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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 4th DECEMBER 2018** at 4 p.m.

The Agenda for the meeting appears below.

27th November 2018

**DAWN DRURY
DEPUTY TOWN CLERK**

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. NON-DISCLOSABLE PECUNIARY INTERESTS

To receive any non-disclosable pecuniary interests in accordance with Standing Order 39.

4. 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.

5. MINUTES OF LAST MEETING

That the Minutes of the Committee's meeting held on Tuesday 6th November 2018 (previously circulated) be approved as a correct record and signed by the Chairman.

6. REVIEW OF THE 2018 WINTER FESTIVAL

a) Feedback from Winter Festival

i. Site layout, stage, road closure, set up and stewarding

ii. Stalls

iii. Workshops

iv. Procession

v. Entertainment on stage

vi. Church activities

vii. Entertainment in the Community Space

viii. Fun Fair

ix. Window Competition results

x. The programme

b) Suggestions for 2019 Winter Festival.

7. DRAFT BUDGET & FINAL BUDGET

A draft budget will be available at the meeting and a final budget will be circulated in the January, once all the bills have been paid.

8. DATE OF NEXT MEETING

To note that the scheduled date for the next meeting will be in late May 2019 once the new Council has been formed and Council Committee members agreed. The meeting will be held in the Town Council office.