

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 1st December at 17.30pm.

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager (Secretary)

Eric Taylor (ex-officio)

Brendon King

Alex Rackham

Gabrielle Pagan

Sonya French

CL 1222/01 APOLOGIES

Apologies were received and accepted from Sonia Browne.

CL 1222/02 MINUTES

It was agreed that the Minutes of the Christmas Lights Committee held on 14th November 2022 were a true record and were duly signed by the Chairman.

CL 1222/03 DECLARATIONS OF INTEREST

There were none

CL 1222/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL1222/05 ITEMS OF URGENT BUSINESS

There were no items of urgent business.

CL 1222/06 STALLS

RESOLVED:

- 1) To check stalls attending and site positions.
- 2) RL handed to LK cash floats for Tombola and Santa's Grotto.
- 3) Receipts and cash given to SF to give back to Alex for the Tombola prizes.

CL 1222/07 ENTERTAINMENT

Members discussed the entertainment and times for performers.

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 1222/08

COMMITTEE MEMBER RESPONSIBILITIES

Members discussed responsibilities of committee members: It was

RESOLVED:

SF: To sort out sandwiches and water for committee members and volunteers on the day.
RL: To sort Money Belts, Plunger, Sponsor Banner, tables, bins, tombola prizes.
RL/SK: To position Security Staff on day.

CL 1222//09

BUDGET

RL to ask Alex to sort for next meeting in January.

CL 1222//10

MEMBER UPDATES

There were none.

CL 1222/11

EVENT MANAGEMENT PLAN

RESOLVED:

- 1) RL to send amended SAG Form back to South Norfolk Council.

CL 1222/12

DATES OF FUTURE MEETINGS

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Thursday 19th January 17.30pm at Diss Youth Base.

Meeting closed at 19.30pm due to wrapping up of Santa's Grotto books.

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne