

DISS TOWN COUNCIL

Minutes of the meeting of the Diss Christmas Lights committee held in the Diss Youth Centre on: 22nd May 2019
17.30pm

Present:
Suzanne Kayne, Andrew Rackham, Robert Ludkin, Lee Rackham, Emma Cross,
Sonia Browne and Beth Dewhurst.

CL0519/01 **Apologies**

There were none.

CL0519/02 **DECLARATIONS OF INTEREST**

Members noted any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to Councillors only).
There were None.

CL0519/03 **MINUTES:**

It was agreed that the Minutes of the Christmas Lights Committee held on 27th March were a true record and were duly signed by the Chairman.

CL0519/04 **PUBLIC PARTICIPATION**

There were no members of the public present.

CL0519/05 **ITEMS OF URGENT BUSINESS.**

There were none.

CL0519/06 **LIST OF STALLS AND GENERATORS**

Stalls were discussed and it was

Resolved: a) Crepe Stall (Flippin Marvellous) and Wrap Bar (Dave Patterson).

b) Stalls attending

Dave Harris (Hog Roast), Amy Gilbey (German Sausage), Merrifield's Nursery
Norfolk Nibbles, Debbie's Donuts, Sunshine Artists (Face Painting)
Glow Lights / Balloons, The Bar Company, Crepes, Food Dude, German Chocolates
Wrap Bar.

c) RL had asked Andy the sausage man who sells on Meres Mouth on Saturday's if he wanted to sell longer for the event, but he declined.

Members also discussed the use of generators on the day

a) LR and AR had spoken to Larry Gray about supplying a large generator to supply all stalls. It was

Resolved: a) Larry to charge £150.00 to supply generator or have a stall on the market place.

(Action: SK to ask stall holders if they wanted a generator and pay extra costs to cover the hire cost).

(Action: AR/LR to speak to Larry regarding food stalls on Meres Mouth and to discuss costs of generator against stall costs.

CL0519/07 **ENTERTAINMENT**

Members discussed entertainment for the event. It was

Resolved: Performing on the day would be:

- a) **Park Radio**
- b) **Deneside Ramblers**
- c) **Joe Aikin**
- d) **Ellen Fairey**
- e) **Groovapolitan Band**
- f) **Cornhall Pantomime Cast**

(Action: SB to ask Rafa Mendes-Browne if he would like to perform on the night.

(Action: SK to ask Roydon School if they will be singing).

(Action: RL to check Alizan Shazans costs).

CL0519/08 COMMITTEE MEMBERS RESPONSIBILITIES

Members agreed that the following should be completed by the next meeting or within the next few weeks.

- 1) RL to apply for Road Closure in September.
- 2) EC to investigate more sponsors to cover hampers etc.
- 3) EC/SB to ask Tesco for Bags for Life sponsorship.
- 4) RL to make changes to last year's banners.
- 5) AR/RL to work on Health and Safety Manual.
- 6) AR to contact Thetford Town Mayor to ask if he would be Santa this year.
- 7) AR to contact Jarrold's for sponsorships.
- 8) EC/BD to set up Face book page called Diss Christmas Lights Switch On.
- 9) RL to look at costs for leaflets and distribution costs to include sponsors and event schedules.
- 10) SB to ask Diss Youth Council to design the cover to go into this year's Park Radio on the Air Brochure.
- 11) RL to ask Fiona if she will be Dinsdale this year.
- 12) RL to check with Chris for advertisement deadlines in the On the Air Brochure.
- 13) RL to ask Chairs of Carnival to sell Raffle Tickets for Christmas Lights on Carnival Day.
- 14) SB to ask the Youth Council if they would wear various character costumes as last year.

CL0519/09 BUDGET

Members considered the budget and were updated with this year's Budget Allowance with monies from last year's event **£1510.88.(Amount from last month not correct)**

It was agreed that profit from stall holders would bring in an extra £500.00.

It was

Resolved: To spend money on the following:

Bartrums Truck	£175.00
Simply Sound	£590.00
Park Radio	£250.00
Groovapolitan Band	£650.00
Photography	£100.00
Raffle Tickets	£40.00
Banners	£0.00 (Redate the old ones)
Raffle price money	£0.00 (Sponsored)
Road Closure	£37.00
Joe	£50.00
Ellen	£40.00
Fire Engine (Donation)	£40.00

Total costs £1972.00

Budget £1510.88 + £500.00 = £2010.88

Minus Expenditure £1972.00 = £38.88 profit

Donation from Copy Diss £163.00

CL0519/10 MEMBER UPDATES

To note a charity event organised by Emma Cross and the Park Hotel with the help of Amy Bobbins went very well and a lot of money was raised, a donation will be given to the Christmas Lights event soon.

Members would like to give a big thank you to Copy Diss for the kind Donation of £163.00 towards this year Event, and to the Park Hotel for £25.00(3rd Prize), NSH Developments Ltd for the £50.00 (2nd Prize) and Gourmet Grub £100.00(1st Prize) for this year's raffle.

CL0519/11 DATE OF FUTURE MEETING

Wednesday 3rd July 17.30pm at DYCC downstairs meeting room

Meeting closed at 19.00 hours.

Chair -----