

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: towncouncil@diss.gov.uk

Please ask for: Robert Ludkin
Our ref: CA 23.03.23
Date: 16.03.23

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the Christmas Lights to be held at **Diss Youth Centre** on **Thursday 23rd March 2023 at 5.00pm** to consider the business detailed below.



Robert Ludkin,
Facilities and Buildings Manager

AGENDA

1. **Election of Chairman**
To elect a Chairman for Christmas Lights sub-committee 2023.
2. **Apologies**
To consider apologies for absence.
3. **Election of Vice-Chairman**
To elect a Vice-Chairman for Christmas Lights sub-committee 2023.
4. **Minutes**
To approve the minutes of the last meeting held on 1st December 2022 (copy details herewith).
5. **Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
6. **Public Participation**
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
7. **Items of URGENT Business**
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
8. **Committee Membership**
To approve the committee membership for Christmas Lights sub-committee 2023 and decide roles and responsibilities for members.
9. **Date for Christmas Lights 2023**
To agree a date for the Christmas Lights Switch-On 2023.
10. **Finance**
To receive a final summary of Christmas Lights Income & Expenditure from 2022. (Copy herewith)
11. **Stalls**
To discuss stalls for this year and fees.

12. Entertainment

To discuss entertainment for this year and costs.

13. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

14. Dates of Future Meetings.

To schedule the date of the next meeting.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>E. Taylor (ex-officio)</u>	<u>J. Wooddissee</u>
<u>A. Rackham</u>	<u>D. Collins</u>
<u>S. Kayne</u>	<u>A. Kitchen</u>
<u>L. King</u>	<u>J. Welch</u>
<u>G. Pagan</u>	<u>S. Olander</u>
<u>R. Ludkin</u>	<u>M. Gingell</u>
	<u>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>G. Waterman</u>
	<u>S Kiddie</u>

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Youth & Community Centre on 1st December at 17.30pm.

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager (Secretary)

Eric Taylor (ex-officio)

Brendon King

Alex Rackham

Gabrielle Pagan

Sonya French

CL 1222/01 **APOLOGIES**

Apologies were received and accepted from Sonia Browne.

CL 1222/02 **MINUTES**

It was agreed that the Minutes of the Christmas Lights Committee held on 14th November 2022 were a true record and were duly signed by the Chairman.

CL 1222/03 **DECLARATIONS OF INTEREST**

There were none

CL 1222/04 **PUBLIC PARTICIPATION**

There were no members of the public present.

CL1222/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

CL 1222/06 **STALLS**

RESOLVED:

- 1) To check stalls attending and site positions.
- 2) RL handed to LK cash floats for Tombola and Santa's Grotto.
- 3) Receipts and cash given to SF to give back to Alex for the Tombola prizes.

CL 1222/07 **ENTERTAINMENT**

Members discussed the entertainment and times for performers.

RESOLVED:

- 1) It was agreed to spend an extra £1000.00 from the sponsors to increase stage lighting and effects.

RESOLVED:

1) Running Order of the Event.

12.00pm – 14.45pm Park Radio
14.45pm - 15.20pm Serena Grant
15.30pm - 16.00pm Joe Aiken and Jemma Aiken
16.00pm –16.15pm Ben Langley
16.15pm - 17.00pm Reflections of Abba
17.00pm – 17.13pm Ben Langley
17.15pm Switch on with Cornhall cast, Santa, Mayor of Diss, Ben Langley
17.25pm – 18.00pm Reflections of Abba
18.00pm Finish

2) URC Church event and times

13.00pm -17.00pm Follow the star within the Church
13.00pm -16.20pm Santa's Grotto

Music on the Forecourt subject to weather

14.00pm – 15.00pm The Voice Quad

3) Parade for 2022. It was

RESOLVED:

To have Santa in the sleigh with the Mayor of Diss being towed by the Fire Engine being led by the Salvation Army Band, Dinsdale Duck, Cornhall Panto Cast and Parky Bear
Lead of Parade SK and RL.

To have two Elves over the age of 16 doing bucket collections for the Mayor's Charities, Cancer Research and Marie Curie during the event and in the procession.

CL 1222/08

COMMITTEE MEMBER RESPONSIBILITIES

Members discussed responsibilities of committee members: It was

RESOLVED:

SF: To sort out sandwiches and water for committee members and volunteers on the day.

RL: To sort Money Belts, Plunger, Sponsor Banner, tables, bins, tombola prizes.

RL/SK: To position Security Staff on day.

CL 1222//09

BUDGET

RL to ask Alex to sort for next meeting in January.

CL 1222//10

MEMBER UPDATES

There were none.

CL 1222/11

EVENT MANAGEMENT PLAN

RESOLVED:

1) RL to send amended SAG Form back to South Norfolk Council.

CL 1222/12 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Thursday 19th January 17.30pm at Diss Youth Base.

Meeting closed at 19.30pm due to wrapping up of Santa's Grotto books.

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne

Christmas Lights Costings 2022

Xmas Lights (£173 from prev yr profit + £2500 DTC)	£3,562.45
Council Grant for Dec 22	£1,250.00
Profit minus Vat from Stalls	£460.00
Sponsorship minus Vat	£2,499.96
Profit from Santas Grotto & Tombola	£618.27
Total Income from Dec 22	£3,578.23
Expenditure - Paid	£4,604.63
Purchase Orders - Ordered but not paid	£146.00
Total Expenditure from Dec 22	£4,750.63
Balance	£3,640.05

Christmas Lights for 2023/24 DTC Contribution £1,400.00

Starting balance for Dec 23 Christmas lights switch on event **£5,040.05**