

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 12<sup>th</sup> March 2024 at 6pm.

Present: In attendance: A. Rackham  
Alex Rackham  
G. Pagan  
S. Kayne  
R. Ludkin  
L. King  
A. Bloom

#### CL 0324/01 ELECTION OF CHAIRMAN

The committee voted and agreed to elect Suzanne Kayne as Chair for the next year.

#### CL 0324/02 APOLOGIES

Apologies were not received from K Murphy (ex- officio)

#### CL 0324/03 ELECTION OF VICE-CHAIRMAN

The committee voted and agreed Alex Rackham would be Vice–Chair for the next year.

#### CL 0324/04 MINUTES

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

RESOLVED: that the minutes of the meeting held on the 28<sup>th</sup> November 2023 were a true record and were duly signed by the Chairman.

#### CL 0324/05 DECLARATIONS OF INTEREST

Minute No.	Committee Member(s)
Item 11 and 12	Andy Rackham & Alex Rackham

#### CL 0324/06 PUBLIC PARTICIPATION

There were none.

#### CL 0324/07 ITEMS OF URGENT BUSINESS

There were none.

#### CL 0324/08 COMMITTEE MEMBERSHIP

The committee agreed to review committee membership at the next meeting on 30<sup>th</sup> April.

#### CL 0324/09 DATE FOR CHRISTMAS LIGHTS 2024

The committee agreed the date for the Diss Christmas Lights Switch-On as Saturday 7<sup>th</sup> December 2024 and confirmed times for the event. It was

RESOLVED:

- 1) To have a road closure from 7.30am – 8pm
- 2) To have food stalls arrive from 12pm and set up by 2pm
- 3) To start entertainment later from 3pm - 6.30pm
- 4) To switch lights on at 6pm
- 5) To have the parade from 5.30pm - 5.50pm ready for switch on at 6pm.

**CL 0324/10** **FINANCE**

The committee received an update on the Income and Expenditure for Christmas Lights Event 2023. It was noted that the current budget for this year's event 2024 is £5047.31.

**CL 0324/11** **STALLS**

The committee discussed stall applications for the event. It was

RESOLVED:

- 1) To ask the Town Council to advertise date of event on Facebook to encourage stallholders to register their interest now and committee will contact them with the application form in July.
- 2) Due to the weather in December, more vehicle stalls would be preferred.
- 3) A price of £45.00 + vat was agreed for the price of each stall holder.

**CL0324/12** **ENTERTAINMENT**

Members discussed the entertainment. It was:

RESOLVED:

- 1) To book Will Power again as the main act performer.
- 2) To book singer from last year, Serena Grant.
- 3) To book Park Radio to cover for Lost Children and to Compere some of the event.
- 4) To book Ben Langley as Compere and to perform during the event.
- 5) To ask Flash Mob / Grease Paint to perform for a 15/ 30-minute slot.
- 6) GP to look for another Santa for this year's event. If a Santa is sourced, committee will organise Santa's Grotto in due course.
- 7) United Reformed Church will be also having their own activities within the Church which will be all about light, Times to be arranged nearer to the time.
- 8) SK to ask Bubble man if he is available to attend the event.
- 9) AR to contact ST (First Aid) to check payment and this year's event.
- 10) SK to contact Salvation Army to check payment and availability for this year's event.
- 11) AR to give quote for staging and lights based on normal stage and smaller version.
- 12) AR to get quote from Sue acoustics to perform for 30-minute slot.
- 13) SK to ask St Marys Church if stalls can go in the Church again this year.
- 14) RL confirmed booking of the Fire Engine for this year's event.
- 15) RL to ask George to be Dinsdale again this year.
- 16) RL to get quote from Mary Moppins to clean toilets.
- 17) RL to get quote from Phoenix Security
- 18) Performance times were mentioned and drafted as follows, subject to change.

15.00pm – 15.40pm Serena Grant  
15.40pm - 16.00pm Grease Paint / Flash Mob?  
16.00pm -16.30pm Ben Langley show  
16:30pm\_ - 17.00pm Serena Grant / other  
17.00pm – 17.30pm Will Power  
17: 30.pm – 18.10pm Ben Langley show and switch on.  
18.00 pm – Switch On  
18.10 pm - 18.30pm Will Power  
18.30 pm - Finish

Parade starts from Church Street and goes up Mere Street from 17.30pm / 17.40pm to the stage area at the Market Place.

**CL 0324/13     MEMBER UPDATES**

- 1) It was noted that LK will only be available to help on the day until lunch time due to other commitments.
- 2) The committee welcomed Adam Bloom who registered an interest in joining the Christmas Lights committee.

**CL 0324/14     DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meeting of this sub-committee will meet on Tuesday 30<sup>th</sup> April at 18.00pm at the Council Offices.

Meeting closed at 20.20 pm.

---

SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne