

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 3rd September 2024 at 6.00pm.

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

CL 0924/01 APOLOGIES

Apologies were received from L. King.

CL 0924/02 MINUTES

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

RESOLVED: that the minutes of the meeting held on 23rd July 2024 were a true record and were duly signed by the Chairman.

CL 0924/03 DECLARATIONS OF INTEREST

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

CL 0924/04 PUBLIC PARTICIPATION

There were none.

CL 0924/05 ITEMS OF URGENT BUSINESS

There were none.

CL 0924/06 FINANCE

The committee received an update on Income and Expenditure for Christmas Lights 2024. A total of 19 sponsors with a total of £3,166.61. It was noted that the income total needs to be added to the expenditure sheet to work out the total monies left over.

(Action: KJ to update finance spreadsheet, this week)

CL 0924/07 STALLS

The committee received an update on stalls. Al-R requested a copy of the application form to complete for waffle stall. KJ to email the stallholders wanting use of contractor's generator to request that payment is made to Alex Rackham on the day.

**(Action: KJ to email AL-R application form, this week
KJ to email stalls wanting generator, this week)**

Charity Stall pitches in the church are now full. SK requested better signage to direct people up to church A 1m x 3m banner was suggested to display on main stage 'more stalls in St Mary's Church' and 'Santa's Grotto and more activities at URC'. SK to ask Michael Crawford if we can put signage in church noticeboard and a notice at URC. Extra mentions from Park Radio needed to direct people to the other locations.

It was agreed that arrival times will be staggered for those having charity stalls in St Mary's Church ahead of event to avoid congestion of vehicles unloading outside. SK & KJ to discuss – Arrivals from 12pm onwards, ready for 2pm.

**(Action: KJ to create artwork for banner, by Oct
SK & KJ to liaise on staggered arrival times, by Oct
SK to contact Michael Crawford, by next meeting)**

Committee agreed there is still a need for a burger stall and AR will contact 'Flipping Marvellous' to see if available. Another contact 'Fat Teds' was suggested and if other isn't available, SK will contact Fat Teds.

(Action: AR to contact burger seller, immediately)

RL requested Rackhams to support with letting people on and off market place after road closed on morning of the event.

RL to start drafting a site plan for market place.

(Action: RL to draft site plan, by next meeting)

CL0924/08

ENTERTAINMENT

a) Members received an update on entertainment. Park Radio will start playing music from 12pm – 2.30pm. Ben Langley will introduce event at 2.30pm – 2.45pm. SK to email Ben regarding his start time.

(Action: SK to email Ben Langley, by next meeting)

Less than 10 salvation army members performing in front of stage on ground, standing. If raining, they will need to go on stage. SK to email Iain regarding this arrangement.

Alex R to check with Jake that he's contacting everyone to discuss changeover times and any sound requirements.

**(Action: KJ to update entertainment spreadsheet, this week
AL-R to contact Jake, by next meeting
SK to contact Salvation Army, by next meeting)**

Committee agreed to update Serena's fee to £120 as she's doing a 2nd slot. KJ to organise another p/o to cover the extra £20 and email her.

Committee agreed £60 fee to pay Voice Squad which includes expenses – SK to contact Birgitta / KJ to create and send p/o number.

Foolhardy Circus confirmed stiltwalkers and comedy walkabout act can attend- £230 agreed by committee. 2 x half an hour slots agreed. SK to confirm with Cosmo and then KJ to create p/o number and email them.

SK has provisionally booked Carl Baker (Bubblemania) for next year's event, which will be on Saturday 6th December 2025.

**(Action: KJ to create another p/o number for Serena for £20, this week
KJ to create p/o numbers for Voice Squad & Foolhardy, this week
SK to reply to Cosmo to confirm booking, this week)**

b) Members confirmed location of Santa's Grotto in United Reformed Church and discussed prizes. SK provided an update on Santa including a change in previous Santa's availability. It was agreed to book Park Radio host, Matt Smith, who has a Santa Suit. A donation of £60 was agreed by committee for his role as Santa. Committee will fund a CRB check to be done, roughly £18, which DTC will organise. SK to forward info regarding Santa's timings for the day to Matt and confirm details with him.

(Action: SK to email Matt Smith with Santa details. KJ to create p/o number and send, by next meeting. KJ to arrange CRB check via DTC, by next meeting)

Presents will be books for 3 age groups. Steve (SK's husband) will find out age on arrival and give a sticker for them so Santa knows which age present to give. 30 x under 4 yrs books needed. 30 x 4-7

year old books needed. SK to contact Usborne Books. SK to let KJ know when ready to create p/o number for this. RL to check how much wrapping paper we have for wrapping books.

(Action: SK to buy books for Santa's prizes. KJ to create p/o number, by next meeting.

RL to check wrapping paper stock, this week)

Committee discussed the option of having a Christmas tree outside the URC. Electricity cannot be supplied by URC. SK to contact Myhills to see if they would provide tree and lights. Andy R suggested use of the Octagon for Santa's Grotto and committee will consider for next year.

(Action: SK to contact Myhills, by next meeting)

KJ to check with Cathy if still able to create an elf and we'll take on placing it around the town. 9th November – Christmas craft fayre at Corn Hall could be where we start promoting the elf (diarise this).

(Action: KJ to email Cathy, this week. KJ to add reminder in Outlook to promote elf at Corn Hall event)

Committee received an update on decorating grotto. Andy R confirmed lights and boxes are in his storage, plus fireplace, tree etc. SK agreed Andy can deliver stuff to URC Friday afternoon up until 4pm and Gabrielle, Adam and Suzanne will be around on the Friday to assist with set up. SK to ask Liga if she can wrap dummy boxes for grotto and bring in elf costumes to the next meeting incase KJ can borrow.

(Action: AR to deliver Grotto items to URC, 6th December, GP, AB and SK to set up Grotto, 6th December, SK to ask LK to wrap dummy boxes and to bring elf costumes to next meeting)

CL0924/09 **COMMITTEE TASKS & VOLUNTEERS**

- a) Members reviewed and noted outstanding tasks for organising the event.
- b) Members discussed volunteer refreshments for the day. It was suggested that 13 vouchers could be created for every volunteer up to the value of £5. Stallholders could invoice DTC after event to cover the costs but thought needs to be given to p/o numbers etc. Volunteers would pay extra for food over the £5 limit. KJ to discuss finance protocol for the voucher arrangement with finance staff and email food stalls to let them know what they need to do.
It was agreed to supply bottled water for volunteers.

(Action: KJ to discuss finance protocol with DTC staff for vouchers and contact stallholders, by event)

CL 0924/10 **MEMBER UPDATES**

Committee received updates from members not reported elsewhere on this agenda. RL will be starting work on the EMP after this meeting.

Lost Children's alert code will be MALLARD on radios and security are to be made aware of this too. LADY IN RED alert code will be used for an emergency. Consideration to be given to wearing the radio headsets this year to avoid sound issues on the radios when located near to the stage.

KJ shared copies of draft poster for the event and committee approved following a few suggested changes - SK requested to add Punch & Judy Show timings under his picture on posters. GP requested 'festivities' to change to 'activities at URC' and ensure this is on both posters.. Add 'charity stalls in St Marys Church' to both posters.

**(Action: RL to start Event Management Plan, this week.
Phoenix to be made aware of alert codes in briefing, by event
KJ to make amendments to posters and promote, by next week)**

CL 0924/11 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meetings of this sub-committee will meet on Tuesday 19th November, 3rd December and a de-brief meeting on 12th December at 6pm at the Council Offices. KJ to

diarise dates on outlook.

(Action: KJ to add future meeting dates to Outlook DTC calendar)

Meeting closed at 19:56hrs

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne