



8 October 2026

Dear Member

You are summoned to attend a **meeting of the Emergency Committee of Full Council** to be held at the Old Wool Market and remotely on **Thursday 8 October 2026 at 12.30 pm** for the transaction of the business set out in the agenda.

Yours faithfully

Vanessa Lewis Camacho
Town Clerk and Financial Officer

Agenda

1. Apologies for absence

2. Declarations of interest

To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

3. To resolve to approve:

- 1) The quotation submitted by the Town Council's Christmas Lights installers for the supply and installation of wireless light switches and timers to support the Christmas Lights Switch-On event, with the work to be completed in readiness for the 2026 Christmas season.

The Town Clerk liaising with the Christmas Lights installers to determine:

- the extent of replacement or additional Christmas light stock required;
- options for a Christmas tree and/or alternative seasonal decorations at the frontage of St Mary's Church, noting that the Council's principal Christmas tree will be in Castle Square for the 2026 season; and
- any associated street decorations, displays and festive enhancements that could form part of the Council's overall Christmas programme.

- 2) Following these discussions, the Town Clerk shall prepare a report, in consultation with members of the Christmas Lights Sub-Committee, setting out any recommendations and associated costs for consideration and approval by Council before any further commitments are made in line with the Council's Christmas lights budget.