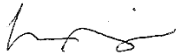


To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

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 4th November 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 18th October 2021. (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 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

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 18th October at 17.00pm

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager

Cllr Eric Taylor (ex-officio)

Cllr Sonia Browne

CL 1021/01 **APOLOGIES**

Apologies were received and accepted from Lee Rackham and Liga Beikerte.

CL 1021/02 **MINUTES**

It was.

RESOLVED: That the Minutes of the Christmas Lights Switch-On sub-committee held on 21st September 2021 were a true record and were duly signed by the Chairman.

CL 1021/03 **DECLARATIONS OF INTEREST**

There were None.

CL 1021/05 **ITEMS OF URGENT BUSINESS**

There were None.

CL 1021/06 **STALLS**

Members discussed the stalls attending and extension period for applications. It was

RESOLVED: **1) Stalls attending: -**

- Dave Harris Hog Roast
- Face Painting
- Debbie's Donuts
- James Amp
- Gary Pontin
- First Aid
- Santa's Grotto
- Star Wings Brewery
- Michelle Ayres Balloons
- Larry Grays Fair
- Charlotte Winter Food
- Diane Pretty Wax Melts
- UPP- will be having a stall to give handouts on the day and provide banners to have around the Town as sponsors of the event.
- Larry Grays Fun Fair in Meres Mouth.

All stalls to start arriving after 8.30am

2) Application Forms

- a) Suzanne Kayne to write to all stall holders and give update of event and to chase pitch fees.

- b) Suzanne to book other stalls in replacement of Kieran's sweets, Connor Florence and Andy Butler.
- c) All payments to be made by cheque.

3) Members discussed Santa's Grotto.

It was agreed that Liga and family will run Santa's Grotto during the day and evening with the help of Stephen Kayne.

Members agreed that the Grotto will have more ventilation and face coverings are to be worn by adults in the confined space subject to Government regulations.

Members agreed the Grotto will open from 12.00- 16.15 to allow for Santa on Parade and that the cost to see Santa would be £3.00 per child and will reopen after switching on the lights until 18.00pm.

It was also agreed to buy an extra 60 books from Rachel Cook an agent for Osborne Books for £1.00 each and have them wrapped up as we still had 40 Classic Tales ,67 Peppa pig, 45 Horrible histories / science

It was also agreed to have Natasha Watts and Kerry Dawn as Elves to help out on the day.

All cash will be stored in safe at night.

Members also agreed that the Mayor of Diss will have his charity buckets on the day to raise funds for MIND, but no stall required.

CL 1021/07

ENTERTAINMENT

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

It was.

RESOLVED: 1) Artists attending on the day: -

- Serena Grant (Singer)
- Gaby Starbuck (Singer Main Act)
- Saffron Fairey (Singer)
- Joe Aiken and Wife (Singers Main Act)
- Rafa Mendes-Browne (Singer)
- Deneside Ramblers (Folk Group)
- Diss Corn Hall Pantomime Cast (Act)
- Ben Langley (Compere and Act)
- Palgrave Infants (Singers)
- Diss Infants (Singers)
- Roydon Infants (Singers)
- Various Buskers to include Bethan Marshall (Singer)
- Diss Mayor, Cllr Eric Taylor (Help with Switch-On plus speech)

2) Order of events for the day.

12.00 – 12.15 Palgrave Infant School singers (No more than 15 per group)

12.20 - 12.35 Diss Infants School singers (No more than 15 per group)

12.40 – 12.55 Roydon Infant School (No more than 15 per group)

13.00 – 14.00 Buskers Various With guest singer Bethan Marshall

14.00 – 14.30 Deneside Ramblers (Folk Group)

14.30 – 15.00 Saffron Fairey (Singer)

15.00 – 15.30 Rafa Mendes-Brown (Singer)

15.30 – 16.00 Serena Grant (Singer)

16.00 – 16.30 Gaby Starbuck (Singer)

16.30 – 17.00 Joe & Jemma Aiken (Singers)

17.00 – 17.15 Ben Langley

17.15 – Switch on with Ben Langley, Mayor of Diss, Cornhall Panto Cast and Santa.

17.30 – 18.00 Gaby Starbuck (Singer)

It was agreed that all schools attending parents and teachers must take charge of their children during and after the performances. There was doubt that the schools due to Covid may not be performing this year. If this was the case, we would look at running times of other acts to fill their slots or start the event later.

3) Comper and act

Ben Langley will be compering the event from 13.00 – 18.00 and performing as required throughout the whole event, with a main slot at 17.00 – 17.15.

4) Diss United Reformed Church, Mere Street, Diss

To hold a search for the Stable event for children of all ages and adults from 12.00 - 17.00 and would be free to all.

5) Parade

To consist of Fire Engine with Santa and The Mayor of Diss, followed by Diss Cornhall Panto Cast and Councillor Murphy as Ola and a representative from the Sponsors UPP.

Fire Engine and Santa to meet at the back of Beales at 16.30 ready for procession to join with Panto Cast outside old Information centre.

Young Councillors dressed up in costume will have buckets for collection for the Mayors' charity.

6) Switch On

It was agreed to be on stage for the switch on will be Ben Langley, Diss Pantomime Cast, a member from UPP, Mayor of Diss and Santa.

6) Staging and Sound

Bartrums Truck and Simply Sound

CL1021/08 COMMITTEE MEMBER RESPONSIBILITIES

RL: To contact Police nearer to the time.
SB: To ask Youth Councillors to help on the day
AR/RL to sort Health and Safety documents for event.
SB: To update on Schools attending and numbers
LB: To contact 4 groups of buskers for hour slot between them (13.00 – 14.00)
SK: To Check First aid costs for event
ET: To Advertise event on Park Radio near to Event.
RL: To investigate steps for stage
LR: To Organise back drop for stage.
SB: To sort out backing tracks for schools
SK: To sort out backing tracks for performers
RL: To ask Lindsey Chapman if she is helping on the day
SK: To write to stall holders with instructions for the day.

CL 1021/09 BUDGET

Monies going forwards for this year's event is £2673.31.
Upps have agreed to sponsor the event and will donate £600.00.

CL 1021/10 MEMBER UPDATES

The Christmas Event was agreed to be held on Saturday 27th November.

CL 1021/11

DATES OF FUTURE MEETINGS

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Thursday 4th November at Diss Youth Centre upstairs.

Meeting closed at 18.50pm

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne