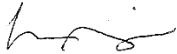


To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth Centre on Monday 14th November at **6.00pm** to consider the business detailed below.



Town Clerk

A G E N D A

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
Members approved the minutes from the last committee meeting on 3rd November 2022. (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. **Stalls**
To discuss stalls attending, payments, Santa's Grotto Prizes and Tombola Prizes
7. **Entertainment / Parade**
To discuss updates on entertainment and Parade
8. **Committee members responsibilities**
To decide on members responsibilities for this year's event.
9. **Budget / Sponsors**
To discuss budget, Sponsorships.
10. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
11. **Event Management Plan**
To discuss and update
12. **Date of Future Meeting**
To schedule the date of the next meeting.

Members:

Suzanne Kayne (Chairman), Eric Taylor (ex-officio), Andrew Rackham, Robert Ludkin, Sonia Browne, Lee Rackham, Liga King, Brendan King and Gabrielle Pagan.