

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Please ask for: Robert Ludkin
Our ref: CA 19.10.23
Date: 13/10/2023

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the Christmas Lights to be held at **Diss Youth Centre** in the approved space outside the Buildings & Facilities Manager's Office on **Thursday 19th October at 5.00pm** to consider the business detailed below.



Robert Ludkin,
Facilities and Buildings Manager / Health and Safety Officer

AGENDA

1. **Apologies**
To consider apologies for absence.
 2. **Minutes**
To approve the minutes of the last meeting held on 5th September 2023 (copy details 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. **Finance**
To discuss finances to date.
 7. **Stalls**
To discuss the stalls and positions of them around the event area.
 8. **Entertainment**
To discuss entertainment and running times for this year's event and costs.
 9. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
 10. **Dates of Future Meetings.**
To schedule the date of the next meeting.
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	<u>For information:</u> <u>Councillors</u>
	<u>J. Robertson</u>
<u>E. Taylor</u>	<u>J. Wooddissee</u>
<u>A. Rackham</u>	<u>D. Collins</u>
<u>S. Kayne (Chair)</u>	<u>A. Kitchen</u>
<u>L. King</u>	<u>J. Welch</u>
<u>G. Pagan</u>	<u>S. Olander</u>
<u>R. Ludkin</u>	<u>M. Gingell</u>
<u>A Rackham (Alex)</u>	<u>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>G. Waterman</u>
	<u>S Kiddie</u>
	<u>S Browne</u>

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.