

## DISS TOWN COUNCIL

Minutes of the meeting of the Diss Christmas Lights committee held in the Diss Youth Centre on: 3<sup>rd</sup> July 2019 17.30pm

Present:

Suzanne Kayne, Andrew Rackham, Robert Ludkin, Lee Rackham,  
and Beth Dewhurst.

**CL0719/01**      Apologies

Emma Cross and Sonia Browne.

**CL0719/02**      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.

**CL0719/03**      MINUTES:

It was agreed that the Minutes of the Christmas Lights Committee held on 22<sup>nd</sup> May were a true record and were duly signed by the Chairman.

**CL0719/04**      PUBLIC PARTICIPATION

There were no members of the public present.

**CL0719/05**      ITEMS OF URGENT BUSINESS.

There were none.

**CL0719/06**      LIST OF STALLS AND GENERATORS

Stalls were discussed, including a new santa's grotto, discussions around the use of Larry Grays generator for stalls to use on the day for a small cost. It was

**Resolved:** to agree to the following stalls: 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.

**Resolved:** To trial Santa's Grotto.

**Resolved:** To charge stall holders who wanted to use the generator.

(Action: AR to check with Larry costs of generator and check if vat has to be added to costs.)

(Action: SK to send invoices to stall holders to cover costs of the generator.)

(Action: RL to see if a new invoice form is required)

(Action: AR/LR to sort Santa's Grotto and presents to give away and to source a Santa for this year's event)

**CL0719/07**      ENTERTAINMENT

Members discussed entertainment for the event. Members also discussed asking Park Radio to do jingles for sponsors and play during the night as part of their programme on the day and to have Parky Bear in the Parade. It was

**Resolved:** Performing on the day would be: Park Radio, Deneside Ramblers, Joe Aikin, Ellen Fairey, Groovapolitan Band, Cornhall Pantomime Cast, Diss Primary Academy

(Action: SB to confirm Rafa Mendes-Browne performing and if there are any costs involved)

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

(Action: RL to check Alizan Shazans costs).

(Action: RL to ask Chris)

Members discussed the procession, it was

**Resolved:** To have the Fire Engine with Santa and the Town Mayor, and to have some of the cast of this year's Pantomime, Parky Bear, Dinsdale, and characters from Frozen and Elf.

(Action:SK to ask Angela to ask Cornhall Cast if they will attend)  
(Action: RL to look for a person to be Dinsdale)

**CL0719/08 COMMITTEE MEMBERS RESPONSIBILITIES**

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

- 1) EC to investigate more sponsors to cover hampers etc.
- 2) EC/SB to ask Tesco for Bags for Life sponsorship.
- 3) RL to make changes to last year's banners.
- 4) AR/RL to work on Health and Safety Manual.
- 5) AR to source a Santa for this year.
- 6) EC/BD to set up Face book page called Diss Christmas Lights Switch On.
- 7) SB to ask Diss Youth Council to design the cover to go into this year's Park Radio on the Air Brochure.
- 8) RL to ask Fiona if she will be Dinsdale this year.
- 9) RL to confirm with Chris advertisement deadlines in the On the Air Brochure.
- 10) SB to ask the Youth Council if they would wear various character costumes as last year and walk in the parade

**CL0719/09 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
Donation from E.Cross/A.Bobbins	£ 814.50

**Total = £1016.38**

**CL0719/10 MEMBER UPDATES**

To note a charity event organised by Emma Cross and the Park Hotel with the help of Amy Bobbins went very, a donation of £ 814.50 was given to the Christmas Lights event. Members would like to give a big thank you for the donation.

First Aider needed for the event, due to other trained members being involved with other duties on the night.  
(Action: AR to investigate this and costs)

**CL0719/11 DATE OF FUTURE MEETING**

Wednesday 2<sup>nd</sup> October 17.30pm at DYCC downstairs meeting room

Meeting closed at 19.15 hours.

Chair -----