

**TOWN CLERK**  
Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**  
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Please ask for: Robert Ludkin  
Our ref: CL 28.11.23  
Date: 17.11.23

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

Dear Members,

You are cordially invited to attend a meeting of the Christmas Lights to be held at **The Council Offices** **Tuesday 28<sup>th</sup> November at 5pm** to consider the business detailed below.



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

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## **A G E N D A**

1. **Apologies**  
To consider apologies for absence.
  2. **Minutes**  
To approve the minutes of the last meeting held on the 14<sup>th</sup> November 2023 (copy details herewith).
  3. **Declarations of Interest<sup>1</sup>**  
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**
    - a) To receive an update on finances for the Diss Christmas Lights Switch On 2023.
    - b) To discuss a float needed for Santa's Grotto.
  7. **Stalls**
    - a) To confirm positions of the stalls at the Christmas Lights Switch On.
    - b) To check books for Santas Grotto.
  8. **Entertainment**  
To finalise the entertainment and running times for this year's event.
  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 briefing meeting after the event.
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	<b><u>For information:</u></b> <b><u>Councillors</u></b>
	<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.*