

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
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Please ask for: Robert Ludkin
Our ref: CA 12.03.24
Date: 23.02.24

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

Dear Members,

You are invited to attend a meeting of the Christmas Lights to be held at **Town Council Offices** on Tuesday **12th March 2024 at 6.00pm** to consider the business detailed below.



Robert Ludkin,
Facilities and Buildings Manager

A G E N D A

- 1. Election of Chairman**
To elect a Chairman for Christmas Lights sub-committee 2024.
- 2. Apologies**
To consider apologies for absence.
- 3. Election of Vice-Chairman**
To elect a Vice-Chairman for Christmas Lights sub-committee 2024.
- 4. Minutes**
To approve the minutes of the last meeting held on 28th November 2023 (copy details herewith).
- 5. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 6. 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*).
- 7. 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).
- 8. Committee Membership**
To approve the committee membership for Christmas Lights sub-committee 2024 and decide roles and responsibilities for members.
- 9. Date for Christmas Lights 2024**
To confirm date for the Christmas Lights Switch-On 2024 as Saturday 7th December.
- 10. Finance**
To receive a final summary of Christmas Lights Income & Expenditure from 2023. (Copy herewith)
- 11. Stalls**
To discuss stalls for this year and fees.

12. Entertainment

To discuss entertainment for this year and costs.

13. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

14. Dates of Future Meetings.

To schedule the date of the next meeting.

<u>MEMBERS</u>	<u>For information: Councillors</u>
	<u>J. Robertson</u>
<u>K. Murphy (ex-officio)</u>	<u>J. Wooddissee</u>
<u>A. Rackham</u>	<u>D. Collins</u>
<u>S. Kayne</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>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>S. Browne</u>
	<u>S Kiddie</u>
	<u>E. Taylor</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.