


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 **Tuesday 5th July at 6.00pm** 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 25th May 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. 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 and Liga Beikerte, Gabrielle Pagan, Sonya French (Minutes)

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 25th May 2022 at 18.00pm

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager (Secretary)

Liga King (Vice Chair)

Gabrielle Pagan

Cllr Eric Taylor (ex-officio)

CL 0522/01 **APOLOGIES**

Apologies were received and accepted from Lee Rackham, Brendan King, and Cllr Sonia Browne.

CL 0522/02 **MINUTES**

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

CL 0522/03 **DECLARATIONS OF INTEREST**

There were none

CL 0522/04 **PUBLIC PARTICIPATION**

There were none

CL 0522/05 **ITEMS OF URGENT BUSINESS**

There were none

CL 0522/06 **STALLS**

Members discussed the stalls for this year's event, and it was agreed that more vehicle stalls should attend this year following the storms last year.

RESOLVED:

1) To contact the following to determine sizes of their vehicles.

USA Sweet Sensations, Food Dude, Debbie's Donuts, Gary Pontin, Indian Street Food, Ampersand Bar, Lydia, and Ivan's Burger Van and Florenco's Coffee.

2) Stalls wanting to attend but not a vehicle.

Dave Harris Hog Roast, James Amp Crepes, Charlotte Winter Veggie/ Burgers, PrettysWax, Kelly Waterson Crafts and Face Painting.

RESOLVED:

3) LK to source Fudge and chestnut stalls

4) To have Santa's Grotto in the UCR Church with a tombola and Brendan King to be Santa again this year.

- 5) SK/LK to check with Gabriele on what stalls could go in the Church or outside in the carpark.
- 6) To charge all stall holders £40.00 + vat per stall and £5.00 for any electric used.
- 7) SK to ask Larry Gray to attend this year on Meres Mouth.
- 8) AR to ask Michael Crawford about Mulled Wine in Church.
- 9) First Aid booked

CL 0522/07 **ENTERTAINMENT**

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

It was.

RESOLVED: 1) Staging/Sound

- 1) AR: To confirm costs of the staging, sound, and lighting

RESOLVED: 2) Performance Times

- 2) To have performance times from 15.00pm until 18.00pm, with switch on at 17.00pm
- 3) Confirmed acts booked:

Diss Cornhall Pantomime Cast
 Serena Grant
 Joe and Emma Aiken
 Ben Langley
 Bressingham Fire Engine

4) Resolved: Parade

- 5) To have Santa on the Fire Engine with The Mayor of Diss

- 6) Bucket collections for this years Mayor Charities Cancer Research and Marie Curie.

- 7) Others to be announced

CL 0522/08 **COMMITTEE MEMBER RESPONSIBILITIES**

RL: Check dates for Diss Matters nearer to the event and Park Radio Brochure
 SK: To contact stall holders
 LK: To source more volunteers
 SB: To look for sponsors
 AR: To get quote for staging, lights, and sound
 SK: To ask Larry Gray if he will attend with the fair.
 LK: To contact The Band Walkway
 SK: To contact the Salvation Army
 SB: To contact Kieran to be Dinsdale Duck in the Parade
 GP: To contact The Waveney Choir to sing 2pm -3pm
 RL / AR: To look at stage and stall positions on Market Place
 RL /AR: To look at new Template for Event.
 SB: To contact sponsors for the event especially Bedford and Lewis in the Market Place.

CL 0522//09 **BUDGET**

Monies going forwards for this year's event is £3462.45.

CL 0522//10 **MEMBER UPDATES**

There were none.

CL 0522/11 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Tuesday 5th July 2022 at Diss Youth Centre upstairs at 18.00pm

Meeting closed at 19.30pm

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne