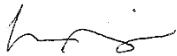


NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the Christmas Lights Sub-Committee to be held at the Diss Youth & Community Centre on **Wednesday 30th October at 17.30pm** 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 17th October 2019 (copy herewith)
3. **Declarations of Interest**
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. **Stalls.**
To receive an update on stalls and payments.
7. **Entertainment**
To receive an update on entertainment and running times
8. **Committee members responsibilities.**
To receive an update on tasks given.
9. **Budget.**
To receive an update on costs for the event, bookings , sponsorships, donations and raffle tickets.
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, Lee Rackham, Chris Moys

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held in the Diss Youth & Community Centre on 17th October 2019 at 6.00pm.

Present: Suzanne Kayne
Andrew Rackham
Robert Ludkin
Sonia Browne (ex-officio)

CL1019/01 APOLOGIES

Apologies were received and accepted from Emma Cross, Chris Moyses and Lee Rackham.

CL1019/02 MINUTES

It was

RESOLVED: That the Minutes of the Christmas Lights Switch-On sub-committee held on 2nd October were a true record and were duly signed by the Chairman.

CL1019/03 DECLARATIONS OF INTEREST

There were None.

CL1019/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL1019/05 ITEMS OF URGENT BUSINESS

There were none.

CL1019/06 STALLS

Stalls and fees were discussed by committee.

RESOLVED: To send reminders with the increased pitch fees to those stalls who have not yet paid with a deadline of the next Christmas Lights meeting.

(Action: SK; immediately)

CL1019/07 ENTERTAINMENT

Members discussed entertainment for the event including running times. It was

RESOLVED: 1) To agree the performance schedule for the event as follows:

| | |
|---------|---|
| 14.30pm | Roydon Primary School Children Diss Junior School Children |
| 14.50pm | Deneside Ramblers |
| 15.20pm | Ellen Fairey |
| 15.40pm | Joe Aiken |
| 16.10pm | Rafa Mendes-Browne |
| 16.30pm | Groovapolitan Band |
| 17.00pm | Panto Cast |
| 17.15pm | Switch On |
| 17.20pm | Groovapolitan Band |
| 18.00pm | Finish |

It was also noted that Ali Shazan and Park Radio will be providing entertainment on the Market Place and that Larry Gray's Fun Fair will be positioned on Mere's Mouth.

There was discussion about the parade. It was agreed that the Fire Engine, Santa and the Town Mayor would start at 4.30pm from the rear of Beales with SK and RL walking with the parade to keep a clear path. They would join with the pantomime cast and Diss Youth Councillors at the former Tourist Information Centre to parade along Mere Street and arrive on stage at 5.00pm for the switch-on.

(Action: RL / SK; immediately)

RESOLVED: 1) To contact all performers and check their performance needs, to confirm performance times and to send out order numbers for them to invoice.

(Action: RL / SK; immediately)

CL1019/08 **COMMITTEE MEMBER RESPONSIBILITIES**

Members discussed their responsibilities and the following tasks were agreed to be undertaken by the next meeting.

- 1) Investigate additional sponsors to cover hampers and other prizes (BD)
- 2) Request Bags for Life sponsorship from Tesco (RL/SB)
- 3) Update banners (RL)
- 4) Update Health and Safety Manual (AR/RL)
- 5) Request that Chris Moyse attend the next meeting (RL)
- 6) Confirm Santa (AR)
- 7) Contact Ali Shazan (RL)
- 8) Confirm availability on the Market Place for selling raffle tickets (SK / BD)
- 9) Arrange promotion on Park Radio (SB).

CL1019/09 **BUDGET**

Members reviewed the budget and were all happy with the updates.

CL1019/10 **MEMBER UPDATES**

There were none.

CL1019/11 **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was

RESOLVED: That this sub-committee would meet on Monday 18th November (5.30pm) in the downstairs meeting room at the Diss Youth & Community Centre.

Meeting closed at 7.45pm.

Chair -----
Date -----