



Deputy Town Clerk: Dawn Drury
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
Fax: 0117 986 6359

E-mail: 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 Town Council Office, 15–17 Temple Street, Keynsham, on **TUESDAY 3rd JULY 2018 at 5.00 p.m. (PLEASE NOTE CHANGE OF TIME)**

The Agenda for the meeting appears below.

26TH JUNE 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. APOLOGIES FOR ABSENCE
2. 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).

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 5th June 2018 be approved as a correct record and signed by the Chairman.

8. FINANCE

- i) Draft Budget 2018 (to be presented at the meeting)
- ii) Stalls – To note stall booking forms will be sent out and available from the beginning of August
- iii) Sponsorship – To note sponsorship forms will be sent out and available for distribution from w/c 9th July 2018

9. WINTER FESTIVAL 2018

To consider ideas for the 2018 Winter Festival

- a) *Site layout, road closure update*
- b) *Stage – To consider quotes – information to be distributed at the meeting.*
- c) *The Procession – To consider/confirm participants*
- d) *Entertainment on stage – To consider/confirm acts*
- e) *Entertainment in the Space & Library*
- f) *Fun Fair position (plus stalls)*
- g) *Competitions*
 - (i) *colouring competition*
 - (ii) *window competition*

10. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 7th August 2018 at 4.00 pm** to be held in the Town Council office.