

# 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 5<sup>th</sup> September 2023 at 17.00 pm.

Present: In attendance: A. Rackham  
G. Pagan  
S. Kayne  
E. Taylor  
R. Ludkin  
L. King  
K. Murphy (ex-officio)

**CL 0923/01** **APOLOGIES**  
Apologies were received and accepted from Alex Rackham.

**CL 0923/02** **MINUTES**  
Committee members approved the minutes from the last meeting. It was.

RESOLVED: that the minutes of the meeting held on the 1<sup>st</sup> August 2023 were a true record and were duly signed by the Chairman.

**CL 0923/03** **DECLARATIONS OF INTEREST**  
A Rackham and L King.

Minute No.	Committee Member	Reason
0923/08	Andy Rackham	Andy Rackham's son owns the staging and lighting company and waffle stall.
0923/08	Liga King	Her Husband is Santa.

**CL 0923/04** **PUBLIC PARTICIPATION**  
There was none.

**CL 0923/05** **ITEMS OF URGENT BUSINESS**  
There was none.

**CL 0923/06** **FINANCE**  
The committee received an update on the Income and Expenditure for Christmas Lights switch in 2023. It was noted that the current budget for this year's event is £5040.05. and £4,264.96 has been allocated to date for various items.  
It was also noted that we have had £3750.00 donated by sponsors to date.  
Sponsors for Christmas Lights 2023: -

De Lucy Care Home	£500.00 (Platinum Package)
Kingsley Healthcare	£500.00 (Platinum Package)
Gillings of Diss	£500.00 (Platinum Package)
Dipple & Conway	£250.00 (Gold Package)

Haritsmere Place Care UK	£250.00 (Gold Package)
UPP	£250.00 (Gold Package)
Beckford & Lewis	£250.00 (Gold Package)
Reads Property	£250.00 (Gold Package)
Lexham	£250.00 (Gold Package)
Fonemagic	£250.00 (Gold Package)
Falcon Publications	£100.00 (Silver Package)
Pearce & Kemp	£100.00 (Silver Package)
Phoenix Events	£100.00 (Silver Package)
Larking and Gowen	£100.00 (Silver Package)
Travis Perkins	£100.00 (Silver Package)

A big thank you goes to our sponsors as this helps to put on a great event for families at Christmas time and helps towards putting on an event for next year.

#### CL 0923/07 **STALLS**

The Committee received an update on stalls for this year's event and committee discussed stalls and pitch fees for this year's event. All stalls will be set up by 12pm. It was resolved:

- 1) Any Charity stalls going into the Church to be given free pitches on a first come basis allowing up to 6 stalls. Stalls to be considered: -  
Merryfield's Nursery  
Teenage Cancer Trust  
Nature Nurture  
Amy Davenport

#### **(KM: To investigate more stalls to go into the Church)**

- 2) Donation to Church for heating to be agreed.
- 3) Stalls to go into Beales No.8 MarketPlace Area: -  
2 x Potters (1 stall)  
The Guilt Free Soapery  
Dog Treats  
Sweets and Treats  
Wax Melts (Diane Pretty)  
Wood Products (Claire Throssell)

- 4) Outside Market Area  
  
Debbie's Donuts. (Trailer)  
Dave Harris Hog Roast (Gazebo)  
Flip and Sip, Burgers, Hot dogs etc (Vehicle)  
Glow Lights (Carts)  
My Bubbles, Waffles (Trailer)  
Fully Loaded Fries(Trailer)  
Florencos Coffee (Horse Box)  
Tiago s Pizza (vehicle)  
Wonky Donkey Bar (Horse Box)  
Park Radio and Child Tent  
First Aid Tent  
Field Kitchen  
2 x Platinum Stalls

RL confirmed size of banners as 1m x 3m for the platinum sponsors. The Gold sponsors are entitled to 720mm x 1400mm size banners.

#### CL 0923/08 1) **ENTERTAINMENT**

Members discussed the entertainment and agreed to have another singer called Will Power to fit into the schedule at a cost of £75.00.

#### **RESOLVED:**

- 1) It was agreed that with the extra sponsorship money received, we can have Santas Grotto again this year at The United Reformed Church from 11.00am to 4.15pm at a cost of £3.00 per child who

will receive a gift on the day and all proceeds to go towards next year's event. The cost for Santa will be £250.

Santa to cover his own Public Liability Insurance and to get himself DBS checked.  
The United Reformed Church will be also having their own activities within the Church from 13.00pm to 17.00pm.

It was agreed to pay Serena Grant £60.00 to perform on the day.

2) The main stage entertainment schedule timings were agreed as follows:

- 12.00 - 15.00 Compere and music by Park Radio
- 14.30 – 15.00 Voice Squad on Stage
- 15.00 till close Compere Ben Langley
- 15.10 – 15.30 GreasePaint Academy (performing off stage)
- 15.10 – 15.30 PRTY to set up on stage.
- 15.35 - 16.00 Serena Grant (singer)
- 16.10 – 16.25 Joe and Jemma Aiken
- 16.30 – 17.00 Will Power (Singer)
- 17.00 – 17.15 Ben Langley and switch on
- 17.20 – 18.20 PRTY (Band)
- 18.20 – Close

**(AR: To confirm setting up times with Band)**

**(SK: To confirm booking with Will Power)**

**(AR / RL: To investigate what books are needed for age groups for Santas Grotto)**

**(SK: To confirm price increase to Serena Grant)**

**(RL: To investigate food package for helpers on the day)**

**(RI: To confirm where bucket collections can be positioned)**

3) Parade

Parade to start at the back of Beales with the Fire Engine from Blooms as previous years with Santa and the Mayor and Cadet sitting on it.

In front of the Fire Engine should be Parky Bear, Carl Baker Bubbles, Cornhall Panto cast, Dinsdale Duck, Salvation Army, SK and RL.

Times to be agreed at future meetings near to the time of the event, subject to confirmation of who is attending.

4) It was agreed to Hire from Believe in Magic a Snow Princess from Frozen for 2 hours at a cost of £100.00 from 2.30pm to 4.30pm walking around Market Place and Mere Street.

**CL 0923/09**    **MEMBER UPDATES**

There were none.

**CL 0923/10**    **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 Thursday 19<sup>th</sup> October at 5pm at the DYCC.

Meeting closed at 19.00pm.

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SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne