

DISS TOWN COUNCIL

Minutes of the meeting of the Diss Christmas Lights committee held in the Diss Youth Centre on: 27th March 2019
17.30pm

Present: Suzanne Kayne, Andrew Rackham, Robert Ludkin, Lee Rackham,

CL0319/01 Apologies

Apologies were received and accepted by: Sonia Browne and Emma Cross.
Apologies were received by Beth since the meeting.

CL0319/02 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.

CL0319/03 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.

CL0319/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL0319/05 ITEMS OF URGENT BUSINESS.

There were none.

CL0319/06 LIST OF STALLS AND FEES

- a) Members considered the stall applications received for Christmas 2019. Stall fees were discussed and it was agreed that this year VAT would be added to the stall costs. Larger stalls would be Norfolk Nibbles, Food Dude and The Bar Company and that all stalls must provide their own electric supply and lights via generators where needed.
- b) Members considered food stalls at Meres Mouth. Members to ask Larry's Fair to provide food stalls at Meres Mouth but not to sell Sausages until after the Saturday Sausage man has gone home, members to recommend that they sell roasted chestnuts, burgers and candy floss. It was

Resolved: a) All small stalls would pay £30.00 + vat if paid by 30th August, £40.00 + vat if paid after that date. Larger stalls would pay £50.00 + vat paid by 30th August or £60.00 + vat paid after that date. Charity Stalls stay the same as £10.00+ vat per stall

Dave Harris (Hog Roast) Paid
Amy Gilbey (German Sausage)
Merrifield's Nursery
Norfolk Nibbles
Debbie's Donuts
Sunshine Artists (Face Painting)
Glow Lights / Balloon's
The Bar Company
Occold School
Food Dude
German Chocolates
Wrap Bar (Replacement for Fish Finger Sandwich Company)

- b) To ask Larry's Fair to provide food stalls at Meres Mouth but not to sell Sausages until after the Saturday Sausage man has left, members to recommend that they sell roasted chestnuts, burgers and candy floss.

(Action: SK to add vat and pass to stallholders by 22.05.19)

(Action: SK to speak to Larry, RL contact sausage man by 22.05.19)

(Action: Lee to find costs of Generator by 22/05/2019)

CL0319/07 **ENTERTAINMENT**

Members considered the costs and how the band performed last year. A list of times and performers were discussed, to be confirmed nearer to the time once all acts had agreed to perform.

List of acts which will be considered are Keith Rackham, Roydon School, Ellen Fairey, Joe Aikin, Groovapolitan Band and some of the Cornhall Pantomime Cast. It was

Resolved: To go ahead with the same band as last year Groovapolitan despite their increase of costs. They have given us a discount off their normal charges of £100.00. Running times for Entertainment would be from 14.30pm to 18.00pm with this year's switch on at 17.15pm.

(Action: RL to book Band by 22.05.19)

CL0319/08 **COMMITTEE MEMBERS RESPONSIBILITIES**

Members agreed that the following should be completed by the next meeting.

- 1) RL to sort road closure application, book band and speak to Joe.
- 2) SK to sort out vat on all stalls, contact Ellen, speak to Wrap Bar.
- 3) EC to sort out sponsorship for event and extra raffle prizes such as Christmas Hampers from Aldi, Tesco and Morrison's.
- 4) AR to source a Santa for the event.
- 5) LR to investigate generator costs and a back curtain for the trailer.
- 6) BD to liase with Kimberley on leaflet nearer to the time with all new sponsors to go into Park Radio Brochure.

(Action: All members by 22.05.19)

CL0319/09 **BUDGET**

Members considered the budget and were updated with this year's Budget Allowance with monies from last year's event **£1521.15**. 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	£135.00
Raffle price money	£175.00
Road Closure	£37.00
Joe	£75.00
Ellen	£40.00
Fire Engine (Donation)	£40.00

Total costs £2307.00

Budget £1521.15 + £500.00 = £2021.15

Minus Expenditure £2307.00 = - £285.85 (loss)

Members will make profit from the raffle and sponsorships to pay the extra £285.85. To have a raffle this year with 1st Prize £100.00, 2nd Prize £50.00 and 3rd Prize £25.00

(Action: RL to order Raffle tickets.)

CL0319/10 **MEMBER UPDATES**

To note a charity event organised by Emma Cross and the Park Hotel and with the help of Amy Bobbins will be donating half their profits to this year's Christmas Lights Event.

Members asked if there will be a Christmas tree again near Morrisons roundabout

It was also mentioned that due to other commitments John Atkinson has resigned from the Christmas Lights

committee but would be willing to help if available nearer to the time of the event.

(Action: RL to find info on tree by 22.05.19)

CL0319/11 DATE OF FUTURE MEETING

Wednesday 22nd May 17.30pm at DYCC downstairs meeting room

Meeting closed at 19.15 hours.

A big thank you to all who attended.

Chair -----