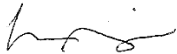


To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth Centre on **Tuesday 25th May at 6.00pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
Members approved the minutes from the last committee meeting on 22nd March 2022. (Copy details herewith)
3. **Declarations of Interest**
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 stalls attending.
7. **Entertainment**
To discuss updates on entertainment.
8. **Committee members responsibilities**
To decide on members responsibilities for this year's event.
9. **Budget**
To discuss budget for this year and profit brought forward from last year.
10. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
11. **Date of Future Meeting**
To schedule the date of the next meeting.

Members:

Suzanne Kayne (Chairman), Eric Taylor (ex-officio), Andrew Rackham, Robert Ludkin, Sonia Browne, Lee Rackham and Liga Beikerte, Gabrielle Pagan, Sonya French (Minutes)

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 22nd March 2022 at 18.30pm

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager (Secretary)

Liga King (Vice Chair)

Gabrielle Pagan

Brendan King

Cllr Eric Taylor (ex-officio)

CL 2222/01 **APOLOGIES**

Apologies were received and accepted from Lee Rackham and Cllr Sonia Browne.

CL 2222/02 **MINUTES**

It was.

RESOLVED: There were no minutes from a previous meeting held on Tuesday 11th January 2022 as this was a catch-up meeting only and no minutes were taken.

CL 2222/03 **DECLARATIONS OF INTEREST**

There were none

CL 2222/04 **PUBLIC PARTICIPATION**

There were none

CL 2222/05 **ITEMS OF URGENT BUSINESS**

To elect a Chair, Vice Chair and Secretary.

1) Chair

Votes were proposed by Gabrielle Pagan and second by Andrew Rackham for Suzanne Kayne to continue as Chair.

2) Vice Chair

Votes were proposed by Suzanne Kayne and second by Gabrielle Pagan for Liga King to be Vice Chair.

3) Secretary

Votes were proposed by Suzanne Kayne and second by Liga King for Robert Ludkin to be Secretary

It was also agreed to hold this years Christmas Event on Saturday 3rd December

CL 2222/06 **STALLS**

Members discussed the stalls for this year's event, and it was agreed that more vehicle stalls should attend this year following the storms last year.

RESOLVED:

- 1) SK to investigate stalls for next meeting. –

RESOLVED:

- 2) To have Santa's Grotto in the UCR Church again this year with some gazebo stalls in the church as well and Brendan King to be Santa again this year.

RESOLVED:

- 3) To have the Road Closure from 07.30am to 20.00pm with stalls and sound ready by 12.00 to start Serving with music in the background until the start at 15.00pm by local Schools.

CL 2222/07

ENTERTAINMENT

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

It was.

RESOLVED: 1) Staging/Sound

- 1) AR to give quote for staging, lighting, and sound.

RESOLVED: 2) Performance Times

- 2) To have performance times from 15.00pm until 18.00pm, with switch on at 17.00pm
- 3) To ask back this year if available:

Bethan Marshall
Diss Cornhall Pantomime Cast
Serena Grant
Joe and Emma Aiken
Ellen Fairey
Local Schools
Ben Langley.
Bressingham Fire Engine

CL 2222/08

COMMITTEE MEMBER RESPONSIBILITIES

RL; To contact Philip Rooke Fire Engine.
RL: To contact Joe Aiken
RL: Check dates for Diss Matters nearer to the event
SK: To contact stall holders
LK: To source more volunteers
SK: To contact First Aiders
SB: To look for sponsors
AR: To get quote for staging, lights, and sound
AR: To ask Larry Gray if he will attend with the fair.

CL 2222//09

BUDGET

Monies going forwards for this year's event is £3462.45.

CL 2222//10

MEMBER UPDATES

There were none.

CL 1021/11

DATES OF FUTURE MEETINGS

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Wednesday 25th May 2022 at Diss Youth Centre upstairs at 18.00pm

Meeting closed at 20.00pm

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne