

NEWENT TOWN COUNCIL

AND BURIAL AUTHORITY



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

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1st October 2025

Dear Councillor / Resident

I hereby give notice of a **Christmas Lights Committee Meeting** of Newent Town Council to be held on **Monday 6th October 2025.**
at Council Offices starting at 5:30 pm.

All Residents of the Town are welcome, and Members of the Council are hereby summoned to attend for the purpose of transacting the following business.

Neil Sapsed

Neil Sapsed
Town Clerk

A G E N D A

1. To note apologies for absence.
2. To receive declarations of interest on items on the agenda.
3. To approve the Minutes of the Last Christmas Lights Committee Meeting held on 8th September 2025.
4. To co-op David Sass onto the committee.
5. Entertainment
 - 5.1 To receive an update on entertainment.
 - 5.2 To agree Terms and Conditions for working with Smart 4 Events.
 - 5.3 To give authority to Cllr Mark Franklin, Cllr Samuel Letchford and Smart 4 Events to make decisions on entertainment and provide the committee with the final set list for approval.
6. To approve expenditure for hire of a Mascot costume and agree a character.

- 7. To receive an update on the Market.**
- 8. To discuss location of first aid.**
- 9. To discuss staging for the event.**
- 10. To confirm date of next meeting.**