

TOWN CLERK
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DISS TOWN COUNCIL
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Please ask for: Robert Ludkin
Our ref: CA 01.08.23
Date: 28/07/2023

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 1st August 2023 at 5.00pm** to consider the business detailed below.



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

AGENDA

1. **Apologies**
To consider apologies for absence.
 2. **Minutes**
To approve the minutes of the last meeting held on 21st June 2023 (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. **Stalls**
To discuss the stalls and positions of them around the event area.
 7. **Entertainment**
 - 1) To discuss entertainment and running times for this year's event and costs.
 - 2) To look at Santa's Grotto and extra costs for Santa at this year's event.
 8. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
 9. **Dates of Future Meetings.**
To schedule the date of the next meeting.
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	<u>For information:</u> <u>Councillors</u>
	<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 21st June 2023 at 17.00 pm.

Present: In attendance: A. Rackham
G. Pagan
S. Kayne
E. Taylor
R Ludkin
A. Rackham (Alex)

CL 0623/02 **APOLOGIES**

Apologies were received and accepted by L King, K. Murthy (ex-officio)

CL 0623/04 **MINUTES**

Committee members approved the minutes from the last meeting. It was.

RESOLVED: that the minutes of the meeting held on the 16th of May 2023 were a true record and were duly signed by the Vice Chairman.

CL 0623/05 **DECLARATIONS OF INTEREST**

A Rackham and Alex Rackham

CL 0623/06 **PUBLIC PARTICIPATION**

There was none.

CL 0623/07 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

CL 0623/10 **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.

CL 06523/11 **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) To hold event as last year on Market place and have small Fair Rides on Meres Mouth.
- 2) To look at stall prices again and change prices to:

All main stalls £40.00 + vat.	Total Fee £48.00
Craft Stalls £20.83 + vat	Total Fee £25.00
All Charity Stalls £10.00+ vat	Total Fee £12.00
- 3) Stalls Booked
 - Debbie's Donuts. (Trailer)
 - Dave Harris Hog Roast (Gazebo)
 - Flip and Sip, Burgers, Hot dogs etc
 - Glow Lights (Carts)
 - My Bubbles, Waffles (Trailer)

- Wax Melts (Gazebo)
- Fully Loaded (Trailer) -
- Florencos Coffee (Horse Box)
- Charlie Knights Sweets

4) Stalls to be approached to cover items not sold above due to limited space on Market Place, to be discussed at next meeting: -

- 1) Wonky Donkey (Bar)
- 2) Tudor Bake House
- 3) Tiago's Pizza
- 4) Guilty Free Soaps
- 5) More stalls may be needed with the new venue of the old Beales Store being used as a small Market Area

(Action: S. Kayne, to source stalls)

CL 0623/12 **ENTERTAINMENT**

Members discussed the entertainment it was.

RESOLVED:

- 1) To increase the donation for Santa this year to £100.00 but will also look at sponsors this year to cover costs. If costs get too high decision was to not have a Santa's Grotto this year.
- 2) To ask Larry Gray to provide two children's rides on Meres Mouth around the New Artwork
- 3) Committee agreed to contact Joe Aiken and Jemma Aiken to perform again this year.
(Action: R Ludkin; by next meeting)
- 7) Committee agreed that they would like to approach Greasepaints.
(Action: L. King; by next meeting).
- 8) Committee agreed to approach the Drag Act for costs to perform this year.
(Action: S. Kayne; by next meeting)

CL 0623/13 **MEMBER UPDATES**

- 1) Committee agreed that they would like the Sponsorship social media invites to be sent out in late August.
(Action: K. Jaynes, by August 2023)
- 2) Committee were updated that Ratiobox are interested in sponsoring the Christmas Lights event, their email address is: abigailyaxley@ratiobox.co.uk.
(Action: K. Jaynes; by August 2023).
- 3) Committee wanted application forms updated to start sending out for this year's event, with a date of 13th October to have all forms back and monies paid.
(Action: R. Ludkin, by next meeting.)

CL 0623/14 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Tuesday 1st August at 17.00pm at the DYCC.

Meeting closed at 18.25pm.

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne