

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Youth & Community Centre on 23<sup>rd</sup> March 2023 at 17.00 pm.

Present: In attendance: Suzanne Kayne (Chair)  
Andrew Rackham  
Robert Ludkin, Maintenance Manager (Secretary)  
Eric Taylor (ex-officio)  
Liga King  
Alex Rackham  
Gabrielle Pagan

**CL 0323/01** **ELECTION OF CHAIRMAN**

It was agreed for Suzanne Kayne to continue as Chairman.

**CL 0323/02** **APOLOGIES**

There were none.

**CL 0323/03** **ELECTION OF VICE-CHAIRMAN**

It was agreed for Liga King to continue as Vice-Chairman.

**CL 0323/04** **MINUTES**

It was agreed that the Minutes of the Christmas Lights Committee held on 1<sup>st</sup> December 2022 were a true record and were duly signed by the Chairman.

**CL 0323/05** **DECLARATIONS OF INTEREST**

Alex Rackham item 12

**CL 0323/06** **PUBLIC PARTICIPATION**

There were none.

**CL 0323/07** **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**CL 0323/08** **COMMITTEE MEMBERSHIP**

It was agreed that Robert Ludkin would be Secretary again this year and other members were given tasks to do as part of Committee.

**CL 0323/09** **DATE FOR CHRISTMAS LIGHTS 2023**

The committee agreed the date for this year's event as Saturday 2<sup>nd</sup> December 2023.

**CL 0323/10** **FINANCE**

The committee noted that the current budget for this year's event is £5040.05.

**CL 0323/11** **STALLS**

Members discussed stalls and pitch fees for this year's event. It was

RESOLVED:

- 1) To charge all single stall holders one fee of £50.00 + vat.  
£60.00 including vat.
- 2) To look at lists of stalls from last year and stalls that have asked to attend and decide at next meeting which to have at the event.  
Stalls: -

- Debbie's Donuts. (Trailer)
- Dave Harris Hog Roast (Gazebo)
- Flip and Sip, Burgers, Hot dogs etc
- Glow Lights (Carts)
- My Bubbles, Waffles (Trailer)
- Wax Melts (Gazebo)
- Fully Loaded (Trailer)
- Florencos Coffee (Horse Box)
- Fully Loaded Fries, (Angel Café)
- Charlie Knights Sweets
- Sweet Sensation (Gazebo)
- BB'S Bakery (Gazebo)
- The Field Kitchen
- Tudor Bake House (Gazebo)
- Wonky Donkey (Bar) (Horse Box)
- Mel's Happy Bar (Trailer)
- Fredericks

- 3) It was agreed to ask St Mary's Church if they would like to house Christmas Craft stalls within the church this year.
- 4) Members confirmed to have Santa's Grotto in the UCR Church with Brendan as Santa and to increase Santa's donation this year.
- 5) It was agreed to ask the Parents Teacher Association if they would like to have stalls this year to raise funds on Meres Mouth or at Diss Church.

**CL 0323/12**

**ENTERTAINMENT**

Members discussed the entertainment and staging. It was

**RESOLVED:**

- 1) Members agreed to book Cozmo Entertainments for the staging and lights at £2000.00 + vat and to book Phoenix Events for security on the day and 10 radios at a cost of £303.50 + vat.
- 2) It was also agreed to have Park Radio at the event to part Compere, play music and look after any Lost Children on the day at a cost of £250.00.
- 3) It was agreed to book Ben Langley to attend again this year as Compere and host at a cost of £280.00.
- 4) Musical performers were mentioned, and members were going to check out acts online to decide who would be best suited for the event.
- 5) SK to investigate costs and availability of Drag Act that attended The Cornhall
- 6) Other bands and Performers mentioned were: -  
Serena Grant  
Joe Aiken and Jemma Aiken  
Uncalled Four  
Ukrainian Opera  
PRTY.
- 7) SK to ask William Porteous regarding local bands.

**CL 0323/13**

**MEMBER UPDATES**

- 1) First Aider Sharon Thompson has been booked again for this year at a cost of £100.00.
- 2) RL to check if Fire Engine is available for this year.
- 3) KJ at Town Council Office to source Sponsorships to be looked at again this year after the Carnival Event.
- 4) RL to look at PRS costs for event, especially for Park Radio attending.

**CL 0323/14**

**DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Tuesday 9<sup>th</sup> May 17.00pm at Diss Youth Base.

Meeting closed at 18.15pm.

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SUB-COMMITTEE CHAIRMAN

Suzanne Kayne