

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 3rd November at 18.00pm.

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

CL 1122/01 APOLOGIES

Apologies were received and accepted from Lee Rackham and Sonia Browne.

CL 01122/02 MINUTES

It was agreed that the Minutes of the Christmas Lights Committee held on 22nd September 2022 were a true record and were duly signed by the Chairman.

CL 1122/03 DECLARATIONS OF INTEREST

There were none

CL 1122/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL1122/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

CL 1122/06 STALLS

RESOLVED:

- 1) To increase payment to Park Radio to £150.00 to cover costs for advertising sponsors during event and to cover lost and found children's tent as all members are DBS Trained.
- 2) Santa's Grotto to be open at the UCR Church from 13.00pm – 16.20pm so that Santa can join the procession and that the UCR Church Follow the Star will now close at 17.00pm
- 3) AR to order extra books for Santa's Grotto
- 4) Main adult running alcohol Tombola to sign licence at Council Offices and Sound Contractors to also sign Music Licence at Council Offices before event.
- 5) £40.00 Float required of pound coins for Tombola and Santa's Grotto., 4 x money belts, 2 tables and two collection buckets required.
- 6) Members agreed that SK would chase the Larry Gray for pitch fee.
- 7) To say a big thank you for donations for the Tombola donations given by, John Doe of Diss, Netherton Steak House Long Stratton, Tindle Brewery, Haggis Long, Horse Box, De Ja Brew, Myhills Diss, Copy Diss, Photo Elite CoOp, Wells Pharmacy Long Stratton, Brendan and Liga King and any others not mentioned above.
- 8) Members agreed that Tombola tickets would be 3 for a £1.00 for the adult tickets and committee to provide a bottle of wine towards some of the prizes and the children would be 5 for a £1. 00.

CL 1122/07

ENTERTAINMENT

Members discussed the available entertainment for the Christmas Lights switch on. It was

RESOLVED:

- 1) Members discussed staging, sound and lighting and was agreed to hire from Simply Sound 4 x sparks machines for stage effects during the switch on.
- 2) It was agreed to look at budgets for next meeting for more lighting effects for the event to the value of £1,000.00 from sponsors funds.
- 3) Ovis Sound and Lighting to investigate and let us know at the next meeting
- 4) RL To check available budgets for next meeting.
- 5) AR to investigate the sleigh to be towed behind the Fire Engine and confirm with Bressingham Museum of the Parade times and locations.
- 6) LK To check on the repair of the Santa's suit and if ready to bring back for the event.
- 7) To thank Wildflower Records to allow changing for the performers in their premisses.

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 1122/08

COMMITTEE MEMBER RESPONSIBILITIES

Members discussed responsibilities of committee members: It was

RESOLVED:

- SK: To talk on Park Radio on 24th November.
- LK: To get lead Tombola person to sign alcohol licence
- AR: To sign Music Licence
- RL /KJ To sort poster and brochures
- RL: To get Banners put up from Sponsors
- AR: To sort sleigh and Fire Engine
- AR: To sort books for Santa's Grotto.
- SK: To chase Larry Gray for payment

CL 11222//09 BUDGET

See separate spread sheet

CL 1122//10 MEMBER UPDATES

There were none.

CL 1122/11 EVENT MANAGEMENT PLAN

RESOLVED:

- 1) Ovis Sound and Light to send all details regarding stage and lights to add to event plan.
- 2) RL to send amended SAG Form back to South Norfolk Council when all information is given by others

CL 1122/12 DATES OF FUTURE MEETINGS

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Monday 14th November at 18.00pm at Diss Youth Base and on Thursday 1st December at 17.30pm at Diss Youth Base.

Meeting closed at 20.10pm

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne