

TOWN CLERK
Miss Sarah Richards

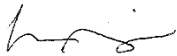
DISS TOWN COUNCIL
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Please ask for: Miss Sarah Richards
Our ref: CL (sub) 26.02.20
Date: 22 January 2020

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth & Community Centre on **Wednesday 26th February at 5.30pm** to consider the business detailed below.



Town Clerk

AGENDA

- 1. Apologies**
To consider apologies for absence.
- 2. Minutes**
Members approved the minutes from the last committee meeting on 18th November 2019. (Copy details 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 discuss stalls for this year and fees.
- 7. Entertainment**
To discuss entertainment for this year and costs.
- 8. Committee members responsibilities.**
To decide on members responsibilities for this year's event.
- 9. Budget.**
To discuss budget for this year and profit brought forward from last year.
- 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, John Atkinson, Lee Rackham, Chris Moyse (part time) and Gabrielle Pagan(part time)

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held in the Diss Youth & Community Centre on 18th November 2019 at 17.30pm.

Present: Suzanne Kayne
Andrew Rackham
Robert Ludkin

CL1019/01 **APOLOGIES**

Apologies were received and accepted from Lee Rackham, Sonia Browne (ex-officio), Beth Dewhurst and Emma Cross.

CL1019/02 **MINUTES**

It was

RESOLVED: That the Minutes of the Christmas Lights Switch-On sub-committee held on 30th October were a true record and were duly signed by the Chairman.

CL1019/03 **DECLARATIONS OF INTEREST**

There were None.

CL1019/04 **PUBLIC PARTICIPATION**

Chris Moyse representing Park Radio.

CL1019/05 **ITEMS OF URGENT BUSINESS**

There were none.

CL1019/06 **STALLS**

Stalls and fees were discussed by committee. As per previous minutes pitch fees price structure and site Plan.

CL1019/07 **ENTERTAINMENT**

Members discussed entertainment for the event including running times of acts and procession times.

CL1019/08 **COMMITTEE MEMBER RESPONSIBILITIES**

Members discussed their responsibilities and tasks to be undertaken on the day.

CL1019/09 **BUDGET**

Members reviewed and agreed the budget.

CL1019/10 **MEMBER UPDATES**

There were none.

CL1019/11 **DATES OF FUTURE MEETINGS**

To arrange another meeting after the event to discuss any issues found after the event and to arrange the first meeting of 2020

Meeting closed at 7.15pm.

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne