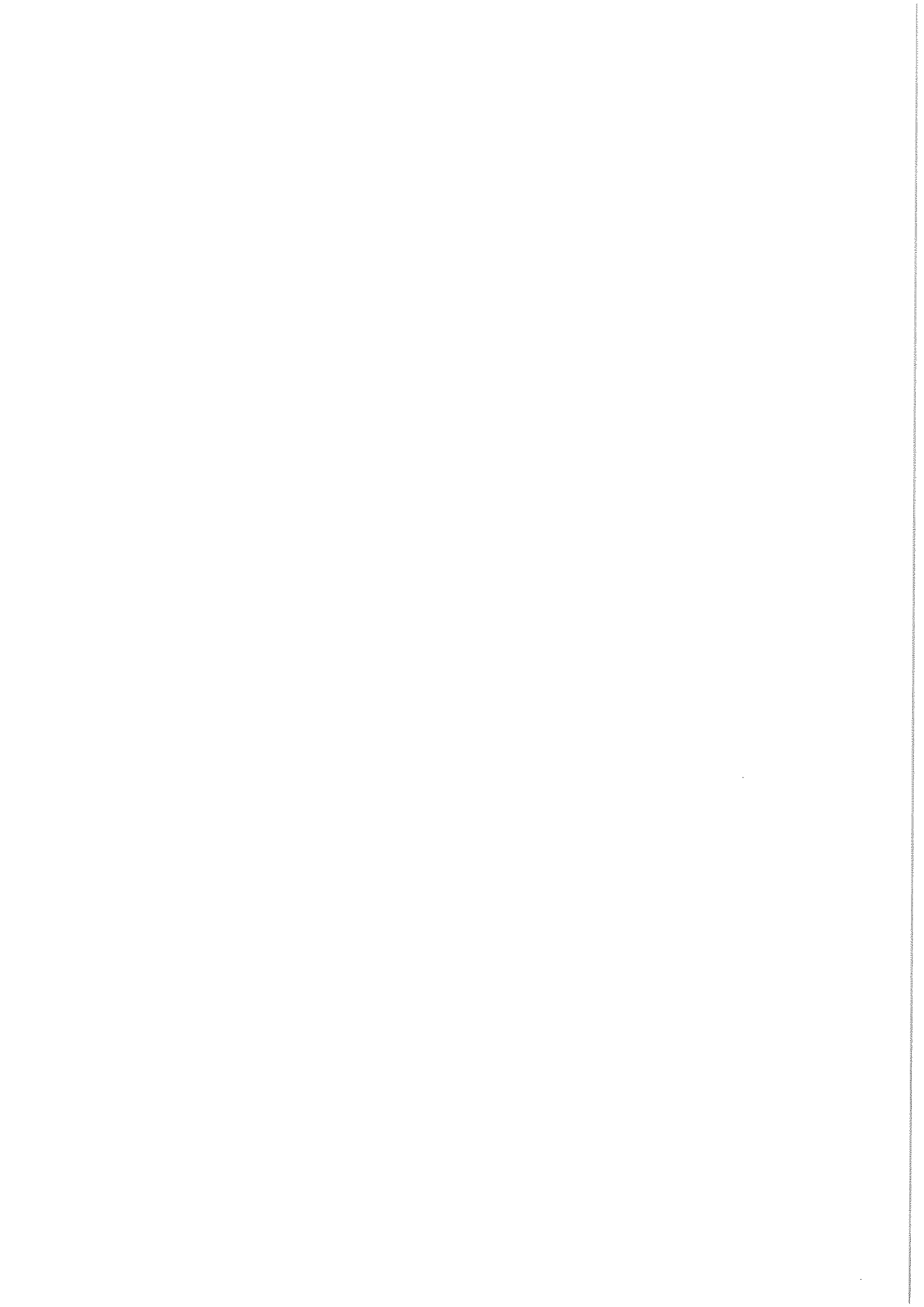
18. CURRENT ARTS ACTIVITIES IN KEYNSHAM

To receive any reports on current art activities.

19. DATE OF NEXT MEETING

RECOMMENDATION:

The Committee's next meeting is scheduled for **Wednesday 9<sup>th</sup> October 2019 at 10.30 a.m.**



# KEYNSHAM TOWN COUNCIL

Minutes of the Arts Joint Committee meeting held on Wednesday 9<sup>th</sup> January 2019  
at 10.30 a.m. in the Town Council Offices

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PRESENT: Keynsham Town Councillors J Cron, A Crouch, and L O'Brien,  
Non-voting Members J Tymkow and R Davison

IN ATTENDANCE: A Cullis (Arts Development – B&NES) and D Drury (Deputy Town Clerk  
KTC)

31. APOLOGIES FOR ABSENCE

Councillors S Edwards and H MacFie (Keynsham Town Council) and Councillor P Myers (B&NES Council)

32. DECLARATIONS OF INTEREST

There were none.

33. NON DISCLOSABLE PECUNIARY INTERESTS

There were none.

34. DISPENSATIONS

There were none.

35. CONFIRMATION OF MINUTES

RESOLVED:

That the Minutes of the meeting held on 3<sup>rd</sup> October 2018 (previously circulated) be approved as a correct record and signed by the Chairman.

36. PUBLIC PARTICIPATION

There was none.

37. B&NES ARTS DEVELOPMENT

Ann reported that B&NES Arts services will be fully closed from 8<sup>th</sup> February 2019, hereonin there will be no more arts delivery and the closure includes the ceasing of the website address and attached email address.

Ann confirmed that all responsibilities in respect of public art have been passed onto a colleague from another department of B&NES. In respect of clock tower maintenance and matters this has been handed over to Mark Minkley (Team Manager, Environment and Design Team, B&NES) and this is who the Town Council should liaise with in the future.

A query was raised as to whether the Committee should still be known as the Joint Arts Committee considering the withdrawal of B&NES support, input and funding.

RESOLVED

- i) That the Terms of reference for the Committee should be considered at the next meeting with a view to producing pros and cons in respect of the Committee continuing under the title of Joint Arts Committee (for the next municipal and future years) and a recommendation be put to full Council for consideration.
- ii) That any decision made in respect of this Committee title should be reported to Jo Morrison of Democratic Service who will liaise with B&NES in respect of any changes to the Committee.

A personal thanks were expressed on behalf of the Committee and the Town Council to Ann for her support and input into the matters of this Committee, in the past.

38. RECOMMENDATION FROM FINANCE COMMITTEE

Considered together with item 39.

39. ANNUAL BUDGET FOR 2019/20

The annual arts budget agreed at Town Council (as per meeting 11<sup>th</sup> December 2018) was reported as follows:-

As there will be no arts funding from B&NES, the arts grant awards 2019/20 will be amalgamated into the Town Council general grant scheme and all grants awarded will come from a budget of £20,000.

£3,000.00 has been allocated for general arts activities including the arts newsletter. Costings for the arts newsletter need to be brought to the next meeting in order that a sum may be reserved from within this expenditure.

A budget of £1,500 has been allocated for the production of GWR posters for 2019/2020

£7,500.00 has been allocated for bandstand events for 2019/2020 of which £1,000 is to purchase a silent generator, to cover the attendant's wages and for a PRS Music Licence

Surplus from 2018/2019 has been transferred to Earmarked Reserves for Art General Activities.

RESOLVED

That half page funding request proposals be submitted detailing any specific arts projects for 2019/2020 and why they are worth investing in. Any proposals should be submitted to the Deputy Town Clerk two weeks prior to the next Committee meeting (by 27<sup>th</sup> March 2019). Any expenditure agreed by the Committee will then be ratified by full Council.



40. TIMELINE PROJECT

Ann reported that Mark Minkley has full access to all of her documents and files relating to the TimeLine Project and he will be fully briefed on the matter.

David Mackie is currently working on revising the drawings and Mark will liaise with him and in due course notify the Committee when this is completed.

Ann has requested a copy of the artist plans including elevation plans, so that a decision can be made as to where each panel will be fixed but such plans are not yet available. Ann will request that Mark chases these plans urgently and in order that the Deputy Town Clerk may be furnished with a set for future consideration by the Committee. Ann suggested that Mark be invited to attend a meeting in the summer to give an updated.

Massimo Polacco (B&NES Site Manager for the Riverside Development) will oversee the detailing of the TimeLine project.

A re-quote for the fabrication of the panels is being undertaken and it is envisaged that this will be not much different from the original quote.

Ann has produced some suggested text for an interpretation/thanks/acknowledgements panel to accompany the Timeline which she has forwarded to the Deputy Town Clerk. These will be brought to a future meeting for consideration by the Committee.

41. RE-PRODUCTION OF CLOCK TOWER POSTERS

All the electronic files of images have been passed onto Mark Minkley. Sebastian is happy for Keynsham Town Council to produce and sell posters, with a modest royalty payment on each sale of 7.5%.

42. GWR PROJECT – UPDATE

The poster displays will be changed three times a year as follows: -

January – April  
May – August  
September – December

David (KTC Marketing & communications) was invited into the meeting to present some ideas for future poster displays. These ideas included:

**Photowalkers - images**

Use photos from the 'photowalkers' group that has been setup in Keynsham.

This wellbeing project invites people to get together once a week, go for a walk around Keynsham and take photos, whilst looking at the town differently to how they might have done in the past.

Most (if not all) of the participants are Keynsham residents and the quality of the photography is high, plus it showcases the different points of interest within the town.

Permission has been granted to use the photos for this project. There are enough images to fill all poster frames and they are in a position to be turned into posters of the correct size. This suggestion would work well for the January to April display and could be in place by the third week of January 2019.

Ric requested that a poster promoting the Keynsham Music Festival opera in the Park 'The Elixir of Love' on 4<sup>th</sup> July be displayed along with the photos in one of the display cabinets. This poster was in the style of an old railway poster.

### **Artists interpretations of Keynsham Points of interest/landmarks**

Local Keynsham Artists to be asked to create their own interpretation of a Keynsham landmarks (the chocolate factory, the abbey gates, the church, the clock tower) in whichever style and medium they prefer. This would then be accompanied by a photograph and short story/piece of history about it and made into a poster.

Judith and Jo said that they could get together twelve artists and lead on such posters. The fact that it was previously agreed that one display frame should be dedicated to show case forthcoming events/activities was raised. David reported that Heather Cullimore was looking into getting funding for a What's on display board on the Bath bound platform that would house a map of the Town Centre plus A5 display posters. It was felt that small posters would be hard to see from a train and that there really should be a large display frame on both platforms to promote events. An update from Heather will be requested on this.

The Deputy Town Clerk reported that in the meantime smaller event posters could be displayed in the In Bloom noticeboard at the Station.

### **Old/new photos**

Posters comparing and contrasting old photos of Keynsham with modern photos taken of same location/place.

It was suggested that these could be tinted to add a bit of colour to the old images.

### **Human's of Keynsham Project**

Photos of Keynsham people with a snippet of writing about them. This is an actual project taking place in Keynsham. The checking of an individual's permission to publish their story/photo would have to be sought before producing such a poster for display.

### **Young People's Artwork**

Schools could be contacted about exhibiting their A'level student's artwork.

It was reported that pupils studying art A'Level are much fewer these days and perhaps this could be extended to the students of Bath Spa University.

## A year in Keynsham

Photographs depicting images around Keynsham one for each month of the year. Photos could be submitted from the community and a judging panel would select the images to be turned into a poster each month. If started now this project would be ready to turn into posters for display in January 2020.

It was suggested that all posters should have a connection to the old railway styling of posters including the lettering, layout of wording and borders event if it included a modern image in the centre.

### RESOLVED

That the following poster themes should be:

January to April 2019 – **Photowalkers images plus the Opera poster**

May – August 2019 – **Old/new photos of Keynsham** plus a Music Festival poster. A selection of comparison photos will be brought to the April meeting for selection.

September – December 2019 - **Artists interpretations of Keynsham Points of interest/landmarks plus a Winter Festival poster** – Judith and Jo to lead on getting the artwork produced

January – April 2020 – **A year in Keynsham** – images of Keynsham throughout the year.

## 43. THE SPACE UPDATE

Ric reported that it had been the best Autumn to date. There had been a good selection of events and the audience numbers have been good.

Most bookings for the Space received at the Guildhall are now passed on to Ric so that he can offer light and sound services.

Hodge Podge Theatre gave two shows of Reindeer on the Roof. Despite being disorganised, the show worked well for them and they made a profit.

The Requiem event was moved from the Space and took place in the Temple Street Canteen. It was a packed event with lots of local poets and musicians performing.

Update for spring – More Comedy Club performances, Film works, two nights during the Music Festival week of major comedians previewing their tour shows.

Bonzo Dog Doo Dah Band will be appearing as part of the Musical Festival but not in the Space.

45. UPDATE ON LIVE STREAMING

Ric reported that there was no reason why it should not be up and running now. B&NES are aware of what is required, and it is just a question of installation. It was suggested that Moira Baker and Wayne (surname unknown) the Building Manager be contacted for an update.

46. COMMERCIAL RADIO UPDATE

The terms of the licence state that the radio station needs to be up and running by 3<sup>rd</sup> November 2019 and has been in operation for at least two months prior to this. This project is almost on target and the premises is being worked on. There are currently two location options.

47. CURRENT ARTS ACTIVITIES IN KEYNSHAM

Jo reported that the Pop Up Art Space shop, in the Temple Canteen, was successful raising just under £2000 despite being tucked away. Promotion seemed to work as people still managed to find it.

The group are now looking forward to a spring Pop Up shop and are currently seeking a venue.

A marquee at the Music Festival has been reserved for a further Pop Up Art Space. This will be the 10<sup>th</sup> year of pop ups at this event.

Jo is meeting with Aaron from Fringe Arts Bath and together they will be looking at producing an interactive arts and cultural map for the B&NES area.

From his studio at the Chocolate Quarter Jo has been getting elderly residents and attendees to produce images depicting historical events in and around Keynsham, these will be turned into handouts for children to colour in.

48. DATE OF NEXT MEETING

The Committee's next meeting is scheduled for **Wednesday 10 April 2019 at 10.30a.m.**

The meeting closed at 11.45 a.m.

Signed: ..... Date: .....  
(Chairman)