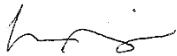


NOTICE OF MEETING

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 **Monday 18th November 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 30th 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.

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 30th October 2019 at 17.30pm.

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

CL1019/01 **APOLOGIES**

Apologies were received and accepted from Chris Moyse and Lee Rackham.

CL1019/02 **MINUTES**

It was

RESOLVED: That the Minutes of the Christmas Lights Switch-On sub-committee held on 17th 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. As per previous minutes pitch fees price structure.

RESOLVED: To send reminders with the pitch fees to stalls who have not yet paid, with a deadline of a week to make payment. Substitute stalls to be contacted and see if they would like to attend as a reserve.

(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

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.

To contact Panto Cast to check what they will be doing before the switch on and what their needs are whilst on stage.

(Action: SK; To follow up)

SB To speak as her Mayor Role when on stage for the count down.

(Action: Lights committee)

To charge £3.00 per child for the Santa's Grotto.

To stop selling raffle tickets on the day after 16.00pm

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

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/EC)
- 2) Update banners (RL)
- 3) Request that Chris Moyse attend the next meeting (RL)
- 4) Contact Ali Shazan (RL)
- 5) Confirm availability on the Market Place for selling raffle tickets (SK / BD)
- 6) Arrange promotion on Park Radio (SB).
- 7) AR to check if Santa is DVS trained.
- 8) RL to check if insured by Diss Town Council for Santa's Grotto.
- 9) SK to get Park Radio to take off his post from face book and share with the Town Councils page.
- 10) EC to sort all face book postings.
- 11) All members to swap telephone numbers

(Action: Please see initials referring to actions)

CL1019/09 BUDGET

Members reviewed and agreed the budget.

CL1019/10 MEMBER UPDATES

BD had sent letters to all managers at the supermarkets to contact RL regarding Christmas Hampers by 15th November.

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 7.15pm.

SUB-COMMITTEE CHAIRMAN

Suzanne Kayne