

TOWN CLERK
Miss Sarah Richards

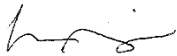
DISS TOWN COUNCIL
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Please ask for: Miss Sarah Richards
Our ref: CL (sub) 11.06.19
Date: 02 October 2019

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 2nd October 2019 at 5.30pm** 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 3rd July 2019. (copy herewith)
3. **Declarations of Interest**
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, generators and payments.
7. **Entertainment**
To receive an update on entertainment and to confirm order of running times of stage acts.
8. **Committee members responsibilities.**
To receive an update on tasks given.
9. **Budget.**
To receive an update on costs for the event, bookings, sponsorships, donations and raffle tickets.
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)