



AYLSHAM TOWN COUNCIL

NOTICE OF MEETING AND SUMMONS TO ATTEND

**THERE WILL BE A MEETING OF THE AYLSHAM COMMUNITY EVENTS
COMMITTEE IN THE COUNCIL CHAMBER ON
WEDNESDAY 17TH SEPTEMBER 2025 AT 7:00pm**



A G E N D A

- 01** Election of Chairman
- 02** Welcome introductions & apologies
- 03** To receive member's declarations of interest in agenda items
- 04** To confirm minutes of meeting held on Wednesday 16th July 2025
- 05** Information on matters arising
- 06** To adjourn the meeting to allow members of the public to speak
- 07** To receive updated Terms of Reference for the committee [3]
- 08** To consider adoption of an Events Management Policy [4-6]
- 09** To discuss plans for Christmas lights switch on
- 10** To discuss a re-arranged date for the Quiz Night
- 11** To discuss events for 2026
- 12** To note items for information/discussion at the next meeting
- 13** To agree date of next meeting

Donna Butcher
Office and Events Manager