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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 6th AUGUST 2019 at 4 p.m.**

The Agenda for the meeting appears below.

31st July 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 16th 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 2nd July 2019 be approved as a correct record and signed by the Chairman.

5. FINANCE

- i) Draft Budget 2019 (attached).

6. WINTER FESTIVAL 2019

To consider ideas for the 2019 Winter Festival

- a) *Site layout, road closure, stalls* – update
- b) *Stage* - update
- c) *The Procession* – update
- d) *Entertainment on stage* – update
- e) *Entertainment in the library and on the High Street* - Update
- f) *Entertainment in the Space* - update
- g) *Fun Fair position*
- h) *Competitions – colouring and window.*
- i) *Pre-event workshops including possible pre-event workshop at Queens Road Methodist Church.*

7. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 3rd September 2019 at 4.00 pm** venue to be confirmed.