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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 Town Council Office, 15–17 Temple Street, Keynsham, on **TUESDAY 8<sup>th</sup> MAY 2018** at 4 p.m.

The Agenda for the meeting appears below.

1<sup>ST</sup> MAY 2018

DAWN DRURY  
DEPUTY TOWN CLERK

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**EMERGENCY EVACUATION PROCEDURE**

When the continuous alarm sounds, you must evacuate the building by the exit and proceed to the assembly point: Grassed area past St. Cadoc House, Temple Street.

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 19<sup>th</sup> September 2017) 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 38 (Non-disclosable pecuniary interests)

3. DISPENSATIONS

In accordance with Standing Order 37(a), 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 5<sup>th</sup> December 2017 be approved as a correct record and signed by the Chairman.

5. BUDGET

- i) Final Budget 2017 (attached).
- ii) Draft Budget 2018 (attached).
- iii) Sponsorship spreadsheet 2018 – (Advertising costs to include VAT) (attached).

6. WINTER FESTIVAL 2018

To consider ideas for the 2018 Winter Festival

- a) *The theme*
- b) *Site layout, stage, road closure*
- c) *Stalls – including cost (VAT needs to be charged)*
- d) *The Procession*
- e) *Entertainment on stage/stages/dance arena*
- f) *Entertainment in the Community Space*
- g) *Fun Fair position (plus stalls)*
- h) *Competitions*
- i) *Pre-event workshops*

7. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 5<sup>th</sup> June 2018 at 4.00 pm** to be held in the Town Council office.