

# KEYNSHAM TOWN COUNCIL

Minutes of the EATH Committee meeting held on  
Wednesday 4<sup>th</sup> June 2025 at 4.00pm in Keynsham Town Council office

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## PRESENT:

Councillors: C Brennan, M Burton, C Davis and D Cooper

Members: Joe Tymkow, Ric Davison, Jude Cron

IN ATTENDANCE: Katherine Sears – Deputy Town Clerk

Not Present:

### 1. ELECTION OF CHAIRMAN 2025/2026

#### *RESOLVED:*

*That Councillor D Biddleston be appointed Chair of the EATH Committee for the Municipal Year 2025/2026.*

### 2. ELECTION OF VICE CHAIRMAN 2025/2026

#### *RESOLVED:*

*That Councillor C Brennan be appointed Vice Chair of the EATH Committee for the Municipal Year 2025/2026.*

### 3. MEMBERSHIP OF THE EATH COMMITTEE 2025/26

#### *RESOLVED:*

*It was noted that Councillors Dave Biddleston, Alex Beaumont, Caitlin Brennan, Martin Burton, Chris Davis & Hal MacFie are the appointed Town Council members of the Committee for the Municipal Year 2025/2026, as agreed at the annual meeting of the Town Council on 20<sup>th</sup> May 2025.*

### 4. TERMS OF REFERENCE

NAME OF COMMITTEE	EVENTS, ARTS, TOURISM & HERITAGE (EATH) Committee
MEMBERSHIP WITH VOTING RIGHTS	7 Keynsham Town Councillors
NON-COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS	Maximum of 7 to include representatives from Business, Arts, Churches Together, Community organisations and NDP Heritage and Tourism topic group.
N.B. Must adhere to Code of Conduct	n.b. Non-Councillors cannot vote on any financial matters unless they pertain to tourism promotion and/or management of a festival

<b>MEMBERSHIP WITHOUT VOTING RIGHTS</b>	The Committee may co-opt additional non-voting members
<b>FUNCTIONS</b>	<p><b>Winter Festival</b></p> <ul style="list-style-type: none"> <li>▪ To produce a community winter event within budget which incorporates the switching on of the Keynsham Christmas lights.</li> <li>▪ To promote community involvement in the event.</li> <li>▪ To promote sponsorship of the event.</li> <li>▪ To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham.</li> <li>▪ To include activities, interests and performances suitable for all ages and abilities.</li> <li>▪ To provide a Christmas tree in the grounds of St. John's Church (to be agreed at the Town Council meeting in July).</li> </ul> <p><b>Events generally</b></p> <ul style="list-style-type: none"> <li>▪ To work with the Town Council officers to co-ordinate and deliver Town Council events (including Civic events and markets) within appropriate budgets.</li> <li>▪ To promote community involvement in Town Council events.</li> <li>▪ To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham.</li> <li>▪ To include activities, interests and performances suitable for all ages and abilities</li> </ul>
	<p><b>Arts Development Activities</b></p> <ul style="list-style-type: none"> <li>▪ To monitor and deliver the budget(s) for the Keynsham Arts Development Activities</li> <li>▪ To produce an Arts Plan for adoption by Keynsham Town Council to be reviewed annually.</li> <li>▪ To provide guidance and support to relevant organisations and Keynsham Town Council for the continued development and implementation of the Keynsham Arts Plan.</li> <li>▪ To advise the Council on support for other</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>▪ To liaise with B&amp;NES, KMFA Ltd and other local bodies established for the promotion and/or management of arts and heritage facilities, events and activities.</li> <li>▪ To monitor the progress of the Keynsham Town Council Arts Plan and Timeline.</li> <li>▪ To oversee the production of the quarterly Keynsham Arts newsletter and produce suitable content for the quarterly Keynsham News.</li> <li>▪ To determine themes and deliver the poster displays at Keynsham Railway Station.</li> <li>▪ To promote open access to the Town, the arts and events.</li> </ul> <p><b>Marketing and Tourism</b></p> <ul style="list-style-type: none"> <li>▪ To develop a comprehensive long-term Tourism and Marketing strategy for Keynsham for approval by Town Council.</li> <li>▪ To make recommendations to the Town Council on how to develop Keynsham into a "Destination Brand".</li> <li>▪ To make recommendations to the Town Council concerning the re-branding of Keynsham Town Council including armorial bearings, etc.</li> <li>▪ To make recommendations on an appropriate new website design for the Town Council.</li> <li>▪ 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.</li> </ul> <p><b>Heritage</b></p> <ul style="list-style-type: none"> <li>• To keep under review the historical facilities of the town and the need for further development of such activities.</li> <li>• To monitor and report back to Council on project progress with B&amp;NES in respect of the</li> </ul>
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	<p>public realm developments in Keynsham town centre and its recent classification as a Heritage Zone.</p> <ul style="list-style-type: none"> <li>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 &amp; Development Committee) and to make proposals as appropriate.</li> <li>To consider methods to promote Keynsham's Heritage.</li> </ul> <p>Generally - To ensure all decisions are in accordance with Keynsham Town Council's adopted Policies and Financial Regulations.</p>
<b>DELEGATED POWERS</b>	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).
<b>REFERRED BUSINESS</b>	Any proposals involving either unbudgeted expenditure or use of earmarked reserves for Arts, Events or Tourism purposes.
<b>QUORUM</b>	3 Town Councillors.
<b>FREQUENCY OF MEETINGS</b>	Monthly from June to December and thence quarterly.

**RESOLVED:**

*To add "To work with the Town Council officers" to the section Events generally*

**5. APOLOGIES****RESOLVED:**

*Apologies from Cllrs, Beaumont, Biddleston, MacFie, James McPhee and Lesley Organ were received and accepted.*

**6. DECLARATIONS OF INTEREST**

*Cllr Brennan declared an interest in Keynsham Re-Loved and Christmas in July due to her work with Golden Oldies.*

**7. DISPENSATIONS**

*There were none.*

**8. PUBLIC PARTICIPATION**

*There was none.*

**9. RECORD OF PREVIOUS MEETINGS**

**RESOLVED:**

*That the Minutes of the Extra Ordinary EATH Committee meetings held on 3<sup>rd</sup> April 2025 be confirmed as a true record and signed by the Chairman.*

**10. PRESENTATION FROM RACHEL SHAW “DISCOVERING ROMAN KEYNSHAM – ARTEFACT HANDLING COLLECTION”**

Rachel Shaw demonstrated the collection of Roman Artefacts held in the Library and showed the resources that can be used by local schools and groups.

The resources ought to be kept in the Library, the only way it would be able to leave the site would be if it were accompanied. The Artefacts are in the charge of Keynsham Library and B&NES Heritage Services are aware that we wish to promote this project.

Rachel is willing to run training sessions for the local teachers.

**RESOLVED:**

- i) *Timothy to look into whether any of the Library staff can be trained so that ad hoc public sessions could be set up – this would be something the Town Council can help promote.*
- ii) *DTC to contact the schools to find out who on the faculty would be the best contact to deliver history and heritage projects.*
- iii) *Timothy, District Librarian, to then write to them inviting them to a training session with Rachel so that they feel comfortable bringing their pupils into the Library to look and enjoy the activities set up with the artefacts.*

**11. EATH COMMITTEE BUDGET****RESOLVED:**

*The annual budget for EATH was received and noted.*

**12. KEYNSHAM WINTER FESTIVAL 2025**

It was discussed that the change of day and timings last year worked well, one hour shorter was recommended as generally the stall holders had sold out of products and the families had mainly gone home.

The layout worked well, DTC reported that she has enquired with B&NES whether we could close the top end of the High Street (where St John's is) but has had a reply that this would not be possible due to the disruption to traffic, bus services and increased congestion.

The use of The Space to be stalls upstairs and Punch and Judy downstairs, like last year. To run a virtual queue for the Face Painters in the Libourne Lounge. Concerns of using Key Centre as the entrance is on Charlton Road which is, in theory, outside our event footprint.

**RESOLVED:**

- i) *The Winter Festival will be on Saturday 29<sup>th</sup> November from 12 noon to 6pm.*
- ii) *DTC to enquire with BANES whether they would allow us to run barriers up the top end of the High Street so that the Church could still be involved as well as the businesses in that area.*
- iii) *Market Walk to be solely the Funfair, meaning moving the stalls that were down the side of the Library, this would hopefully ease the congestion that was on Market Walk. More stalls to be put on the High Street, being mindful of the curbs and safety of traders and the public.*
- iv) *Riverside Square to be a food court.*

- v) *The Main Stage to be in the same location and outside the Methodist Church and to use Temple Court again as Choir Corner as this worked well.*
- vi) *Theme to be "Starry Nights & Sparkly Lights."*

*Ric and Tim left the meeting.*

### 13. CHRISTMAS IN JULY

**RESOLVED:**

*Date to be 5.30pm Wednesday 23<sup>rd</sup> July at the Key Centre.*

### 14. PEACE DOVE PROJECT & VE DAY 80 WRAP UP

Feedback from Lesley Organ was shared - this was really positive, bringing people into the Church, the display of doves was stunning. Cllr Burton wanted to express his gratitude to those involved in the VE Day celebrations. Special mention to how fantastic the band were and that the dancers really added to the atmosphere and were brilliant and we are very grateful to the local group for volunteering their time and dance skills. Discussion around no specific first aid personnel there on the day. This was part of the bandstand programme and the Council cannot be responsible for everyone in the park – the area with our chairs is our responsibility, there was a member of staff on site with first aid qualifications and a defibrillator located on the bandstand throughout the afternoon. Cllr Burton is concerned that the bandstand attendant would normally be on her own during the performances.

**RESOLVED:**

- i) *Verbal update from DTC received and noted.*
- ii) *DTC to write a risk assessment for the bandstand attendant.*

### 15. KEYNSHAM RE-LOVED – SUNDAY 8<sup>th</sup> JUNE

To be held at Scout HQs, Spirolux providing the catwalk staging, local stalls specialising in sustainable products, Becky Barnes (local sustainable fashion stylists) will be hosting the fashions shows, craft workshop using recycled materials.

Thank you to Keynsham Scouts for the use of the Scout HQ and for reducing the rate they are charging us as it's a charity event for the community.

**RESOLVED:**

- i) *Verbal update from Cllr Brennan and DTC received and noted.*
- ii) *Budget received and noted for this event.*
- iii) *A £10 gift to be offered to the models for their time.*

### 16. PLEIN AIR – Saturday 20<sup>th</sup> September

**RESOLVED:**

- i) *Verbal update for Joe Tymkow received and noted.*
- ii) *KTC to support with marketing and publicising the event.*

### 17. DATE OF NEXT MEETING

**RESOLVED:**

*That the next EATH Committee meeting be held on WEDNESDAY 2<sup>nd</sup> July 2025 at 4pm in Keynsham Town Council Office.*

The meeting finished at 5.36 p.m.

Signed: .....  
(Chairman)

Date: .....

DRAFT