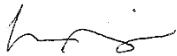


NOTICE OF MEETING

Dear Members of the Public and Press,

You are invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth & Community Centre on **Wednesday 27th March 2019** at **5.30pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 20th February 2019. (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. **List of Stalls.**
To receive an update on stalls and discuss fees.
7. **Entertainment**
To receive an update on entertainment.
8. **Committee members responsibilities.**
To receive an update on sponsorships and other tasks.
9. **Budget.**
To receive an update on costs for the event and bookings made to date.
10. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
11. **Date of Future Meeting**
To schedule the date of the next meeting.

Members:

Suzanne Kayne (Chairman), Andrew Rackham, Robert Ludkin, Beth Dewhurst, Emma Cross, Sonia Browne, John Atkinson, Lee Rackham, Chris Moyse (part time) and Gabrielle Pagan(part time)

DISS TOWN COUNCIL

Minutes of the meeting of the Diss Christmas Lights committee held in the Diss Youth Centre on: 20th February 2019
18.00pm

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

CL0219/01 Apologies

Apologies were received and accepted by: Gabrielle Pagan, Sonia Browne and Chris Moyse.

CL0219/02 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.

CL0219/03 MINUTES:

It was agreed that the Minutes of the Christmas Lights Committee held on 20th Feb were a true record and were duly signed by the Chairman.

CL0219/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL0219/05 ITEMS OF URGENT BUSINESS.

There were none.

CL0219/06 DATE OF CHRISTMAS LIGHTS EVENT 2019

Discussion regarding the date of the Christmas lights switch on was discussed, along with any road closures needed for the event.

RESOLVED: Christmas Lights switch on will take place on Saturday 23rd Nov 2019 at 17.00pm.

Market Place road closure 07.30am - 20.30pm.

Road application to be submitted to Norfolk County Council by 27th September 2019.

(Action: RL by 23.11.19)

CL0219/07 FEES

The Committee discussed Stall Fees for this years event and confirmed a list of stalls who had already been confirmed for this years event.

RESOLVED: That there would be a small increase on stall fees which would now be £30.00 for a normal small size food stall if paid by 30th August, £40.00 for small stall if paid after the 30th Aug. Charity stalls would remain the same at £10.00 per stall. The fee may vary for larger stalls.

CL0219/08 STALLS/ENTERTAINMENT

All stalls and Entertainment were discussed. along with this year's theme which is to be agreed nearer the time, but the committee are looking at more entertainment on stage subject to budget and sponsorships. List of performers will be updated nearer the event. There was a discussion around entertainment start and finish time for the event.

RESOLVED: To book the stalls listed below , other stalls will be considered for the event once layout and position of the stage has been arranged. Agreed that the event will start at 14.30pm and will run to approximately to 17.45pm, the light switch on will be at 17.00pm

List of Stalls

- 1) Dave Harris (Hog Roast)
- 2) Amy Gilbey (German Sausage)
- 3) Merryfield's
- 4) Norfolk Nibbles
- 5) Debbie's Donuts
- 6) Sunshine Artists (Face Painting)
- 7) Glow Lights / Balloons

- 8) Occold School
- 9) Candy Queen + Bar
- 10) Food Dude
- 11) German Chocolates.

(Action Suzanne to send out Application Forms and Risk Assessment ahead of meeting)

To book Park Radio, Simply Sound, Bartrums truck for staging. Bressingham Vintage Fire Engine, Joe Aitkin (Singer and Groovapolitan Band.

(Action: RL to book)

RESOLVED: To arrange for the Cast of the Pantomime to turn the Christmas Lights On, Walk in Procession, Busker to be arranged to have a slot on the stage.

(Action: SK to arrange with Cornhall)

RESOLVED: To find out if Leevan has availability for the events and to look at the costs to perform on the night.

(Action: EC to arrange)

CL0219/09 MEMBERS RESPONSIBILITIES.

Emma to look at sponsorships for the event and raffle.

Suzanne to speak to Town Team for the possibility of a grant for this year's event.

Lee and Andrew to source a Santa and the possibility of a grotto and a back-drop curtain for the stage.

Andrew can loan costumes for Elf's and Frozen as last year. Sonia Browne to be asked if Youth Council will wear them and the possibility of someone to wear Dinsdale Costume.

CL0219/010 BUDGET

Talked through the budget for the Christmas lights £1250.00 in the budget from Donations and a surplus of £260.88 from last year giving a total of £1510.88 for this year's event.

CL0219/11 MEMBERS UPDATES / OTHER BUSINESS

Committee decided on how to advertise for this year's event and how to Fund raise for next year's event.

RESOLVED: It was decided not to have a Christmas brochure this year, possibility of advertising in Park Radio Brochure and The Diss Matters brochure, to utilise Social Media and advertising on the Diss Town Councils Website. Fund raising would be done again this year, it was agreed to have a raffle with prizes from sponsorships such as hampers etc.

(Action: EC to look at raffle)

Gabrielle Pagan had expressed an interest in being part of the switch on by putting on an event on at the URC-to be decided nearer to the time.

(Action: Gabrielle and Chris would like to receive the minutes and join the meetings nearer to the date)

CL0219/12 DATE OF NEXT MEETING

Wednesday 27th March 2019 at 17.30 at the DYCC downstairs meeting room.

Meeting closed at 19.40 hours.

A big thank you to all who attended.

Chair -----