

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the De-brief meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 8th January 2025 at 6.00pm.

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

CL 0125/01 APOLOGIES

Apologies were received from K. Jaynes due to illness.

CL 0125/02 MINUTES

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

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

CL 0125/03 DECLARATIONS OF INTEREST

Minute No.	Committee Member(s)
Item 8	Andy Rackham & Alex Rackham – staging

CL 0125/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL 0125/05 ITEMS OF URGENT BUSINESS

There were none.

CL 0125/06 FEEDBACK

Members discussed feedback received from 2024's event. It was noted that more notice could have been given to stallholders of event cancellation.

CL 0125/07 FINANCES

Members received a final update on Income and Expenditure. Funds confirmed for 2025's event as £4044.42. RL to check total money taken and amount of books sold for Santa's Grotto.

(Action: RL, by next meeting)

CL 0125/08 UPDATES FOR CHRISTMAS LIGHTS EVENT 2025

Members received an update on bookings for Diss Christmas Lights Switch-On 2025.

My Bubbles Waffles confirmed attendance for 2025 and fee will be carried over.

Tikka Tonic to be contacted to see if available for next year at the same fee of £54.

(Action: KJ, this week)

URC would be happy to have Poz back for 2025.

Members agreed to check availability of Matt Smith to be Santa again.

Check availability of Corn Hall's panto cast.

Check availability of St Mary's Church for 2025 date to host charity stalls.

Inform Park Radio of 2025 date.

(Action: SK, by next meeting)

AB may know a photographer who would be interested in taking 200 or so photos for 5/6 hours and will report back to next meeting.

(Action: AB, by next meeting)

Committee agreed it would be good to have a new event banner for 2025 to go up in advance of event which mentions everything going on, including in URC and St Mary's Church stalls.

CL0125/09

MEMBER UPDATES

Members received an updates not reported elsewhere on this agenda.

Diss Heritage Triangle may have some money to purchase new flags to go on shops and SK will look into this further.

RL to keep an eye on Martyns Law guidance.

(Action: SK, RL)

CL0125/10

DATE OF FUTURE MEETING

Members agreed a date for the first meeting of planning the Diss Christmas Lights Switch-On 2025.

RESOLVED: That the next meeting of this sub-committee will take place on Wednesday 19th March 2025 to avoid clashing with Carnival meeting on 18th.

(Action: KJ to add meeting date to Outlook DTC calendar)

Meeting closed at 7.15pm

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne