

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 December 2024 at 6.00pm.

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

CL 1224/01 APOLOGIES
Apologies were received from L. King and Alex Rackham.

CL 1224/02 MINUTES
Committee members approved the minutes from the last meeting. It was
RESOLVED: that the minutes of the meeting held on 19th November 2024 were a true record and were duly signed by the Chairman.

CL 1224/03 DECLARATIONS OF INTEREST

Minute No.	Committee Member(s)
Item 7	Andy Rackham- staging and sound

CL 1224/04 PUBLIC PARTICIPATION
George Waterman and Emily Forsdyke attended for an update as will be involved on the day.

CL 1224/05 ITEMS OF URGENT BUSINESS
There were none.

CL 1224/06 FINANCE
The committee received an update on Income and Expenditure for Christmas Lights 2024. £3,775.97 funds remaining to carry to next year along with income taken on the day through Santa's Grotto and Larry Gray's contribution.

CL 1224/07 RUN THROUGH OF THE DAY
Members discussed a run through of the Diss Christmas Lights Switch-On event 2024 and agreed a volunteers schedule.

Radios – 4 of DTC's radios used in morning until 2.30pm, allocated to RL, SK, Andy R, Adam B. Phoenix Security will bring 10 radios at 2.30pm – allocated to Robert, Suzanne, Andy R, Adam, Kimberley, Alex Rolfe, Colin West, Park Radio, First Aid, Stephen Kayne for Grotto.

Suzanne will brief volunteers at 9am on Market Place and meeting charity stalls at St Mary's Church 10.50am onwards at their staggered arrival times.

Park radio arriving 10am – James & Matt.

Gabrielle opening up URC at 12pm. Poz arriving 12pm and RL will meet him- in emergency weather situation, punch & judy can go inside URC in back room. Shows at 2pm and 3.30pm.

In the event of bad weather with strong winds, there are 3 gazebo stalls attending who may need to cancel but the decision is left with the stallholder.

Foolhardy Stiltwalker arriving at 2.30pm – Adam to meet behind Greggs.

Santa to arrive 12.30/12.45 to get changed at URC. Elves will arrive at 12.45. Elf to look for age sticker on child as they enter grotto and give Santa the appropriate book for their age to give them.

Parade to start 5.40pm – RL to lead Fire Engine with Santa, Mayor & Cadets on it leaving from back of No.8 Market Place travelling to join others. SK to meet Elves, Dinsdale, Panto cast will wait by old Tourist Information Centre at 5.40pm. Elves to clear pathway for fire engine as they travel along. Adam and Andy near chip shop to move crowds out of the way to make way for fire engine.

On stage for countdown – Dinsdale, Mayor & Mayor's Cadets, Parky Bear, Panto Cast, Leon Mallett to remain on stage, Santa.

Volunteers to be given food vouchers – George, Emily, Robert, Suzanne, Adam, Stephen, Elves x 3, Lucy Kayne, Santa, Andy, Gabrielle, Alex Rolfe,

(Action: KJ to make amendments to volunteer schedule, immediately)

CL1224/08

MEMBER UPDATES

Members received an updates not reported elsewhere on this agenda. An extra 24 books have arrived from Usbourne and RL has wrapped. 9.30am Thursday- decorating grotto. Andy R will drop all decorations off.

CL1224/09

DATE OF FUTURE MEETING

The date for a de-brief meeting following the event was agreed.

RESOLVED: That the de-brief meeting of this sub-committee will take place on Wednesday 8th January 2025 at 6pm.

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

Meeting closed at 19.20hrs

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne