

TOWN CLERK
Miss Sarah Richards

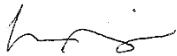
DISS TOWN COUNCIL
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Please ask for: Miss Sarah Richards
Our ref: CL (sub) 17.10.19
Date: 14 October 2019

To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

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 **Thursday 17th October at 18.00pm** 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 2nd 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. **List of Stalls.**
To receive an update on stalls and generators.
7. **Entertainment**
To receive an update on entertainment.
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 2nd October 2019 at 5.30pm.

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

CL1019/01 **APOLOGIES**

Apologies were received and accepted from Emma Cross. Apologies were also received post meeting from Beth Dewhurst.

CL1019/02 **DECLARATIONS OF INTEREST**

There were None.

CL1019/03 **MINUTES**

It was

RESOLVED: That the Minutes of the Christmas Lights Switch-On sub-committee held on 3rd July were a true record and were duly signed by the Chairman.

CL1019/04 **PUBLIC PARTICIPATION**

There were no members of the public present.

CL1019/05 **ITEMS OF URGENT BUSINESS**

There were none.

CL1019/06 **STALLS**

Committee discussed which stalls had paid and who needed reminders of payment. A total of £180 excluding VAT had been received to date to cover six stalls. It was agreed that those stalls who had not paid would have their pitch fees increased as per the deadline on the application form. Any stalls who have not paid their fees by the next meeting would forfeit their pitch and other stalls would be sought. It was noted that the Bar Company gave a donation earlier in the year.

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)

There was discussion about First Aid provision for the event and it was

RESOLVED: That a donation of £75 would be given to Thetford First Aiders to cover their services.

(Action: AR; immediately)

A Santa's grotto was also discussed, and Rosedale Funeral Home was thanked for its donation of £200 to purchase gifts for the grotto. It was also noted that a Shoe Box appeal would be undertaken by Rosedale at the event. It was agreed that the Waveney Rotary Club and a member of the maintenance team would be asked if they could man the Santa's grotto.

(Action: AR / RL; immediately)

Members discussed the requirement for generators, and it was

RESOLVED: That those stalls requiring electric would be asked to bring their own generators.

CL1019/07 **ENTERTAINMENT**

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

RESOLVED: i) To include a slot for Raffa Mendes-Browne for a donation payment of £50.00.

ii) 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	Raffa Mendes-Browne
16.30pm	Grovapolitan 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 4.45pm 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 5.15pm for the switch-on. It was agreed that the accreditation of marshalls would be checked and Beales would be asked for use of their changing room facilities.

(Action: RL / SK; immediately)

RESOLVED: to agree the parade timings starting at 4.45pm from Beales to the former Tourist Information Centre along Mere Street with arrival on stage at 5.15pm.

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 (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 considered the budget and it was noted that this year's income stands at £2988.38 including £500 from stallholders and donations totalling £977.50. With costs of £2167, it was estimated that a total of £821.38 should be available towards next year's event. It was agreed that raffle tickets would be sold on Friday markets to boost income.

(Action: SK/BD; Fridays)

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 Thursday 17th October (6pm), Wednesday 30th October (5.30pm) and Monday 18th November (5.30pm) in the downstairs meeting room at the Diss Youth & Community Centre.

Meeting closed at 7.30pm.

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