

TOWN CLERK
Miss Sarah Richards

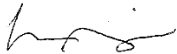
DISS TOWN COUNCIL
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Diss, Norfolk, IP22 4JZ.
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Please ask for: Miss Sarah Richards
Our ref: CL (sub)
Date: 20 February 2019

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 20th February 2019 at 6pm to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
 2. **Minutes**
To approve the minutes from the last meeting held on 15th January 2019. (copy herewith)
 3. **Declarations of Interest¹**
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. **Date of Christmas Lights Event 2019.**
 7. **Stalls.**
Discuss Fees.
 8. **Entertainment 2019.**
 9. **Committee members.**
Discuss responsibilities.
 10. **Sponsors.**
To give an update for this year's event.
 11. **Budget.**
Costs for event and bookings made to date.
 12. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
 13. **Date of Future Meeting**
To note that the next meeting of this committee is scheduled for (insert date of next meeting).
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Members:

Suzanne Kayne (Chairman), Andrew Rackham, Robert Ludkin, Beth Dewhurst Gabrielle Pagan, John Atkinson, Lee Rackham, Chris Moyse and Sonia Browne.

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.