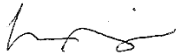


To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth Centre on **Thursday 11th August at 6.00pm** to consider the business detailed below.



Town Clerk

A G E N D A

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
Members approved the minutes from the last committee meeting on 5th July 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.

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 5th July 2022 at 6pm.

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager (Secretary)

Liga King (Vice Chair)

Gabrielle Pagan

CL 0722/01 **APOLOGIES**

Apologies were received and accepted from Lee Rackham, Brendan King, Cllr Sonia Browne, and Cllr Eric Taylor(ex-officio).

CL 0722/02 **MINUTES**

It was agreed that the Minutes of the Christmas Lights Committee held on 25th May 2022 were a true record and were duly signed by the Chairman.

CL 0722/03 **DECLARATIONS OF INTEREST**

There were none

CL 0722/04 **PUBLIC PARTICIPATION**

There were no members of the public present.

CL 0722/05 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

CL 0722/06 **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. It was

RESOLVED:

- 1) Sizes of stalls were looked at and discussed. Members agreed to the following vehicle stallholders for this year's event: Debbie's Donuts, Khushee Street Indian Street Food, Ampersand Bar, Flip & Sip Lydia and Ivan's Burger Van, Bucket List, Food Dude (want electric) and Florenco's Coffee.
- 2) Members agreed to the following non-vehicle stallholders for this year's event: Dave Harris Hog Roast, USA Sweet Sensations, Tombola stall.
- 3) Members confirmed to have Santa's Grotto in the URC Church with Brendan as Santa.

(Action: To find sponsors for the Tombola, Aug/Sep 2022)

CL 0722/07 **ENTERTAINMENT**

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

RESOLVED:

- 1) Members discussed staging, sound and lighting.

(Action: AR: To confirm costs of the staging, sound, and lighting)

2) Members discussed performance times for the event. It was

RESOLVED:

- 1) To have performance times from 15.00pm until 18.00pm, with switch-on at 17.00pm
- 2) To confirm the following entertainment acts and timings.

15.00 pm Serena Grant
15.30pm Joe Aikin and Emma Aikin
16.00pm Ben Langley
16.15pm Reflections of Abba
17.00pm Ben Langley
17.15pm Switch on with Cornhall cast, Santa, Mayor of Diss, Ben Langley
17.25pm Reflections of Abba
18.00pm Finish

3) Members discussed the parade for 2022. It was

RESOLVED:

To have Santa on the Bressingham Fire Engine with The Mayor of Diss being lead by the Salvation Army Band, Dinsdale Duck and Cornhall Panto Cast.

To have bucket collections for the Mayor's Charities; Cancer Research and Marie Curie.

CL 0722/08 **COMMITTEE MEMBER RESPONSIBILITIES**

Members discussed responsibilities of committee members: It was

RESOLVED:

RL: To check dates for Diss Matters nearer to the event and Park Radio Brochure
SK: To contact stall holders
LK: To source more volunteers
SB: To look for sponsors
AR: To get quote for staging, lights, and sound
SK: To ask Larry Gray if he will attend with the fair.
SK: To contact the Salvation Army
SB: To contact Kieran to be Dinsdale Duck in the Parade
GP: To contact The Waveney Choir to sing 2pm -3pm (Outside UCR Church)
RL / AR: To confirm stage and stall positions on Market Place
RL /AR: To look at new Template for Event.
SB: To contact sponsors for the event especially Bedford and Lewis in the Market Place.
Lk: To mend Santa Suite.
LK: To confirm booking for Reflections of Abba
AR: To confirm how many books needed for Santa's Grotto.
SK: To ask USA Sensations if they can do Candy Floss and Roasted Chestnuts.

CL 0722//09 **BUDGET**

Members confirmed the budget for this year's event as £3462.45.

CL 0722//10 **MEMBER UPDATES**

There were none.

CL 0722/11 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Thursday 11th August 2022 at Diss Youth Centre upstairs at 6pm.

Meeting closed at 7.40pm

SUB-COMMITTEE CHAIRMAN

