

CROMER TOWN COUNCIL



17 October 2024

Dear Sir/Madam

You are hereby summoned to attend the **MEETING** of the **CHRISTMAS SUB-COMMITTEE** to be held at **NORTH LODGE** on **TUES 29 OCTOBER 2024** at **19:00** for the purpose of transacting the following business.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Jane Wisson', written in a cursive style.

Jane Wisson
Town Clerk

AGENDA

1. Minutes of the meeting held on 24 September 2024
2. Apologies for absence
3. Declarations of Interest
4. Christmas Event 2024

To receive update on arrangements for the 2024 event to include:

Road Closures, signage & CSAS guards - PW

Trade and Charity Stalls - Parish Hall – JW

Café in Parish Hall - Church

Sensory area – Community Centre - ES

Santa's Grotto & Toys – JW & FC

Father Christmas, Elf, & Sleigh – PW/RL/IC

Arrangements for staging – PW/RH/IC

Entertainment and presentations in Church during the day - TS

Christmas Tree and Nativity Festival & competitions - Church

Shop window displays - SG

Christmas Lighting Committee & Alternative tree - SH

Torch Light Procession & refreshments in park – JW

Programme for switch on - TS

Event Management Plan & Risk Assessments – JTW

Volunteers & rota - JW

Publicity – JW & JTW

Budget / Balance Sheet - JW

5. Date of Next Meeting: To be set at meeting

Circulation: The Mayor, Deputy Mayor, Cllrs. Bennett, Brooks, Cunnington, Hayward, Hayward, Leeds, Lemmon, Roberts, Russell and to all other members for information.

Ex-officio sub-committee members: Tony Shipp, Jim Bond, Sam Grout, Paul Kendrick, Sue Hayward, Jackie Austin, David Loades, Ivan Kimble, Fiona Cunnington, Emma Spagnola, Graham Cutting, Valerie McCampling

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