

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 23rd July 2024 at 6.00pm.

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

CL 0724/01 APOLOGIES

Apologies received from Andy Rackham, Robert Ludkin. No apologies were received from Liga – SK to ask if still on committee.

(Action: SK to contact by next meeting)

CL 0724/02 MINUTES

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

RESOLVED: that the minutes of the meeting held on 18th June 2024 were a true record and were duly signed by the Chairman.

CL 0724/03 DECLARATIONS OF INTEREST

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

CL 0724/04 PUBLIC PARTICIPATION

There were none.

CL 0724/05 ITEMS OF URGENT BUSINESS

There were none.

CL 0724/06 FINANCE

The committee received an update on the Income and Expenditure for Christmas Lights Event 2024. Suzanne updated members on entertainers and suppliers booked so far. KJ has contacted suppliers with purchase order numbers.

KJ to add donation of £50 to URC to expenditure and donation of £50 to St Mary's Church.

(Action: KJ to update expenditure, immediately)

CL 0724/07 STALLS

The committee received an update on stalls. It was noted that 4 stalls have paid. There is 1 space left for a burger stall – Suzanne to contact possible burger seller. KJ to do fb promo post for burger seller if other contact not available. Reminder to be sent end of July of deadline for paperwork and payment by KJ.

KJ to promote for free charity stalls in St Mary's Church on Facebook. Limited space available so first come first serve – 5 more spaces left.

(Action: SK & KJ, immediately.)

CL0724/08 ENTERTAINMENT

Members received an update on entertainment booked for the event. SK confirmed acts booked and drafted a timings schedule. SK to email this to Alex Rackham to pass on to Jake for finalising timings with changeover times in between. Jake to contact all acts for sound requirements.

Alex Rackham quoted £2,400 for Cozmo Entertainments to provide staging, lighting and sound for event with possibility of fireworks. Committee confirmed to go ahead with quote.

(Action: KJ to send P/O number to Alex R, by next meeting.

SK to email timings schedule to Alex for Jake, by next meeting)

KJ and SK to research walkabout acts or circus performers. KJ to enquire with Foolhardy if they could adapt a walkabout act (juggling snowballs?) for the afternoon.

(Action: KJ to contact Foolhardy Circus. SK to research acts, by next meeting)

Greasepaint are no longer performing. KJ to remove from entertainment list. Voice Squad to be added to list. SK drafted a performance timing schedule for stage acts.

(Action: KJ, immediately)

Members discussed Santa's Grotto. It was agreed to finalise location of Grotto at next meeting and KJ will add as separate item to next agenda. URC is preference as indoors. It was agreed not to have set time slots for visitors. 1.30pm – 5pm grotto open. SK to contact Liga to let her know she can decorate grotto on the Friday afternoon if this works better for her.

(Action: KJ immediately, SK by next meeting)

Members discussed timings for Poz's punch & judy shows– 2 shows outside United Reformed Church. Members suggested 2pm & 3.30pm. Once finalised, KJ to contact Poz with confirmed timings.

KJ confirmed happy to be an elf at Santa's Grotto and 2 friends have agreed to be elves to help in the afternoon.

(Action: KJ, by next meeting.)

CL0724/09

COMMITTEE TASKS

Members reviewed and noted outstanding tasks for organising the event. KJ to add discussing santa's grotto prizes to next agenda.

(Action: KJ, by next meeting)

CL 0724/10

MEMBER UPDATES

Committee received updates from members not reported elsewhere on this agenda. SK to contact Carl Bubblemania for availability for 2025 as not available this year.

(Action: SK by September 2024)

KJ to start sourcing sponsorship in August. Beckford & Lewis confirmed happy to sponsor same again – KJ to send package to them.

(Action: KJ, in August)

SK updated committee that she will be away October 13th – November 14th.

KJ to enquire with Charlie Scott-Bell for availability to photograph event 1pm – 6.30pm and source quote.

(Action: KJ, by next meeting)

Gabrielle gave an update on 'All About Light' display at URC for the event. Interactive, tunnel of light to walk through, thinking about light in all its different ways.

KJ to consider elf on a shelf idea for promo leading up to the event. Put him around the town in various locations in the lead up to event to hype. Idea suggested to sit him in a small rowing boat on the Mere or having a coffee in a local café. 5ft elf. Enquire with Catherine at Youbie's Yarns to see if she can make an elf.

KJ to apply for street collection license for Mayor's bucket collections.

(Action: KJ, by next meeting)

KJ updated the committee on the deadline for the Autumn/Winter edition of Diss Matters which will feature a double page spread on the Switch-On event. Members noted article content must be sent in by 1st week of September.

CL 0724/11

DATES OF FUTURE MEETINGS

The dates of future meetings were discussed. It was.

RESOLVED: That the next meeting of this sub-committee will meet on Tuesday 3rd September at 6pm at the Council Offices.

Meeting closed at 7.35pm

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne