



To: Members

Lisa Staggs – CLERK

Dear Councillor,
You are hereby summoned to attend a meeting of:

MIRFIELD TOWN COUNCIL CHRISTMAS LIGHTS COMMITTEE

Recordings may be made at the meeting by attendees. Anyone intending to record proceedings should inform the Chairman or Clerk of the meeting of their intentions to record prior to commencement of the meeting. Anyone intending to record a meeting or part thereof, will be asked by the Chairman to identify themselves. All recordings must be made in accordance with any regulations relating to such matters and in accordance with Mirfield Town Council Recording Policy.

To be held on: **Wednesday 4th February 2026 at 7.00pm**

To be held at: **Trinity Methodist Church, 4 Trinity Street, Mirfield, WF14 8AD.**

AGENDA

MCLC01/2025	<u>TO APPOINT MEMBERS OF THE COMMITTEE:</u> As per the Terms of Reference <ul style="list-style-type: none">• To resolve to appoint members of the community, business community and community groups to the Standing Committee (Cllrs Naisbett, D Hirst, J Hirst & M Connell appointed 07/01/26)• The committee shall consist of ten members, including:• Chairperson – Councillor.• Vice-Chairperson – Councillor• 2 further councillors• Business Representatives x 2• Residents Representative x 2• Community Groups x 4• The Clerk will convene ordinary meetings of the committee• The committee will follow the rules for convening its meetings as those applied to meetings of the full council, ie public notice, summons/agenda to members and minutes taken and retained• A quorum for meetings shall be 5 members.• Decisions shall be made by a majority vote of those present.• The committee will ratify its own minutes and then send these to full council for information only
MCLC02/2025	<u>TO APPOINT CHAIRMAN & DEPUTY CHAIRMAN OF THE COMMITTEE:</u> As per the Terms of Reference <ol style="list-style-type: none">1. The Chairman and Deputy shall be appointed by Mirfield Town Council and serve for a term of twelve months<ul style="list-style-type: none">• Until such appointment is made the Chairman of Mirfield Town Council

	will preside at the meeting
MCLC03/2025	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>1. To receive apologies 2. To approve reasons for absence. (Members are reminded that apologies MUST be sent to the Chairman or the Clerk if they are unable to attend.)</p>
MCLC04/2025	<p><u>DECLARATION OF INTEREST</u></p> <p>To receive any declarations of interest to any item on the agenda including any pecuniary interests whether they have been declared under the Council's Code of Conduct or Members Register of Pecuniary Interests</p> <p>For members to declare if they have been lobbied on any matters on the agenda</p>
MCLC05/2025	<p><u>CONFIRMATION OF MINUTES:</u></p> <p>No Previous minutes to approve In the absence of the Clerk a Councillor will take the minutes</p>
MCLC06/2025	<p><u>CHRISTMAS LIGHTS:</u></p> <p>The Christmas Light Committee is established to plan, organise, and oversee the installation of Christmas lights, decorations, entertainment and Christmas Market within Mirfield. The committee aims to enhance the festive spirit and create a welcoming atmosphere for residents and visitors.</p> <p>Objectives</p> <ul style="list-style-type: none"> • To design and implement a festive lighting plan. • To ensure the timely installation and removal of Christmas lights. • To manage the budget allocated for Christmas decorations. • To coordinate with local authorities and stakeholders. • To Arrange Christmas Market/Children's Rides/Refreshment Outlets • To Arrange Musical entertainment. • To promote community involvement and engagement in festive activities <ol style="list-style-type: none"> 1. To discuss 2026 Christmas Lights design and implementation as per the current budget column and decide a course of action 2. To discuss Christmas market and agree any actions necessary 3. To discuss engaging with local community groups and residents to promote community involvement
MCLC07/2025	<p><u>FUTURE MEETING DATES TO AGREE:</u></p> <ol style="list-style-type: none"> 1. To agree the date of the next Mirfield Christmas Lights Committee meeting and future meetings

*Signed Lisa Staggs
Town Clerk*