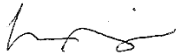


To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth Centre on **Thursday 22nd September at 4.30pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
Members approved the minutes from the last committee meeting on 11th August 2022. (Copy details herewith)
3. **Declarations of Interest**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
4. **Public Participation**
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT Business**
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
6. **Stalls**
To discuss stalls attending.
7. **Entertainment**
To discuss updates on entertainment.
8. **Committee members responsibilities**
To decide on members responsibilities for this year's event.
9. **Budget**
To discuss budget for this year and profit brought forward from last year.
10. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
11. **Event Management Plan**
To discuss and update
12. **Date of Future Meeting**
To schedule the date of the next meeting.

Members:

Suzanne Kayne (Chairman), Eric Taylor (ex-officio), Andrew Rackham, Robert Ludkin, Sonia Browne, Lee Rackham, Liga King, Brendan King and Gabrielle Pagan.

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

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 22nd September 2022 at 16.30pm.

Present: In attendance: Suzanne Kayne (Chair)
Andrew Rackham
Robert Ludkin, Maintenance Manager (Secretary)
Eric Taylor (ex-officio)

CL 0922/01 **APOLOGIES**

Apologies were received and accepted from Lee Rackham, Liga King, Brendon King, Gabrielle Pagan but no apologies were received from Cllr Sonia Browne.

CL 0922/02 **MINUTES**

It was agreed that the Minutes of the Christmas Lights Committee held on 11th August 2022 were a true record and were duly signed by the Chairman.

CL 0922/03 **DECLARATIONS OF INTEREST**

There were none

CL 0922/04 **PUBLIC PARTICIPATION**

There were no members of the public present.

CL 0922/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

CL 0922/06 **STALLS**

RESOLVED:

- 1) Members agreed that Park Radio could also be part of the event to play music and mention sponsors during the afternoon and would be given a donation for doing this, it was also agreed to have Hope Church involved and would be asked to help run the Christmas lights Tombola stand by sharing the Christmas Lights Gazebo supplied by AR on the night.
- 2) Members agreed that SK would chase the outstanding stall holders for their pitch fees and give them until Friday 30th September to pay or other stalls would be contacted to replace them.
- 3) 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. It was agreed that other prizes would be paid by some of the sponsorship money and that LK would source all prizes.
- 4) Members agreed to look at the Santa's Grotto prizes and order more books to be paid by sponsorship money AR and RL to investigate this.
- 5) To pay URC Church a donation for heating for holding Santa's Grotto within the Church. A donation of £40.00 was agreed.

CL 0922/07

ENTERTAINMENT

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

RESOLVED:

- 1) Members discussed staging, sound and lighting.
(Action: AR: To confirm costs of the staging, sound, and lighting)

- 2) Members discussed performance times for the event. It was

RESOLVED:

- 1) To ask Park Radio to perform from 12.00 to 14.45pm playing music and advertising sponsors using a standard gazebo and to have Parky Bear in the event for the day and the procession.
- 2) Members agreed subject to Park Radio attending the following event performance times of events on Market Place

12.00pm – 14.45pm Park Radio
14.45pm - 15.20pm Serena Grant
15.30pm - 16.00pm Joe Aiken and Emma 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

- 3) URC Church event and times

13.00pm -18.00pm Follow the star within the Church
13.00pm -16.15pm Santa's Grotto

Music on the Forecourt subject to weather

14.00pm – 15.00pm The Voice Quad

- 4) Members discussed the parade for 2022. It was

RESOLVED:

To have Santa on the Bressingham Fire Engine with The Mayor of Diss being led by the Salvation Army Band, Dinsdale Duck, Cornhall Panto Cast and Parky Bear

To have local cadets 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.

Larry Gray would appear again this year on Meres Mouth.

CL 0922/08

COMMITTEE MEMBER RESPONSIBILITIES

Members discussed responsibilities of committee members: It was

RESOLVED:

SK: To create article for Diss Matters.
SK: To send application forms to stall holders
SK: To source more volunteers from the Cornhall.
KJ: To order Banners for Sponsors
AR: To get quote for staging, lights, and sound
SB: To contact Kieran to be Dinsdale Duck in the Parade
LK: To mend Santa Suite.
AR: To confirm how many books needed for Santa's Grotto.
RL: To contact Norse to book security for the day and radios.
RL: To seek prices for 2 x big bins from South Norfolk Council

GP: To confirm name of URC Church event at next meeting.
RL: To check with Melissa on PRS Licence for the event.

CL 0922//09 **BUDGET**

Budget Figures to date	£3562.45	
Sponsorships to date	£2500.00	minus vat and banners £1838.33

Total **£5400.78**

Minus	Town Flags	£149.16
	Road Closure	£38.66
	Deposit Abba Band	£50.00

Total **£5162.96**

CL 0922//10 **MEMBER UPDATES**

There were none.

CL 0922//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 finish Event Management plan and meet with Sonya French to discuss and then send to South Norfolk Council with an updated site plan.

CL 0922//12 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Thursday 3rd November 2022 at Diss Youth Centre upstairs at 6pm.

Meeting closed at 17.50pm

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne