

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: town council@diss.gov.uk

Please ask for: Robert Ludkin
Our ref: CL 08.01.25
Date: 03.01.25

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

Dear Members of the Public and Press,

You are cordially invited to attend a de-brief meeting of the Diss Christmas Lights Switch-On Event to be held at **Town Council Offices** on Wednesday **8th January 2025 at 6.00pm** to consider the business detailed



Robert Ludkin,
Facilities and Buildings Manager

A G E N D A

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes of the last meeting held on 3rd December 2024 (copy details herewith).
3. **Declarations of Interest¹**
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. **Feedback**
To discuss feedback received from 2024's event.
7. **Finances**
To receive a final update on Income and Expenditure (copy details herewith).
8. **Updates for Christmas Lights Event 2025**
To receive an update on bookings for Diss Christmas Lights Switch-On 2025.
9. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
10. **Dates of Future Meetings.**
To agree a date for the first meeting of planning the Diss Christmas Lights Switch-On 2025.

<u>MEMBERS</u>	<u>For information: Councillors</u>
	J. Robertson
K. Murphy (ex-officio)	A. Goulder
Andy Rackham	D. Collins
S. Kayne	A. Kitchen
L. King	J. Welch
G. Pagan	S. Olander
Alex Rackham	K. Murphy
A. Bloom	R. Peaty
K. Jaynes	L. Sinfield
R. Ludkin	S. Browne
	S Kiddie
	E. Taylor
	D. Craggs

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

TDISS 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 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

Expenditure	£5,395.10
Income	£4,342.21
Funds Brought Forward from 2023	£3,847.31
Budget for this year 2024	£1,250.00
Funds remaining	£4,044.42

2025 UPDATE: Saturday 29th November 2025

ENTERTAINMENT

Carl Baker (Bubblemania) - Free on this date? tbc

- Serena Grant - available and happy to do same again
- Lauren Bryant (Will Power) available and happy to do 2 x 30 min slots but fee increased to £175 (which is £25 more than last year)

Emails have been sent (18.12.24) to Park Radio, Larry Gray, Fire Engine, Salvation Army, First Aid and Phoenix Security to inform them all of date and check their availability. Awaiting reply.

PHOTOGRAPHY

Photographer not available for 2025 date so will need to source someone else.

STALLS who have confirmed attendance for 2025 and happy for money to transfer to next year:

- Glow Lights & Balloons
- Harris Hog Roast
- Florencos Coffee
- Wonky Donkey Bar
- Fully Loaded Fries
- Debbie's Donuts

NOT ABLE TO ATTEND 2025 – Flipping Marvellous (Refund given)