

TOWN CLERK
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DISS TOWN COUNCIL
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Please ask for: Sonya French
Our ref: CL 15.05.23
Date: 10.05.23

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 **Diss Youth & Community Centre** on **Tuesday 16th May 2023** at **5.00pm** to consider the business detailed below.



Chief Operations Officer

A G E N D A

1. Apologies

To consider apologies for absence.

2. Minutes

To approve the minutes from the last meeting held on 23rd March 2023. (copy 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. Finance

To receive an update on Christmas Lights Finances. (To be tabled)

7. Stalls

To discuss stalls for Christmas Lights 2023.

8. Entertainment

To discuss entertainment and costs for Christmas Lights 2023.

9. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

10. Dates of Future Meeting

To schedule dates for the next meeting of the Christmas Lights Committee.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr E. Taylor (Ex officio)</u>	<u>J. Robertson</u>
<u>S. Kayne</u>	<u>J. Wooddissee</u>
<u>L. Beikerte</u>	<u>D. Collins</u>
<u>A. Rackham</u>	<u>A. Kitchen</u>
<u>A. Rskham (Alex)</u>	<u>E. Taylor</u>
<u>L. Rackham</u>	<u>J. Welch</u>
<u>B. King</u>	<u>S. Olander</u>
<u>R.Ludkin</u>	<u>M. Gingell</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 23rd March 2023 at 17.00 pm.

Present:

In attendance: Suzanne Kayne (Chair)

Andrew Rackham

Robert Ludkin, Maintenance Manager (Secretary)

Eric Taylor (ex-officio)

Liga King

Alex Rackham

Gabrielle Pagan

CL 0323/01 **ELECTION OF CHAIRMAN**

It was agreed for Suzanne Kayne to continue as Chairman.

CL 0323/02 **APOLOGIES**

There were none.

CL 0323/03 **ELECTION OF VICE-CHAIRMAN**

It was agreed for Liga King to continue as Vice-Chairman.

CL 0323/04 **MINUTES**

It was agreed that the Minutes of the Christmas Lights Committee held on 1st December 2022 were a true record and were duly signed by the Chairman.

CL 0323/05 **DECLARATIONS OF INTEREST**

Alex Rackham item 12

CL 0323/06 **PUBLIC PARTICIPATION**

There were none.

CL 0323/07 **ITEMS OF URGENT BUSINESS**

There were no items of urgent business.

CL 0323/08 **COMMITTEE MEMBERSHIP**

It was agreed that Robert Ludkin would be Secretary again this year and other members were given tasks to do as part of Committee.

CL 0323/09 **DATE FOR CHRISTMAS LIGHTS 2023**

The committee agreed the date for this year's event as Saturday 2nd December 2023.

CL 0323/10 **FINANCE**

The committee noted that the current budget for this year's event is £5040.05.

CL 0323/11 **STALLS**

Members discussed stalls and pitch fees for this year's event. It was

RESOLVED:

- 1) To charge all single stall holders one fee of £50.00 + vat.
£60.00 including vat.

- 2) To look at lists of stalls from last year and stalls that have asked to attend and decide at next meeting which to have at the event.

Stalls: -

- 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)
- Fully Loaded Fries, (Angel Café)
- Charlie Knights Sweets
- Sweet Sensation (Gazebo)
- BB'S Bakery (Gazebo)
- The Field Kitchen
- Tudor Bake House (Gazebo)
- Wonky Donkey (Bar) (Horse Box)
- Mel's Happy Bar (Trailer)
- Fredericks

- 3) It was agreed to ask St Mary's Church if they would like to house Christmas Craft stalls within the church this year.
- 4) Members confirmed to have Santa's Grotto in the UCR Church with Brendan as Santa and to increase Santa's donation this year.
- 5) It was agreed to ask the Parents Teacher Association if they would like to have stalls this year to raise funds on Meres Mouth or at Diss Church.

CL 0323/12

ENTERTAINMENT

Members discussed the entertainment and staging. It was

RESOLVED:

- 1) Members agreed to book Cozmo Entertainments for the staging and lights at £2000.00 + vat and to book Phoenix Events for security on the day and 10 radios at a cost of £303.50 + vat.
- 2) It was also agreed to have Park Radio at the event to part Compere, play music and look after any Lost Children on the day at a cost of £250.00.
- 3) It was agreed to book Ben Langley to attend again this year as Compere and host at a cost of £280.00.
- 4) Musical performers were mentioned, and members were going to check out acts online to decide who would be best suited for the event.
- 5) SK to investigate costs and availability of Drag Act that attended The Cornhall
- 6) Other bands and Performers mentioned were: -
Serena Grant
Joe Aiken and Jemma Aiken
Uncalled Four
Ukrainian Opera
PRTY.
- 7) SK to ask William Porteous regarding local bands.

CL 0323/13

MEMBER UPDATES

- 1) First Aider Sharon Thompson has been booked again for this year at a cost of £100.00.
- 2) RL to check if Fire Engine is available for this year.
- 3) KJ at Town Council Office to source Sponsorships to be looked at again this year after the Carnival Event.
- 4) RL to look at PRS costs for event, especially for Park Radio attending.

CL 0323/14

DATES OF FUTURE MEETINGS

The dates of future meetings were discussed. It was.

RESOLVED: That this sub-committee would meet on Tuesday 9th May 17.00pm at Diss Youth Base.

Meeting closed at 18.15pm.

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne