

KEYNSHAM TOWN COUNCIL

Minutes of the Virtual EATH Committee meeting held on
Wednesday 17th March 2021 at 4.00 pm

PRESENT: Councillors D Biddleston (Chairman), C Brennan, C Buxton (late), B Simmons and J Wallcroft

Ric Davison and Jude Cron

IN ATTENDANCE: Dawn Drury – Deputy Town Clerk

67. APOLOGIES FOR ABSENCE

There were none.

68. DECLARATIONS OF INTEREST

There were none.

69. DISPENSATIONS

There were none.

70. CONFIRMATION OF MINUTES

That the minutes of the EATH Committee meeting held on 10th February 2021 be confirmed as a true record by the Chairman and were signed by the Chairman (hard copy supplied in advance to the Chair for signing).

71. PUBLIC PARTICIPATION

There was none.

72. KEYNSHAM VIRTUAL WINTER FESTIVAL

To note that the date of the 2021 Winter Festival is scheduled for Friday 26th November 2021.

RESOLVED

That this matter be on the agenda for the next scheduled EATH Committee which is on Wednesday 9th June 2021. At this meeting, a decision will be made as to the format of the event taking into consideration COVID Pandemic restrictions and any restrictions

associated with Phase 1 and the HS HAZ development works that may affect the use of the High Street/Temple Street.

73. REMEMBRANCE DAY PARADE 2021

The receipt of an email from the Keynsham Branch of the British Legion in respect of meeting to arrange the plans for RBL Centenary Parade to be held on Sunday 14th November 2021 was noted.

RESOLVED

- (i) That a one-off sub-committee meeting, including Cllrs Buxton, MacFie, Simmons, Brennan and Wallcroft, be held between now and June with the Deputy Town Clerk and members of the British Legion to get their initial thoughts in respect of plans for the event.
- (ii) That any further meetings be attended by Cllr Buxton and the Deputy Town Clerk and information be fed back to the EATH Committee at its meetings.
- (iii) That an offer of help should be given to the British Legion in respect of putting up and taking down their flags.

74. PHOTOGRAPHING AND FILMING AT TOWN COUNCIL EVENTS

RECOMMENDATION

That the production of a Photographing and Filming Policy be taken to the Finance and Policy Committee.

It was suggested that:

- (i) The Policy contain a disclaimer that on occasions children may inadvertently be filmed as part of the Town Councils activities e.g. in the background of photography and film shoots.
- (ii) Organisations bringing along groups (children, vulnerable adults and all other groups) to take part in Town Council events that may be filmed or photographed to provide evidence that those taking part have permission to do so.
- (iii) Those children and vulnerable adults taking part in Town Council activities (such as prize giving for colouring competitions) that may be filmed or photographed be covered by the completion of a permission for photography/filming form. As this will provide the Town Council with written authority to hold personal data under GDPR.

Cllr MacFie to request that this matter be added to a future Finance and Policy Agenda.

75. GWR POSTER SALES PLAN

RECOMMENDED

- (i) That there will be no royalty fee for artists associated with the on sale of poster/postcard designs.

- (ii) That artist submitting artwork may receive the actual displayed poster (of their work) once the display has finished.
- (iii) That COVID permitting sales of any posters and postcards will be via Art Space event, the Town Council office (note poster display rack and poster tubes will need to be purchased) and possibly online.
- (iv) That 20 sets (240 cards in total) at a cost of £36.00, equating to 15p each, be purchased from company C, so that a sample can be seen at a future physical meeting.
- (v) That the sale price be set at £5.00 a pack for 12 post cards. Individual prices were not set.
- (vi) That 12 posters (one set) at a cost of £87.00, equating to £7.25 each, be purchased from company A, so that a sample can be seen at a future physical meeting. To be sold on at a cost of £10.00 per poster depending on the quality.
- (vii) That sample poster be brought to the July meeting or next physical meeting.

76. FUTURE PRINTING OF THE KEYNSHAM NEWS

The Deputy Town Clerk gave an update in respect of the layout of the Keynsham News and informed the Committee that the actual artwork is produced by Ignyte and is not undertaken in house by Town Council staff.

The Committee were asked to note that costs had been researched from several companies and it has been discovered that Ignyte's increased costs for design and production of the Keynsham News are comparable, with other companies' quotes coming in at a higher cost.

RECOMMENDED

That quotes for design and production of the Keynsham News for all editions in 2022, be sought in October/November 2021 from Ignyte and other design/print companies and brought back to the EATH Committee for consideration and recommendation to Town Council for budget setting.

77. COMMUNITY ENGAGEMENT STRATEGY

Cllrs findings were received and noted as follows:

Cllr Biddleston – Andover Town Council. Reported that Andover do not have a Community Engagement Strategy and that he had not sourced one from elsewhere.

Cllr Simmons – Totnes. They have quite a few community engagement strategies. The last one being with their Local Plan, but they do not have an actual policy, but this is not what we really need. He reported that he had got one from North Somerset and he had sent this to the Chair.

Cllr Wallcroft – Milton Keynes. Their strategy is from 2004 (a thirty year one). Milton Keynes is quite different from Keynsham because it is a new town and based a lot around private finance and funding. It seems more like a prospectus for getting investment than

a community engagement strategy. The link is available online for anyone who wishes to look at it. What was good about their plan was that they had looked at what they proposed to do and had set it out in vision terms. So that the public could see what they had planned for the City and how this was going to be achieved. The whole document seems to be designed with the purpose of making Milton Keynes well known. Hence, the document is more outward looking than the type that we would be looking for. In terms of a plan what they have done may not be useful but how they have structured the plan may be useful. The headings that they have used could aid the Town Council with its strategy document. It also includes quite a lot of environmental information.

Cllr Buxton – Poynton Town Council. They have a Communities Coordinator, and she works with all community groups and writes a quarterly report that you can access online. These reports are not massively detailed but just highlight how the Town Council has been working with groups in the community. This person also liaises a lot with the local authority.

Cllr Buxton raised the question that B&NES must do a lot with the local schools, but the Town Council does not seem to hear about these activities. It would be good to have better links with B&NES, for example the Communities Coordinator for Poynton had reported that she had just been involved in a project in conjunction with their local authority to deliver a presentation on diversity and equality into the local schools. This is something that could be done in Keynsham.

It was reported that the relationship that B&NES has with schools is different now, as many are academies and part of a trust.

Suggested for the future a quarterly newsletter detailing Keynsham Town Council involvement in community activities and who was associated with which groups and what they have been up to.

Cllr MacFie – Frome Town Council – this town council have produced a Community Engagement Strategy. This covers really well the kind of activities that we are currently doing. The document also mentions things that they need to develop on such as electronic engagement. This seems to be a very good model for Keynsham.

Action points from above:

- a) We develop a template that we work from – including the model headings that we use to produce the strategy.
- b) Cllr Wallcroft – The Vision. – Task to write a proposed Vision for Keynsham using the one written for the NDP as a starting point. This is to be shared with the Deputy Town Clerk. **ACTION CLLR WALLCROFT (produce vision) DTC (provide Cllr Wallcroft with copy of NDP vision)**
- c) Cllr Buxton - Strategic Partnership – Task bring ideas for developing links with B&NES to the next meeting and who we will be working with and when (Community Partnerships) **ACTION CLLR BUXTON**

- d) Cllr MacFie – suggested headings - Background and principles, corporate aims and objectives, statement similar to Frome Town Council's Community Engagement Strategy and finally future improvement. Requested that he bring notes on ideas for further improvements to the next meeting. **ACTION CLLR MACFIE**
- e) Cllr Simmons – suggested using North Somerset Community Engagement Toolkit as a template. Task to produce a document on the coordination of outdoor events. **ACTION CLLR SIMMONS**
- f) Cllr Brennan (looked at Biggleswade Town Council) - She mentioned Green engagement. Heading suggested as Environmental Community Engagement. Cllr Greenfield to be contacted to see if he would write this in respect of E & S Committee and their engagement with the community on environmental matters. **ACTION DTC**
- g) Ric – Better work with media to create good community engagement. Heading suggested - Participation - making sure that the engagement is easy for all to be involved with. Ric was asked if he could write a small piece on how we could work better with our media outlets in order to engage the community that way. Saltford is a good example of how they use the media and a good starting place. **ACTION RIC**

Cllr Simmons document may help with major headings. All Cllrs to send the completed findings to the Deputy Town Clerk who will put into one document to be go out with the next agenda. **ACTION DTC**

78. VISIT SOMERSET/VISIT SOUTH WEST

The information in respect of Visit Somerset and Visit South West was received and noted. Members were encouraged to go on the Visit South West website, click on Visit Somerset and look for information on Keynsham.

RESOLVED

That members bring back their findings to the next meeting and then a decision will be made as to whether to invite John Turner to a future meeting.

79. DATE OF THE NEXT MEETING

RESOLVED:

That the next virtual meeting of the Committee is scheduled to take place on **Wednesday 9th June 2021 at 4.00 p.m. via virtual Zoom Video conferencing.**

EXCLUSION OF PRESS AND PUBLIC

80. KEYNSHAM TOWN CHRISTMAS LIGHTS 2021

A report was received in respect of the logistics of seeking a contractor, installing and sourcing a supplier for new Christmas lights. In March 2022, the existing contract comes to an end.

The Deputy Town Clerk confirmed that there had already been a request submitted to B&NES for a change of lights for 2021. There is some difficulty in that we are at the end of contract and because we have such a large display there are not many other towns of our size in B&NES that we could swap lights with for this year.

RECOMMENDED

- (i) That we stay with B&NES Council for provision of Christmas lights for 2021.
- (ii) That as a Town Council, we request the opportunity to sit around a table with B&NES and other Town Council and Parish Councils in the authority to look at options for 2022, whether it be staying with B&NES, joining a small consortium or going on our own to provide Christmas lights under a new contract.

The meeting closed at 6.20 p.m.

Signed:
(Chairman)

Date:

