

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



Annexe Building rear of
Newent Community Centre
Ross Road
Newent
Glos, GL18 1BD

Tel: 01531 820638
Email: townclerk@newenttowncouncil.gov.uk
www.newenttowncouncil.org.uk

24th October 2023

Dear Councillor / Resident

I hereby give notice of a **Christmas Lights Committee Meeting** of Newent Town Council to be held on **Thursday 2nd November 2023** at **Manna House starting at 6 pm.**

Neil Sapsed

Neil Sapsed
Town Clerk

A G E N D A

1. To note apologies for absence.
2. Declarations of interest on items on the agenda.
3. To approve the Minutes of the Last Christmas Lights Committee Meeting held on Wednesday 13th September 2023 and Thursday 28th September 2023.
4. To agree to Co-opt members of the public onto the Christmas Light Committee.
5. To discuss Christmas Lights Event Advertisement.
 - 5.1 To discuss and approve Christmas Lights Event poster.
 - 5.2 To discuss the use of banners.
 - 5.3 To approve Advertisement expenditure.
6. To discuss and receive an update on the Santa's Grotto.
7. To discuss and approve the expenditure for 2 Snow Machines.
8. To agree the use of Scaffold 2000.

9. To receive an update on the Market.

10. To receive an update on the Procession.

11. To receive an update on entertainment.

12. To confirm the use of Danter's Funfair.

13. To agree staff working at the event.

14. To discuss volunteers to switch on the lights.

15. To review assigned tasks.

16. Finance

11.1 Review current expenditure.

11.2 Agree any further expenditure.

17. To confirm date of next meeting.