

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 23rd March 2023 at 17.00 pm.

Present: In attendance: A. Rackham
G. Pagan
L. King
E. Taylor (ex-officio)

CL 0523/02 **APOLOGIES**

Apologies were received and accepted by S. Kayne, Alex Rackham and R. Ludkin

CL 0523/04 **MINUTES**

Committee members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting held on the 23rd March 2023 were a true record and were duly signed by the Vice Chairman.

CL 0523/05 **DECLARATIONS OF INTEREST**

There were none

CL 0523/06 **PUBLIC PARTICIPATION**

There was none.

CL 0523/07 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

CL 0523/10 **FINANCE**

The committee received an update on the Income and Expenditure for Christmas Lights switch on 2023, Committee noted that the current budget for this year's event is £5040.05.

CL 0523/11 **STALLS**

The Committee received an update on stalls for this years event and committee discussed stalls and pitch fees for this year's event. Committee also discussed having further stalls on Market Hill with some entertainment in the same area.

Craft stalls to be approached by S. Kayne to understand whether there is any interest in attending the Christmas Lights event at St Marys Church. Committee agreed that all crafters attending the event would have one six foot table and would be charged £25.00 + VAT.

(Action: S. Kayne by next meeting)

It was

RESOLVED:

- 1) To charge all single stall holders one fee of £50.00 + VAT, This is £60.00 including VAT.
- 2) To review the following list of stalls from last year and stalls that have enquired to attend Christmas Lights this year and make a decision at the next meeting about which stalls will be attending the event for 2023.
 - Debbie's Donuts. (Trailer) Booked
 - Dave Harris Hog Roast (Gazebo) - Booked
 - Flip and Sip, Burgers, Hot dogs etc - Booked

- Glow Lights (Carts)
- My Bubbles, Waffles (Trailer)
- Wax Melts (Gazebo)
- Fully Loaded (Trailer) -
- Florencos Coffee (Horse Box) Booked
- Fully Loaded Fries, (Angel Café)
- Charlie Knights Sweets - Booked
- 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

There following new stalls have been approached:-

 Tiago's Pizza, Hamburger Bar, Thai Orchid Van and The Potato Pod.

- 3) To ask St Mary's Church, Diss if they would like to house the Christmas Craft stalls within the church for this year.
(Action: S. Kayne, by next meeting)
- 4) To have Santa's Grotto in the URC 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.
(Action: S, Kayne/R. Ludkin by next meeting)

Discussion was made around putting lights up and opening up the boardwalk to allow people to do a walk along the boardwalk. Committee also discussed working alongside St Nicholas Day and Sonya is tasked with finding email for Heritage Triangle committee for Liga to approach.

CL 0523/12

ENTERTAINMENT

Members discussed the entertainment and staging. It was

RESOLVED:

- 1) To book Cozmo Entertainments for the staging and lights.at £2000.00 + VAT.
(Action: S. Kayne, by next meeting)
- 2) To book Phoenix Events for security on the day and 10 radios at a cost of £303.50 + VAT.
(Action: S. Kayne; by next meeting)
- 3) To book Park Radio to part Compere, play music and look after any Lost Children on the day at a cost of £250.00.
(Action: S. Kayne ; by next meeting)
- 4) To book Ben Langley to attend as Compere and host at a cost of £280.00.
(Action: S. Kayne, by next meeting)
- 5) To approach PRTY band to attend Christmas Lights event. They will be the main act and will be on stage for 2 x 30 minutes.
(Action S. Kayne; by next meeting)
- 6) To have further discussions around a drag act being booked at next meeting.
- 7) To book Serena Grant.
(Action: S. Kayne; by next meeting).
- 8) Committee agreed that they would like the following people to be approached to perform at the Christmas Lights.

Joe Aiken and Jemma Aiken.

(Action: S. Kayne; by next meeting).

7) Committee agreed that they would like to approach Greasepaints.

(Action: L. King; by next meeting).

8) Committee agreed to approach Foolhardy Circus for entertainment for Children at Mere's mouth.

(Action: S. Kayne; by next meeting)

CL 0523/13 **MEMBER UPDATES**

1) Committee was updated that First Aider Sharon Thompson has been booked for this year at a cost of £100.00.

2) R. Ludkin to check if Fire Engine is available for this year.

(Action: R. Ludkin; by next meeting)

3) Committee agreed that they would like the Sponsorship social media invites to be sent out in late August.

(Action: K. Jaynes, by August 2023)

4) Committee were updated that Ratiobox are interested in sponsoring the Christmas Lights event, their email address is: abigailyaxley@ratiobox.co.uk.

(Action: K. Jaynes; by August 2023).

5) Committee would like an update on the costs for PRS for Park Radio for the event.

(Action: R. Ludkin to find prices, by next meeting).

CL 0523/14 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Tuesday 20th June 2023 at 17.00pm at the DYCC.

Meeting closed at 18.21pm.

SUB-COMMITTEE VICE CHAIRMAN
Liga King