



Deputy Town Clerk: Dawn Drury
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Temporary Telephone: 01225 395951
Fax: 0117 986 6359
Email: deputytownclerk@keynsham-tc.gov.uk

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 5th NOVEMBER 2019** at 4 p.m.

The Agenda for the meeting appears below.

29th 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 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 8th October 2019 be approved as a correct record and signed by the Chairman.

5. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e), Members of the Public will have the opportunity to ask the Chairman any question concerning, or make observations upon, the business of the Council, at the start of the meeting, provided notice of the question along with the name and address of the member of public has been given to the Town Clerk at least four clear days before the meeting where possible, and in any case to the Chairman before the meeting. This also applies to all Committees of the Council.

6. FINANCE

- i) Draft Budget 2019 (to be distributed at the meeting).
- ii) Sponsorship income - update
- iii) Stall holder income - update.

7. WINTER FESTIVAL 2019

To note the following: -

Update from the Library/Space meeting 16th October 2019

Update from the SAGE meeting on 17th October 2019

To consider the follow: -

a) **Site layout**

- (i) Stall lighting – update
- (ii) Stall booking update – number of concessions and types of stalls
- (iii) To allocate a Councillor to assist with the Christmas tree light switch on.

b) **The Procession**

- (i) To allocate Councilor/member stewards to the procession groups –
 1. Workshop children
 2. Keyford Dancers
 3. Baskerville Gymnasts
 4. KLOGS/Phoenix Youth Theatre group
 5. Circus Antics – Stilt Walkers
- 2. To note Councillors available to decorate Chuffy the train

c) **Entertainment on stage**

To update on any changes/additions to the stage programme

Update on stage barriers

d) ***Entertainment in the library and on the High Street and in other venues.***

To update on any changes/additions to the Library and on street entertainment programme

To discuss capacity in the Library and Space as per meeting on 16th October 2019

e) ***Entertainment in the Space***

To update on any changes/additions to the Space programme

f) ***Competitions***

Colouring competition

To nominate judges to assist with colouring competition judging – Closing date Friday 8th November – Judging to be w/c 11th November 2019 (convenient date and venue to be agreed).

Window competition

To nominate a Councillor to escort the window judges around town on Friday 29th November 2019 (meet the judges at the Library at 4.00 p.m. – results to be delivered to the stage by 6.00 p.m.)

g) ***Pre-event workshops***

Update on workshops.

9. **DATE OF NEXT MEETING**

To note that the scheduled date for the next meeting is **Tuesday 4th December 2019 at 4.00 pm** venue to be confirmed.

