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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 18th SEPTEMBER 2018 at 4.00 p.m.**

The Agenda for the meeting appears below.

13th September 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 3rd July 2018 be approved as a correct record and signed by the Chairman.

5. FINANCE

- i) Draft Budget 2018 (to be presented at the meeting)
- ii) Stall booking update – To note that the stall booking forms have been distributed
- iii) Sponsorship update – To note that sponsorship forms have been distributed and letters sent to developers and supermarkets seeking a sponsor for the Christmas tree.

6. WINTER FESTIVAL 2018

To consider ideas and receive updates for the 2018 Winter Festival

- a) *Site layout, road closure, licenses update*
- b) *Stall update*
- c) *Update on the Stage*
- d) *The Procession – To receive any updates*
- e) *Entertainment on stage – To receive any updates*
- f) *Space – To receive an update on the entertainment from Ric*
- g) *Entertainment in the Library – To receive any updates*
- h) *Fun Fair position (plus stalls)*
- i) *Competitions*
 - (i) *colouring competition*
 - (ii) *window competition*

7. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting is **Tuesday 9th October 2018 at 4.00 pm** to be held in the Town Council office.