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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 **TUESDAY 8th October 2019 commencing at 3.00 p.m.**

1st October 2019


 Dawn Drury
DEPUTY TOWN CLERK

EMERGENCY EVACUATION PROCEDURE

In the event of a fire you will be directed to and 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 14th May 2019 and 18th June 2019.

4. TERMS OF REFERENCE

RECOMMENDATIONS

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

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. However

To consider the number of non-councillor representatives, representation in respect of the Space activities and a representative of the Keynsham Arts consortium.

However. In light of Agenda Item , the Committee may prefer to just note the existing terms of Reference as they will become obsolete before the next Committee meeting.

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

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| | | <p>Key Tasks:</p> <ul style="list-style-type: none"> • To monitor and deliver the budget for the Keynsham Arts Development Activities. • To monitor the progress of the Keynsham Town Council Arts Plan. • To review the Keynsham Arts Plan annually. |
| DELEGATED POWERS | | 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, |
| REFERRED BUSINESS | | Any proposed expenditure of earmarked reserves for Arts purposes |
| QUORUM | | 3 Town Councillors. |
| FREQUENCY OF MEETINGS | | 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 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)

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.

To note that the 10th April and 17th July meetings were inquorate.

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.

11. BUDGET - ARTS ACTIVITIES

- i) To consider any submissions of proposal briefs for specific arts projects.
- ii) Update of GWR poster sales
- iii) December Arts Space Exhibition in Library – use of GWR images

To consider whether those that input artwork for the GWR posters may purchase the posters after display and order additional posters at a reduced rate. If so, at what cost? Current price of posters £75.00 including VAT.

To consider offering the sale of smaller size poster A3/A4 or equivalent

To consider request from Arts Space to produce a second set of current GWR posters for display in the library during December.

12. TIMELINE PROJECT

Update on the Timeline Project

13. ARTS NEWLETTER TIMETABLE

| SEASON | CALL OUT | CONTENT SUBMISSION DEADLINE | DISTRIBUTION |
|-------------|----------|-----------------------------|--------------|
| Winter 2019 | 12.11.19 | 03.12.19 | 10.12.19 |
| Spring 2020 | 01.02.20 | 14.02.20 | 02.03.20 |
| Summer 2020 | 18.05.20 | 05.06.20 | 22.06.20 |
| Autumn 2020 | 17.08.20 | 04.09.20 | 21.09.20 |

14. 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

Possible poster themes –

Nature shots (birds, insects and wild animals) – involve Avon Wildlife Trust

Children's artwork – images of Keynsham

Vintage/Retro products/shop signs – butchers, bakers, barbers, café, florist, auto parts
– relate to shops in Keynsham.

Gardens in Keynsham – In Bloom entries (seek permission of owners) - Summer suggestion.

Shop images – then and now.

Shopping in Keynsham – Independents shops and what they have to offer

Creative artwork – elderly residents from Keynsham

Residents of Keynsham submissions

vii) Update on the new What's on display board – Bath bound platform at Keynsham Station.

15. BANDSTAND PROGRAMME 2019

Feedback from Bandstand performances 2019

16. THE SPACE UPDATE

A brief update will be given by Ric.

17. KEYNSHAM MUSICAL FESTIVAL

Feedback on Keynsham Music Festival 2019

18. UPDATE ON LIVE STREAMING

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

19. CURRENT ARTS ACTIVITIES IN KEYNSHAM

To receive any reports on current art activities.

20. NEW STANDING COMMITTEE FROM DECEMBER 2019 ONWARDS

The Town Council has reviewed the number/frequency of Committees/Working Parties in order to reduce the workload (and evening working) of the Town Clerk and Deputy Town Clerk.

The Arts Committee is to be merged with the Tourism and Marketing Working Party and Keynsham Winter Festival Committee to create a single Standing Committee – to be called Arts, Events, Tourism and Heritage Committee. Membership has been expanded as detailed in the attached Terms of Reference. The first meeting of the new

Committee will be on 3rd December (was Winter Festival Cttee meeting) , second meeting on 8th January 2020 (was Arts Committee meeting) and third meeting on 8th April 2020 (was Arts Cttee meeting) . Thereafter the Committee meets monthly for the duration of organizing the Winter Festival 2020. As the name suggests, this Committee will be given a much broader strategic as well as practical remit for development and co-ordination of all cultural and community activities with associated budgets.

- (i) To note the new Committee and Terms of Reference from December 3rd 2019
- (ii) To make recommendations on nominations to the new Committee to Town Council for consideration at its November meeting

21. DATE OF NEXT MEETING

RECOMMENDATION:

The first meeting of the new Arts, Events, Tourism & Heritage Committee is scheduled for **Tuesday 3rd December 2019 at 4pm**. A budget for 2020/2021 will be discussed at this meeting.

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

Arts Development Activities

- 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 Council for the continued development and implementation of the Keynsham Arts Plan
- 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

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| | <ul style="list-style-type: none"> ▪ To determine themes and deliver the poster displays at Keynsham Railway Station ▪ To promote open access to the Town, the arts and events ▪ <p>Marketing and Tourism</p> <ul style="list-style-type: none"> ▪ 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 Keynsham Town Council including armorial bearings etc ▪ 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>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 |
| QUORUM | 3 Town Councillors. |
| FREQUENCY OF MEETINGS | Monthly from June to December and thence quarterly |

