

**TOWN CLERK**  
Miss Sarah Richards

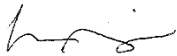
**DISS TOWN COUNCIL**  
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Please ask for: Miss Sarah Richards  
Our ref: CL (sub) 22.05.19  
Date: 07 May 2019

To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth & Community Centre on **Wednesday 22<sup>nd</sup> May 2019 at 5.30pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes from the last meeting held on 27<sup>th</sup> March 2019. (copy herewith)
3. **Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
4. **Public Participation**  
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT Business**  
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
6. **List of Stalls.**  
To receive an update on stalls, vat on fees and generators.
7. **Entertainment**  
To receive an update on entertainment.
8. **Committee members responsibilities.**  
To receive an update on sponsorships and other tasks given.
9. **Budget.**  
To receive an update on costs for the event, bookings made to date and sponsorships.
10. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
11. **Date of Future Meeting**  
To schedule the date of the next meeting.

**Members:**

**Suzanne Kayne (Chairman), Andrew Rackham, Robert Ludkin, Beth Dewhurst, Emma Cross, Sonia Browne, Lee Rackham, Chris Moyle (part time) and Gabrielle Pagan(part time)**