

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 19th October 2023 at 5pm.

Present: In attendance: A. Rackham
G. Pagan
S. Kayne
E. Taylor
R. Ludkin
L. King

CL 1023/01 **APOLOGIES**

Apologies were received and accepted from K Murphy (ex -officio).

CL 1023/02 **MINUTES**

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

RESOLVED: that the minutes of the meeting held on the 5th September 2023 were a true record and were duly signed by the Chairman.

CL 1023/03 **DECLARATIONS OF INTEREST**

There were none.

CL 1023/04 **PUBLIC PARTICIPATION**

There were none.

CL 1023/05 **ITEMS OF URGENT BUSINESS**

There were none.

CL 1023/06 **FINANCE**

The committee received an update on the Income and Expenditure for Christmas Lights switch on in 2023. It was noted that the current budget for this year's event is £5040.05. and £4,264.96 has been allocated to date for various items.

It was also noted that we have had £3750.00 donated by sponsors to date.

Sponsors for Christmas Lights 2023 were confirmed as: -

De Lucy Care Home	£500.00 (Platinum Package)
Kingsley Healthcare	£500.00 (Platinum Package)
Gillings of Diss	£500.00 (Platinum Package)
Dipple & Conway	£250.00 (Gold Package)
Haritsmere Place Care UK	£250.00 (Gold Package)
UPP	£250.00 (Gold Package)
Beckford & Lewis	£250.00 (Gold Package)
Reads Property	£250.00 (Gold Package)
Lexham	£250.00 (Gold Package)
Fonemagic	£250.00 (Gold Package)
Falcon Publications	£100.00 (Silver Package)
Pearce & Kemp	£100.00 (Silver Package)
Phoenix Events	£100.00 (Silver Package)
Larking and Gowen	£100.00 (Silver Package)
Travis Perkins	£100.00 (Silver Package)

A big thank you goes to our sponsors as this helps to put on a great event for families at Christmas time and helps towards putting on an event for next year.

CL 1023/07 STALLS

The Committee received an update on stalls for this year's event for St Marys Church, No 8 and Market Place.

1) St Marys Church (Charity Stalls)

Merryfield's Nursery
Amy Davenport
The Pink Trolley
Sophie Cope
Maya Dubiel
Diss Baptist Church.

2) Stalls to go into Beales No.8 Marketplace Area: -

2 x Potters (1 stall)
The Guilt Free Soapery
Dog Treats
Sweets and Treats
Wax Melts (Diane Pretty)
Wood Products (Claire Throssell)
Susan Parker (sea glass jewellery)

3) Outside Market Area

Debbie's Donuts. (Trailer)
Dave Harris Hog Roast (Gazebo)
Flip and Sip, Burgers, Hot dogs etc (Vehicle)
Glow Lights (Carts)
My Bubbles, Waffles (Trailer)
Fully Loaded Fries (Trailer)
Florencos Coffee (Horse Box)
Wonky Donkey Bar (Horse Box)
Park Radio and Child Tent
First Aid Tent
2 x Platinum Stalls
Chim Chim

RL confirmed size of banners as 1m x 3m for the platinum sponsors. The Gold sponsors are entitled to 720mm x 1400mm size banners.

**(Action: To sort signs to St Marys Church Area with directional arrows.
KJ, by end of Nov)**

CL1023/08 1) ENTERTAINMENT

Members discussed the entertainment. It was: -

RESOLVED: The main stage entertainment schedule timings were agreed as follows:

- 12.00 - 15.00 Compere and music by Park Radio
- 14.30 – 15.00 Voice Squad on Stage
- 15.00 till close Compere Ben Langley
- 15.10 – 15.30 Greasepaint Academy (performing off stage) with Believe in Magic
- 15.10 – 15.30 PRTY to set up on stage.
- 15.35 - 16.00 Serena Grant (singer)
- 16.10 – 16.25 Joe and Jemma Aiken
- 16.30 – 17.00 Will Power (Singer)
- 17.00 – 17.15 Ben Langley and switch on

17.20 – 18.20 PRTY (Band)

18.20 – Close

United Reformed Church will be also having their own activities within the Church from 13.00pm to 17.00pm where Santas Grotto will be located within the premises.

1) Parade

Parade to start at the back of Beales with the Fire Engine from Blooms as previous years with Santa and the Mayor and Cadet sitting on it.

In front of the Fire Engine will be Parky Bear, Carl Baker Bubbles, Corn Hall Panto cast, Dinsdale Duck, Salvation Army, SK, and RL.

Times to be agreed at future meetings near to the time of the event, subject to confirmation of who is attending.

2) Food

SF: To source sandwiches on the day for Committee members and helpers.

CL 1023/09 **MEMBER UPDATES**

There were none.

CL 1023/10 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meeting of this sub-committee will meet on Tuesday 14th November at 7pm at the Council Offices

Meeting closed at 6.10pm.

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne