



I HEREBY GIVE NOTICE OF A MEETING OF THE AYLSHAM TOWN COUNCIL **CHRISTMAS LIGHTS COMMITTEE** AND SUMMONS ALL MEMBERS TO ATTEND. THE MEETING WILL BE HELD ON **THURSDAY 8th OCTOBER 2026, 7PM IN THE DRILL HALL**

Faye LeBon Town Clerk

1st October 2026

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council. The Council request that anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

AGENDA

- 1. To Receive Apologies for Absence**
- 2. To Receive any Declarations of Interest and Requests for Dispensation**
- 3. To Adjourn the Meeting to Allow Members of the Public and those with Prejudicial Interests to Speak**
- 4. To Agree the Minutes from the Meeting of 10th September 2026**
- 5. To Note Matters Arising from the Meeting of 10th September 2026** *(not otherwise included on the agenda and for information only)*
- 6. To Receive Update on Fundraiser on 31st October and Agree any Further Actions Required**
- 7. Event Management Plan Requirements (1 month prior to event):**
 - a) To Review Risk Assessments
 - b) Agree Arrangements for Tree Collections (Andy)
 - c) Check all lights are PAT Tested (Gavin)
 - d) Contact Refreshment Suppliers
 - e) Review Volunteer form
 - f) Appeal for volunteers
 - g) Contact WI re: Assistance with Refreshments
 - h) Agree number of stations and teams required
 - i) Appoint 1st Aider
 - j) Check capping for bumble pins is available
 - k) Check 3 parts of Christmas tree is in basement
- 8. To Receive 2026 Christmas Lights Budget and Consider any Additional Purchases**
 - a) Extra Lights on External Tree
 - b) Swags
- 9. To Note Items for Information or for Inclusion in a Future Agenda**

10. To Confirm the Date and Time of the next meeting