

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 19th November 2024 at 6.00pm.

Present: In attendance: A. Rackham
Alex Rackham
A. Bloom
G. Pagan
S. Kayne (Chair)
R. Ludkin
K. Jaynes

CL 1124/01 **APOLOGIES**

Apologies were received from L. King.

CL 1124/02 **MINUTES**

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

RESOLVED: that the minutes of the meeting held on 3rd September 2024 were a true record and were duly signed by the Chairman.

CL 1124/03 **DECLARATIONS OF INTEREST**

Minute No.	Committee Member(s)
Item 8	Andy & Alex Rackham- staging and sound

CL 1124/04 **PUBLIC PARTICIPATION**

There were none.

CL 1124/05 **ITEMS OF URGENT BUSINESS**

There were none.

CL 1124/06 **FINANCE**

The committee received an update on Income and Expenditure for Christmas Lights 2024. RL will check with the office to get an updated income and expenditure figure. Santa's grotto books needs adding to expenditure. Ben Langley to be removed from expenditure list.

(Action: RL, immediately)

CL 1124/07 **STALLS**

The committee received an update on stalls and the site layout.

Stalls requiring use of contractor's generator were confirmed.

Permission was requested for selling pizza slices from My Bubbles waffle stall. Committee agreed.

£5 food vouchers for volunteers are ready and SK will number them. KJ will email all food stalls this week to let them know of the arrangement. Stallholders to give vouchers back to RL at end of event and he will pay the costs.

(Action: KJ, this week, SK, by next meeting)

SK will be meeting with Michael Crawford from St Mary's Church to finalise charity stallholder arrival times.

(Action: SK, by next meeting)

CL1124/08

ENTERTAINMENT

a) Members received an update on entertainment.

Ben Langley is now unable to compere due to other commitments. Leon Mallett has been booked to perform 2 x 20 minute slots. Park Radio will take over the compere role, doing shoutouts and playing music from their mobile unit.

Members discussed Foolhardy's plans for the day. AB will meet Lucas at the back of Greggs around 2.30pm.

Lauren Bryant (Will Power) will arrive at 4.45pm, parking at DTC Office car park and change in Chix Clothing store. AB confirmed he will chaperone act before she goes on stage.

(Action: AB, 07.12.24)

KJ to ask Katie Brame if she has a phone number for Leon Mallett. AL-R requires his contact details so Jake can check his sound requirements etc.

(Action: KJ, this week)

The panto cast (up to 6 members) have confirmed their attendance at the Christmas Lights Switch-On event every year.

SK to confirm with Park Radio that James Grint will assist with the countdown on the mic.

(Action: SK, this week)

It was agreed that the cold sparks would be positioned on either side of the stage higher up for bigger impact. A laser projection of the countdown numbers will also be displayed. AL-R to add spots on the stage flooring so acts can stand in the best place for lighting.

(Action: AL-R, 07.12.24)

SK to remind Poz that access from URC's car park must be allowed in between his performances.

(Action: SK, this week)

Myhills are donating a 7ft Christmas tree to go outside the URC end of November. They will decorate and provide timed battery lights for it. SK to contact Myhills to check when the tree will be ready and liaise with GP re tree positioning on the URC forecourt.

(Action: SK, this week)

Santa's Grotto- decorating can happen on Thursday 5th December from 9.30am-10am onwards when more members are available. AR, AB, SK, RL, KJ to do 10am -12pm.

(Action: KJ to diarise, this week)

RL to check with SH if the card reader can be used for Santa's Grotto incase people don't have change. RL to discuss £30 petty cash with SH.

(Action: RL, this week)

b) Members discussed costumes for Santa's elves. KJ to purchase 3 elf costumes.

(Action: KJ, this week)

c) Members reviewed Park Radio's proposal of Battle of the Bands idea for next year, running a competition throughout the year with auditions and various rounds, at the Corn Hall. Winners from the final heat perform at Carnival (Summer heat) and Christmas Lights Switch-On (Winter heat). Members agreed with the proposal if the band fit in with the festive theme of our event. SK will confirm back with James Grint.

(Action: SK, this week)

Committee considered increasing their booking fee following their extra duties as compere of the event. It was agreed to increase Park Radio's fee to £300. RL to request another p/o number to be created for the additional £50 with SH.

(Action: RL, this week)

CL1124/09 **COMMITTEE TASKS & VOLUNTEERS**

- a) Members reviewed and noted outstanding tasks for organising the event.
KJ to print A3 and A4 laminated posters for AR to display around town.

(Action: KJ, by end of next week)

- b) Members agreed to add discussion of the committee/volunteer task timeline for the day to the next meeting on 3rd December.

(Action: KJ to add to next agenda)

CL 1124/10 **EVENT PROGRAMME AND PROMOTION**

- a) Members received an update on the Christmas Lights Programme. Committee agreed to go ahead with printing 150 copies to go out to various locations before the event. Corn Hall, Library, Supermarkets, etc.

- b) Members received an update on event promotion. KJ has scheduled social media posts up until the event and will be sharing the poster online. Press release to be done.

(Action: KJ, this week)

CL 1124/11 **MEMBER UPDATES**

There were none.

CL 1124/12 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meetings of this sub-committee will meet on 3rd December 2024.

(Action: KJ to add future meeting dates to Outlook DTC calendar)

Meeting closed at 7.55pm

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne