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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 5th JUNE 2018** at 4 p.m.

The Agenda for the meeting appears below.

29TH MAY 2018

DAWN DRURY
DEPUTY TOWN CLERK

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. **APPOINTMENT OF CHAIRMAN**

To note that Councillor J Cron be appointed as Chairman of the Committee for the municipal year 2018 -19, as agreed at the Town Council meeting held on 15th May 2018.

RECOMMENDED:

To note the above information.

2. **MEMBERSHIP**

That Councillors D Biddleston, D Brassington, J Cron, T Crouch, C Duckett, and S Edwards be appointed members of the Committee for the municipal year 2018 - 19, as agreed at the Town Council meeting held on 15th May 2018.

RECOMMENDED:

To note the above information.

3. TERMS OF REFERENCE

NAME OF COMMITTEE	Winter Festival
COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS	7 members of the Town Council
NON COUNCILLOR MEMBERSHIP WITH VOTING RIGHTS	Maximum of 5 NB Voting rights conferred as this is management of a festival
FUNCTIONS	<p>(i) To produce a community winter event which incorporates the switching on of the Keynsham Christmas lights.</p> <p>(ii) To promote community involvement in the event.</p> <p>(iii) To encourage participation by retailers, businesses, church groups, school groups and other local charity/community groups in Keynsham.</p> <p>(iv) To include activities, interests and performances suitable for all ages.</p> <p>(v) To provide a Christmas tree in the grounds of St. John's Church (to be agreed at the Town Council meeting in June 2018).</p>
DELEGATED POWERS	The Winter Festival Committee are authorised to make decisions on behalf of Keynsham Town Council with regard to all FUNCTIONS within the agreed budget.
QUORUM	3 members of the committee, 3 of which must be Town Councillors. (Standing orders – quorum on any Cttee must be a minimum of 3 Councillors)
FREQUENCY OF MEETINGS	Once a month between April and December

The above Terms of Reference were approved at the Annual Town Council meeting, under no circumstances should a Committee be allowed to make or change its Terms of Reference, this is to be done by the full Town Council.

RECOMMENDED:

To note the above Terms of Reference.

4. APOLOGIES FOR ABSENCE5. DECLARATIONS OF INTEREST

RECOMMENDATION:

To receive any Declarations of Interest under Keynsham Town Council's Code of Conduct (adopted on 19th 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).

6. 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.

7. MINUTES OF LAST MEETING

RECOMMENDED:

That the Minutes of the meeting held on Tuesday 8th May 2018 be approved as a correct record and signed by the Chairman.

8. FINANCE

- i) Draft Budget 2018 (attached).
- ii) Stalls – including cost (VAT needs to be charged) – To approve the form and stall costs for 2018 (to be presented at the meeting).
- iii) Sponsorship – To approve the form and sponsorship costs (to be presented at the meeting).

9. WINTER FESTIVAL 2018

To consider ideas for the 2018 Winter Festival

- a) *Site layout, road closure*
- b) *Stage*
- 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*

10. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 3rd July 2018 at 4.00 pm** to be held in the Town Council office.