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**TO: ALL MEMBERS OF THE KEYNSHAM WINTER FESTIVAL COMMITTEE**

**c.c. All Town Councillors**

Dear Member

You are requested to attend a meeting of the Keynsham Winter Festival Committee to be held in the Key Centre (Fellowship Room - upstairs), Charlton Road, Keynsham, on **TUESDAY 2<sup>nd</sup> JULY 2019 at 4 p.m.**

The Agenda for the meeting appears below.

25<sup>TH</sup> JUNE 2019

DAWN DRURY  
DEPUTY TOWN CLERK

**EMERGENCY EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit. You will be directed to a safe assembly point

Arrangements are in place for the safe evacuation of disabled people.

**THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014)).**

**AGENDA**

1. APOLOGIES FOR ABSENCE
2. 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)

3. 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.

4. MINUTES OF LAST MEETING

**RECOMMENDED:**

That the Minutes of the meeting held on Tuesday 6<sup>th</sup> November 2018 be approved as a correct record and signed by the Chairman.

5. FINANCE

- i) Draft Budget 2019 (attached).

6. NON COUNCILLOR MEMBERSHIP

To consider increasing the number of non-councilor members to 6 to include a member from the town's Traders Association and to add a clause in respect of guests

RECOMMENDED

That any decision be forwarded to Full Council for ratification.

6. WINTER FESTIVAL 2019

To consider ideas for the 2019 Winter Festival

- a) *Site layout, road closure – update*
- b) *Stage - update*
- c) *The Procession –*
- d) *Entertainment on stage/stages/dance arena*
- e) *Entertainment in the Community Space*
- f) *Fun Fair position (plus stalls)*
- g) *Competitions*
- h) *Pre-event workshops*

7. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 6<sup>th</sup> August 2019 at 4.00 pm** venue to be confirmed.