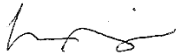


To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth Centre on **Thursday 22nd September at 4.30pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
Members approved the minutes from the last committee meeting on 11<sup>th</sup> August 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.
7. **Entertainment**  
To discuss updates on entertainment.
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. **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.**

**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.*