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Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Town Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting providing that prior notice has been given to the Town Clerk.

As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken. A record of public participation shall not be included in the Minutes, but as an appendix note to the Minutes of the meeting.

Wednesday 28th July 2021

To: Cllrs D Crisfield, C Inchley, G Kennedy, M Lovell, G Mayall, T O'Connor (Chair), M Stradtruckerova, and B Stokes-Stephens. S Hale and M Harrison (as Ex Officio)

You are summoned to the **Meeting of Arts, Culture & Tourism Committee** to be held at **7.00 pm** on **Tuesday 3rd August 2021** at the **Shepton Mallet Library, 2 Market Place, Shepton Mallet, BA4 5AZ** where the following business will be transacted.

Yours sincerely

Charlotte Starkie

Charlotte Starkie, PSLCC

Town Clerk

AGENDA FOR THE ARTS, CULTURE & TOURISM COMMITTEE MEETING

(Formerly the People and Promotion committee)

Covid-19 Statement – See Appendix A

Capacity of the library is limited, therefore members of the public are restricted and will be based on a first come basis.

Tuesday 3rd August 2021

Public question time, not to exceed 30 minutes

If a member of public wishes to share a document with council, these documents must be submitted to Town Clerk by noon on the day of the meeting.

- ACT1.1 To elect a Vice Chair for this committee
- ACT1.2 To receive any apologies for absence
- ACT1.3 Declaration of interest of matters related to this agenda
- ACT1.4 **Chairman's Announcements**
For committee members to consider if they wish future meetings of this committee to be held in the library or in the Mendip District Council Chamber.
- ACT1.5 To approve the minutes of the former People and Promotion Committee held on 2nd March 2021.
To consider and agree minutes from the meeting as a true record
- ACT1.6 **Community Donations Applications**
To receive and consider a written report from the Responsible Financial Officer (RFO) of grants from the following applications:
- a. Make the Sunshine & Primary Schools - £2,000
 - b. Shepton Mallet Revival CIC - £2,000
 - c. Shepton Mallet Baptist Church - £2,000
 - d. Shepton Mallet Bowls & Tennis Club - £837.50

- e. The Mendip School – Food Bank Hub Project - £1,500
- f. The Mendip School – Smallholding Project - £2,000
- g. HEARTHSTONE Ways CIC - £2,000
- h. IN:CH (Incubation Chamber) - £2,000
- i. Smart CIC - £2,000

ACT1.7 **Arts Working Party final recommendations**

To receive and consider a written report from the Project Officer that includes recommendations for: future plans for Summer and Winter activity series budget for 2022/23, twice yearly arts forum and promotion of the town's events and activities.

ACT 1.8 **Creative Mendip Project**

To receive a written report on the successful application to Mendip District Council's Creative Mendip fund for the arts, for an arts project to be delivered in partnership with local CIC Make the Sunshine, entitled 374 ways to Change the World.

ACT1.9 **Events and Occasions 2021 to 2022**

To receive and consider a written report from the Marketing, Communications and Community Engagement Officer listing events and occasions the Town Council will celebrate or mark in 2021 to 2022.

ACT1.10 **Proposal for Winter 2021 Series funding**

To receive and consider a written report from the Project Officer proposing for a Winter series of activities and events.

ACT1.11 **Proposal for community website**

To receive and consider a written report from Councillor Harrison proposing a new community website for the Town Council.

ACT1.12 **Innovator Awards 2021**

To consider and agree a written report from the Project Officer with a proposal to run a second edition of the Innovator Awards in Autumn 2021.

ACT1.13 **Project Officer update**

To receive a written update from the Project Officer on the following projects:

- a. Summer in Shepton Programme
- b. Walkers are Welcome
- c. Shepton Mallet History Walks
- d. Whitstone School relationship

ACT1.14

Financial report

To receive a written report from the Responsible Financial Officer on the financial position of the Arts, Culture and Tourism Committee at position at Month 3

ACT1.15

Date & Time of Next Meeting

The next meeting of the Arts Culture & Tourism committee will be held on Tuesday 12th October 2021.

Appendix A – Covid-19 Statement

Management of Meetings at Shepton Mallet Town Council after 19th June 2021

1. Councillors and members of the public must enter Shepton Mallet Library one at a time at least 1m apart, unless they are from the same household.
 2. There are to be no more than 30 people (councillors and members of the public) in Library at one time.
 3. Councillors and the public must use the hand sanitiser provided on entering the hall.
 4. Members of the public will be required to provide contact details in the privacy register.
 5. Windows/doors will remain open to allow sufficient ventilation.
 6. Members will be seated to socially distance and the chairs must not be moved to any other location at any time during the meeting.
 7. Face masks must be worn unless speaking to an item on the agenda.
 8. No papers will be circulated at the meeting.
 9. A copy of the agenda will be displayed but copies will not be provided for members of the public.
 10. Members of the public will be provided with seats at least 1m away from Councillors and will need to sit at least 1m apart, unless they are from the same household.
 11. Councillors and public must leave the hall one at a time at least 1m apart, unless they are from the same household.
 12. Councillors and members of the public are encouraged to bring their own water to drink, if required.
 13. Should the number of public wishing to attend result in there being more than the maximum number of people allowed in the main hall under the various regulations, the agenda may be varied to allow for each to hear the debate on the item for which they have attended. If all members of the public attending for one particular item result in there being more than the maximum number of people allowed in the main hall under the various regulations, the Chairman may decide to defer the item or to deal with it in such a way as to hear all the contributions. One such way of dealing with the matter is for the meeting to adjourn outside.
- The verbal instructions of the Clerk and/or Chairperson in respect of compliance with these guidelines, the risk assessments and/or the various Covid-19 regulations must be complied with at all times for the safety of all those attending or wishing to attend.