



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 **TUESDAY 4th NOVEMBER AT 7PM IN THE DRILL HALL**

Faye LeBon Town Clerk

30th October 2025

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 13th October 2025 (1-3)**
- 5. To Note Matters Arising from the Meeting of 13th October 2025 (*not otherwise included on the agenda and for information only*)**
- 6. Event Management (4-9)**
 - a) To Appoint Event Manager**
 - b) To Review Progress of Event Management Plan**
 - c) To Review PPE checklist**
 - d) To Review Equipment checklist**
- 7. To Receive Information on the Fundraising Code of Practice, Relating to the Christmas Lights (10)**
- 8. Finance (11)**
 - a) To Receive Updated Christmas Lights Budget**
 - b) To Consider Budget Required for 2026/2027**
 - c) To Consider any Projects for the 5 Year Aylsham Master Plan**
- 9. To Agree Details of Wrap Up Fund Raiser**
- 10. To Note Items for Information or for Inclusion in a Future Agenda**
- 11. To Confirm the Date and Time of the next meeting**