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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 8<sup>th</sup> OCTOBER 2019 at 4 p.m.**

The Agenda for the meeting appears below.

1<sup>ST</sup> October 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 3<sup>rd</sup> September 2019 be approved as a correct record and signed by the Chairman.

5. FINANCE

- i) Draft Budget 2019 (attached).
- ii) Sponsorship income - update
- iii) Stall holder income - update.

6. WINTER FESTIVAL 2019

To consider the following: -

- a) *Site layout* – The note that the stage is to be position diagonally in front of the HSBC pointing up the High Street.

*Stall lighting* – to consider options for stall lighting – information will be available at the meeting.

Stall booking update – number of concessions and types of stalls

- b) *The Procession* – updates regarding band and other participants.
- c) *Entertainment on stage* – update
- d) *Entertainment in the library and on the High Street and in other venues.*

The Punch and Judy man has done a Greatest Showman circus performance, quite a few times already this year and is happy to do this in addition to Punch and Judy for an extra £75. Agreement to be sought also from the Library Manager.

*Entertainment in the Space* – update

- e) *Fun Fair position* – update
- f) *Competitions – colouring and window* – Update colouring competition design. To approve the design for the window competition flyer.
- g) *Pre-event workshops*– Update. £125.00 per session plus material costs.

To approve the flyer for the pre-event workshop.

*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 5<sup>th</sup> November 2019 at 4.00 pm** venue to be confirmed.