



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 20th May 2026 at 7.30pm**

To be held at: **Mirfield Library Eastthorpe Lodge, Huddersfield Rd, Mirfield WF14 8AN**

AGENDA

MCLC1/2026	<u>CHAIRMAN'S WELCOME AND REMARKS</u>
MCLC2/2026	<u>APOLOGIES FOR ABSENCE</u> 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.)
MCLC3/2026	<u>DECLARATION OF INTEREST</u> 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 For members to declare if they have been lobbied on any matters on the agenda
MCLC4/2026	<u>CONFIRMATION OF MINUTES:</u> To approve the minutes of the Christmas Lights Committee meeting held on the 22 nd April 2026 as a true and correct record including payments of Nil In the absence of the Clerk a Councillor will take the minutes
MCLC5/2026	<u>CHRISTMAS LIGHTS:</u> <ul style="list-style-type: none"> • To discuss and agree an action plan and time line for completion and allocate responsibilities. • To discuss Christmas Market/Children's Rides/Refreshment Outlets and agree any actions necessary • To discuss Musical entertainment, funfair etc. • To promote community involvement and engagement in festive activities (Marketing Strategy) • To Arrange other Events within Mirfield, outside of the Christmas period • To agree all expenditure for Christmas Lights and operate within the

	<p>agreed Christmas Lights budget</p> <ul style="list-style-type: none"> • Funding for events other than Christmas Lights shall be referred to Full Council for approval and the Clerk will advise which column in the budget to be used <ol style="list-style-type: none"> 1. To review actions on Christmas Lights Spreadsheet and agree any action necessary (Circulated prior to the meeting) 2. To discuss and agree a date for Safe Anchor Trust event and agree any action necessary to plan the event 3. To receive from Cllr Connell a sharepoint on Microsoft Teams for the action plan and other related documents, discuss and agree any action necessary
MCLC6/2026	<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*