

# 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 14th November at 18.00pm.

Present: In attendance: Suzanne Kayne (Chair)  
Andrew Rackham  
Robert Ludkin, Maintenance Manager (Secretary)  
Eric Taylor (ex-officio)  
Brendon King  
Alex Rackham

**CL 1122/01 APOLOGIES**

Apologies were received and accepted from Lee Rackham, Sonia Browne, Liga King and Gabrielle Pagan

**CL 01122/02 MINUTES**

It was agreed that the Minutes of the Christmas Lights Committee held on 3rd November 2022 were a true record and were duly signed by the Chairman.

**CL 1122/03 DECLARATIONS OF INTEREST**

There were none

**CL 1122/04 PUBLIC PARTICIPATION**

There were no members of the public present.

**CL1122/05 ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

**CL 1122/06 STALLS**

RESOLVED:

- 1) To approve the use of the vehicle being supplied for Park Radios use from Windows and Conservatories to use on the event subject to a donation from the Windows company.
- 2) AR: To order books for the Santa's Grotto.
- 3) Main adult running alcohol Tombola to sign licence at Council Offices and Sound Contractors to also sign Music Licence at Council Offices before event.
- 4) RL: To sort float money for Santa's Grotto and Tombola and to source 4 x money belts.
- 5) AR: To pick up gazebo and chairs from Park Pavilion and to put back after event for Tombola stall.
- 6) Members agreed that SK would chase the Larry Gray for pitch fee.
- 7) LK and BK: To sort donations list for tombola stall and to give to Park Radio to mention during the event.
- 8) SK: To contact all stall holders with stall set up times from 9am.
- 9) SK: To contact all performers with order numbers for invoicing.
- 10) GP: To supply wrapping paper for Santa's Grotto books and all members to help with wrapping.
- 11) RL: To sort banners and get them put up and get brochures delivered to various outlets.
- 12) AR: To sort out Fire Engine and sleigh and times to be on site and pictures of Fire Engine if possible.
- 13) LK / BK: To collect Santa's Suit and get it cleaned.

CL 1122/07

**ENTERTAINMENT**

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

**RESOLVED:**

- 1) It was agreed to spend an extra £1000.00 from the sponsors to increase stage lighting and effects.

RESOLVED:

- 1) Running Order of the Event.

12.00pm – 14.45pm Park Radio  
14.45pm - 15.20pm Serena Grant  
15.30pm - 16.00pm Joe Aiken and Jemma Aiken  
16.00pm –16.15pm Ben Langley  
16.15pm - 17.00pm Reflections of Abba  
17.00pm – 17.13pm Ben Langley  
17.15pm Switch on with Cornhall cast, Santa, Mayor of Diss, Ben Langley  
17.25pm – 18.00pm Reflections of Abba  
18.00pm Finish

- 2) URC Church event and times

13.00pm -17.00pm Follow the star within the Church  
13.00pm -16.20pm Santa's Grotto

Music on the Forecourt subject to weather

14.00pm – 15.00pm The Voice Quad

- 3) Parade for 2022. It was

RESOLVED:

To have Santa in the sleigh with the Mayor of Diss being towed by the Fire Engine being led by the Salvation Army Band, Dinsdale Duck, Cornhall Panto Cast and Parky Bear  
Lead of Parade SK and RL.

To have two Elves over the age of 16 doing bucket collections for the Mayor's Charities, Cancer Research and Marie Curie during the event and in the procession.

CL 1122/08

**COMMITTEE MEMBER RESPONSIBILITIES**

Members discussed responsibilities of committee members: It was

RESOLVED:

SK: To talk on Park Radio on 24<sup>th</sup> November.  
LK: To get lead Tombola person to sign alcohol licence  
RL /KJ To sort poster and brochures  
RL: To get Banners put up from Sponsors  
AR: To sort sleigh and Fire Engine  
AR: To sort books for Santa's Grotto.  
SK: To chase Larry Gray for payment  
SF: To sort out sandwiches and water for committee members and volunteers on the day.

**CL 11222//09     BUDGET**

**RL to check if any unspent money from this year's event is saved in next year's account.**

**CL 1122//10     MEMBER UPDATES**

There were none.

**CL 1122/11     EVENT MANAGEMENT PLAN**

**RESOLVED:**

- 1) Ovis Sound and Light to send all details regarding stage and lights to add to event plan.
- 2) RL to send amended SAG Form back to South Norfolk Council when all information is given by others

**CL 1122/12     DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

**RESOLVED:**     That this sub-committee would meet on Thursday 1<sup>st</sup> December at 17.30pm at Diss Youth Base.

Meeting closed at 19.30pm

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SUB-COMMITTEE CHAIRMAN

Suzanne Kayne