

**TOWN CLERK**  
Miss Sarah Richards

**DISS TOWN COUNCIL**  
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Please ask for: Robert Ludkin  
Our ref: CA 05.09.23  
Date: 04/09/2023

## NOTICE OF MEETING

Dear Members of the Christmas Lights Committee,

You are cordially invited to attend a meeting of the Christmas Lights to be held at **Diss Youth Centre** on **Tuesday 5<sup>th</sup> September at 5.00pm** to consider the business detailed below.



Robert Ludkin,  
Facilities and Buildings Manager / Health and Safety Officer

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes of the last meeting held on 1<sup>st</sup> August 2023 (copy details herewith).
3. **Declarations of Interest<sup>1</sup>**  
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. **Finance**  
To discuss finances to date.
7. **Stalls**  
To discuss the stalls and positions of them around the event area.
8. **Entertainment**
  - 1) To discuss entertainment and running times for this year's event and costs.
  - 2) To look at Santa's Grotto again due to extra sponsor money.
  - 3) To look at extra singing act after switch on.
9. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
10. **Dates of Future Meetings.**  
To schedule the date of the next meeting.

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	<b><u>For information: Councillors</u></b>
	<u>J. Robertson</u>
<u>E. Taylor</u>	<u>J. Wooddissee</u>
<u>A. Rackham</u>	<u>D. Collins</u>
<u>S. Kayne (Chair)</u>	<u>A. Kitchen</u>
<u>L. King (Vice Chair)</u>	<u>J. Welch</u>
<u>G. Pagan</u>	<u>S. Olander</u>
<u>R. Ludkin</u>	<u>M. Gingell</u>
<u>A Rackham (Alex)</u>	<u>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>G. Waterman</u>
	<u>S Kiddie</u>
	<u>S Browne</u>

**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.*

# 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 1<sup>st</sup> August 2023 at 17.00 pm.

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

**CL 0823/01** **APOLOGIES**  
There were none.

**CL 0823/02** **MINUTES**  
Committee members approved the minutes from the last meeting. It was.  
RESOLVED: that the minutes of the meeting held on the 21<sup>st</sup> of June 2023 were a true record and were duly signed by the Chairman.

**CL 0823/03** **DECLARATIONS OF INTEREST**  
A Rackham, Alex Rackham, and L King.

**CL 0823/04** **PUBLIC PARTICIPATION**  
There was none.

**CL 0823/05** **ITEMS OF URGENT BUSINESS**  
1) It was noted that L king with immediate effect resigned from her role as Vice Chair but will stay on committee to help on the day.  
2) Vice Chair position to be on next meeting's agenda.

**CL 0823/06** **FINANCE**  
The committee received an update on the Income and Expenditure for Christmas Lights switch on 2023, Committee noted that the current budget for this year's event is £5040.05. and £4,101.00 had been allocated to date for various items.

**CL 0823/07** **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.

Resolved

- 1) Any Charity stalls going into the Church to be given free pitches on a first come basis allowing up to 6 stalls.
- 2) Donation to Church for heating to be agreed.
- 3) Stalls Booked or agreed to attend this year.

- Debbie's Donuts. (Trailer)
- Dave Harris Hog Roast (Gazebo)
- Flip and Sip, Burgers, Hot dogs etc (Vehicle)
- Glow Lights (Carts)
- My Bubbles, Waffles (Trailer)
- Wax Melts (Gazebo)
- Fully Loaded (Trailer) -
- Florencos Coffee (Horse Box)
- Charlie Knights Sweets 6mts x 3mts stall.
- Tiago s Pizza (vehicle)
- Wonky Donkey Bar (Horse Box)
- Tudor Bakehouse gazebo (to be approached)
- Park Radio and Child Tent
- First Aid Tent
- Tombola?

4) It was discussed to have various other stalls within Beales Market area subject to talks with The Council and Town Team Committee. (RL to investigate this for next meeting.)

**CL 0823/08 1) ENTERTAINMENT**

Members discussed the entertainment and times It was.

**RESOLVED:**

**All stalls to be set up by 12.00 noon.**

**12.00 - 15.00 Compere and music by Park Radio**

**14.30 – 15.00 Grease Paint**

**15.00 till close Compere Ben Langley**

**15.10 – 15.30 Voice Quad**

**15.35 - 16.00 Serena Grant (singer)**

**16.10 – 16.25 Joe and Jemma Aikin**

**16.30 – 17.00 PRTY (Band)**

**17.00 – 17.15 Ben Langley and switch on**

**17.20 – 17.45 Dame Act?**

**17:50 – 18.15 close PRTY (Band)**

**Note**

**Committee members to look at the material supplied for the Dame act and SK to confirm with the act that they are a panto friendly act to entertain all ages especially children.**

**This to be agreed at next meeting.**

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 if attending this year and lead by SK and RL.

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

2) Santas Grotto

It was agreed due to costs this year not to not have a grotto but to have Santa on the Fire Engine in the parade and then on stage for the switch on and then photos with Children in the sleigh afterwards. Checks to be made to make sure Santa is DBS checked.

It was noted to check sponsorships this year to see if it would be possible to have a grotto due to the extra costs this year of the event, and possible Santa and DBS Costs

- 3) It was agreed to Hire from Believe in Magic a princess Anna 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 0823/09**     **MEMBER UPDATES**

**There were none.**

**CL 0823/10**     **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED:     That this sub-committee would meet on Tuesday 5<sup>th</sup> September at 17.00pm at the DYCC.

Meeting closed at 19.15pm.

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SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne