

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Please ask for: Robert Ludkin
Our ref: CL 25.09.25
Date: 02.09.25

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the Christmas Lights to be held at **Town Council Offices** on Thursday **25th September 2025 at 6pm** to consider the business detailed below.



Robert Ludkin,
Facilities and Buildings Manager

A G E N D A

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes of the last meeting held on 8th July 2025 (copy details 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. **Finance**
To receive an update on Income and Expenditure for Diss Christmas Lights Switch-On 2025 (copy details herewith).
7. **Stalls**
To receive an update on stalls for the event (copy details herewith).
8. **Entertainment**
To receive an update on entertainment booked for the event (copy details herewith).
9. **Infrastructure**
To receive an update on Infrastructure booked for the event (copy details herewith).
10. **Committee Tasks**
To review and note outstanding tasks for organising the event (copy details herewith).
11. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
12. **Date of Future Meeting**
To agree a date for the next meeting.

<u>MEMBERS</u>	<u>For information: Councillors</u>
J. Robertson (ex-officio)	A. Goulder
Andy Rackham	D. Collins
S. Kayne	A. Kitchen
R. Ludkin	J. Welch
G. Pagan	C. Dente
Alex Rackham	K. Murphy
A. Bloom	R. Peaty
K. Jaynes	L. Sinfield
J. Grint (Park Radio)	S. Browne
D. Craggs (ex-officio)	S. Kiddie

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the De-brief meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 8th July 2025 at 6.00pm.

Present:

In attendance: A. Rackham

Al. Rackham (Vice-Chair)

G. Pagan

S. Kayne (Chair)

R. Ludkin

K. Jaynes

Cllr J. Robertson (ex-officio)

CL 0725/01 APOLOGIES

Apologies were received from A. Bloom and J. Grint. Cllr Craggs (ex-officio) wasn't in attendance.

CL 0725/02 ELECTION OF CHAIRMAN

Members elected a Chair for Christmas Lights sub-committee 2025. It was

RESOLVED: To elect Suzanne Kayne as Chair of Diss Christmas Lights Switch-On Committee 2025.

(Action: Committee, immediately)

CL 0725/03 ELECTION OF VICE-CHAIRMAN

Members elected a Vice-Chair for Christmas Lights sub-committee 2025. It was

RESOLVED: To elect Alex Rackham as Vice-Chair of the Diss Christmas Lights Switch-On Committee 2025.

(Action: Committee, immediately)

CL 0725/04 MINUTES

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 8th January 2025 were a true record and duly signed by the Chairman.

CL 0725/05 DECLARATIONS OF INTEREST

There were none.

CL 0725/06 PUBLIC PARTICIPATION

There were no members of the public present.

CL 0725/07 ITEMS OF URGENT BUSINESS

There were none.

CL 0725/08 DATE OF CHRISTMAS LIGHTS 2025

Members approved the date of Saturday 29th November 2025 for the Diss Christmas Lights Switch-On Event.

(Action: Committee, immediately)

CL 0725/09 FINANCE & ENTERTAINMENT

Members received an update on finances, expenditure and entertainment.

Most entertainment acts from 2024 have agreed to carry over to this year and have been paid already: Serena Grant, Leon Mallett, Will Power (additional £25 cost due to fee increase). SK to confirm with Lauren and liaise with the office to sort extra P/O for the increased amount.

(Action: SK, by next meeting)

Committee agreed to keep the same schedule of timings for performers.

Voice Squad were booked for last year and paid £80 but are no longer active in Diss so may not be able to carry over to 2025's event. They may be performing at VJ event in August so the money could carry over to this event instead. KJ to speak to Sarah for confirmation.

A suggestion was made to approach Gislingham Variety Amateur Dramatics group if we need additional performance group.

(Action: KJ, by end of month)

Salvation Army and Fire Engine to be chased for their availability by Robert.

Suzanne to check if Larry Gray, Foolhardy Circus and Carl's Bubblemania can make the event date. Foolhardy Circus were paid £230 last year to bring a stiltwalker and comedy walkabout act – confirm if Foolhardy are able to attend again and we carry over the fee? Fee to be agreed with bubblemania.

(Action: RL & SK, by end of month)

Members agreed to have Poz's Punch & Judy Show inside URC again. SK to check his availability and confirm fee to book him again (£200 last year). Any chance of fee being reduced as he's indoors?

(Action: SK, by end of month)

Members discussed the staging provision – Alex R does still have some of the staging. A written proposal from James (Park Radio) was shared with the committee - £1550 total cost includes staging, sound and compere for the day. £300 carries over from last year for dbs lost children.

Alex said he could work a deal to support James by providing cold sparks, lasers and special lighting. He will provide a written proposal and email to Sarah, Suzanne and Robert for further discussion. Small meeting will be arranged to consider the best option and will be shared at the next meeting.

(Action: AI-R, by end of this week)

It was confirmed that Alex can provide his generator for the stalls requiring use – payable on the day as usual.

CL 0725/10

STALLHOLDERS

Members received an update on stallholders. Stalls happy to carry over to this year. Booking confirmation and the event date to be sent to the following stallholders: Harris Hog Roast, Tini Fudge Cakes & Bakes, Florenco's Coffee, Wonky Donkey Bar, Glow Lights and Balloons, Fully Loaded Fries, My Bubbles Waffles, Debbie's Donuts, Park Radio.

KJ to update application form with new event date and email to all stallholders for completion. Request supporting documentation. Stalls to trade from slightly later time of 2pm.

(Action: KJ, by end of month)

Tikka tonic attended last year – SK to check if they want to attend again at same fee of £54. Flippin Marvellous was refunded last year – SK to check if she wants to attend this year at a fee of £54.

(Action: SK, by next meeting)

CL0725/11

SPONSORSHIP

Members reviewed if sponsorship is required for this year's event given the finances. Consideration was given to the additional workload that the sponsorship package perks creates and if sponsorship is not sourced this year, there would be no need for designing and printing banners, designing adverts and doing promotional posts for sponsors. There would be a significant reduction in the number of pages in the printed programmes as no adverts required, reducing printing costs. It was noted that there is less expenditure for this year's event as many have already been paid from last year. KJ to speak to Sarah for final decision.

(Action: KJ, by end of month)

CL0725/12

MEMBER UPDATES

Members received updates from committee members not reported elsewhere on this agenda.

It was suggested from James at the Carnival de-brief meeting that a Christmas window dressing competition could take place in the lead up to the event with 3 months free advertising on Park Radio for the winner. KJ to speak to James to see if they can lead on it.

(Action: KJ, by next meeting)

RL to check with if Matt is able to be Santa again in the URC.

(Action: RL to email Katie Brame, by end of the month)

SK to contact Adam regarding photographer for the event as RL suggested he knew someone who may be cheaper.

SK to get in touch with Michael Crawford for use of St Mary's Church again for some stalls.

(Action: SK by next meeting)

RL to check availability of security stewards (Phoenix Events) and request a quote for 6 stewards instead of 4. RL to contact Mary Moppins and SNC for quotes.

(Action: RL by next meeting)

KJ to look at publicity timeline for this event – update the logo on Christmas Lights Facebook page, the event poster from last year and the programme.

KJ to check availability of her elves and see if we still have costumes in archive room or need new ones.

(Action: KJ, by end of month)

1 cast member from the Corn Hall's pantomime will be in the parade joining Mayor, Santa, Dinsdale, Fire Engine. SK to email Carl (Bubblemania) to see if joining parade.

(Action: SK, by end of month)

Myhills Pet & Garden are happy to provide Christmas Tree again outside URC.

CL0725/13

DATE OF FUTURE MEETING

Members agreed a date for the next meeting of planning the Diss Christmas Lights Switch-On 2025.

RESOLVED: That the next meeting of this sub-committee will take place on Tuesday 2nd September 2025 at 6pm.

(Action: KJ to add meeting date to Outlook DTC calendar)

Meeting closed at 7.45pm.

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne

Christmas Lights 2024/25

stalls are exempt from VAT so total stall fee is correct.

INCOME

Name of stallholder	Income	Receipt number	Date paid
Tini Fudge Cakes & Bakes - M.Cook	£0.00	Carried Over	25.06.24
Glow Lights & Balloons- Michelle Ayers	£0.00	Carried Over	27.06.24
Harris Hog Roast	£0.00	Carried Over	28.06.24
Florencos	£0.00	Carried Over	09.07.24
Debbie's Dinky Donuts	£0.00	Carried Over	29.08.24
Tikkatonic	needs to pay £54 again if attending		
Wonky Donkey	£0.00	Carried Over	30.09.24
Fully Loaded Fries	£0.00	Carried Over	16.09.24
Alex Rackham Bubble Waffles	£0.00	Carried Over	30.09.24
Stalls Income	£0.00		

Sponsorship	Income	Inv No	Date paid
Sponsors paid last year and had the advertising - therefore, don't actually need to go out for sponsorship this year.			
Sponsorship Income	£0.00		

Grotto Takings Cash	£	-
Grotto Takings Card	£	-

Total Income	£0.00
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Christmas Lights 2025

Item 6 expenditure

Expenditure			
Supplier / Acts	Costs	P/O Number	Comments
Park Radio(Booked dbs for lost children)	£0.00		Paid £300 in 2024 - carry over as no attendance
First Aid	£0.00		Fee carried over from 2024 - Sharon Confirmed attendance
Will Power (Lauren Bryant)	£25.00	RL8544	£150 carried over from 2024 - price increase so £25 to pay
Serena Grant	£0.00		£120 carried over from 2024 - Agreed to Attend
Leon Mallett	£0.00		Paid £300 in 2024 - carry over as no attendance
Santa (Matt Smith) Black Dot Media	£60.00		Attended last year - will need to pay 2025
Mary Moppins	£76.50	RL8542	Price quoted in 2024 - source for 2025
2 x 1100L Bins (South Norfolk Council)	£43.96	RL8545	booked
Phoenix x 6 Security + Radios	£582.50		
Salvation Army on stage	£0.00		
Fire Engine	£0.00		Paid £60 in 2024 - carry over as no attendance
United Reformed Church	£50.00		Attended last year - will need to book again 2025
St Marys Church	£50.00		Attended last year - will need to book again if wanted 2025
Road Closure	£46.35		Paid 28.07.2025
Poz Punch and Judy	£175.00	RL8543	Booked. Robert sorting P/O Number
Staging, Lights & sound	£0.00		Paid £2,000 to Alex Rackham in 2024 - request refund if cannot do staging this year or carry over if he can. Park Radio can also provide a small staging set up fit for most weather conditions. £1500 James quoted for staging, lights and sound
Santa Grotto Prizes - Books	£0.00		Purchase each year
Photographer	£0.00		need to find one as Charlie not available
Carl Baker Bubbles	£85.00	RL8548	
Expenditure	£1,194.31		
Income from stalls carried over	£0.00		
Funds Brought Forward from 2024	£4,262.42		
Budget for this year 2025	£1,250.00		
Funds remaining	£4,318.11		

Stall Name	Contact / Email	Type of Stall & equipment	App Form	RA	PL	Hygiene Certification	Gas Safe Cert	Use of contractors generator?	Paid	Notes	
MARKET PLACE STALLS											
Debbie's Donuts		4m x 3m Trailer. Doughnuts	Yes	due	due	5 * rating Y	n/a		£54 paid by bacs 29.08.24. 15815 CARRYING OVER TO 2025	has confirmed attendance. Application form emailed to them 09.07.25	
Flippin Marvellous TBC									£54 due if wants to come 2025	was refunded in 2024. Emailed to see if available to come this year	
Florence's Coffee		Horsebox. 4.4m x 1.8m same as usual	due	due	due	5* rating Y			£54 paid bacs 09.07.24 - receipt no 15748 CARRYING OVER TO 2025	has confirmed attendance. Application form emailed to them 09.07.25	
Fully Loaded Fries		Horsebox. Fries with a selection of toppings and soft drinks, We have a trailer, we need approx 4m x 4m, we don't have a gazebo.	Yes	Yes	Will send once renewed	Y - 5 *rating	Yes expires 17.9.25 - new copy req'd	Yes	Y. Paid by bacs 16.09.24 - 15825 CARRYING OVER TO 2025	has confirmed attendance. Application form emailed to them 09.07.25	
Glow Lights and Balloons		Glow Lights and Balloons	Yes	Yes	Yes	n/a	n/a	No	£54 paid cash 27.06.24 - receipt no. 15326 CARRYING OVER TO 2025	has confirmed attendance. Application form received 10.07.25	
Harris Hog Roast		3m x 3m gazebo. Same as usual	Yes	Yes	Yes expires 30.9.25 - new copy req'd	5* rating Y	Yes expires 25.10.25 - new copy req'd	No	£54 paid via BACS 28.06.24 - receipt no.15726. CARRYING OVER TO 2025	has confirmed attendance. Application form emailed to them 09.07.25	
My Bubbles Waffles		Trailer. Waffles with sweet toppings	due	due	due	Y	n/a		Y. Paid by bacs 30.09.24 - 15831 CARRYING OVER TO 2025	has confirmed attendance. Application form emailed to them 09.07.25	
Park Radio		trailer	due	due	due	n/a	n/a				Licence Agreement already signed expires 31.3.26
Tini Fudge Cakes & Bakes		3m x3m gazebo - fudge & cakes, brownies, blondies, Stuffed Cookies with vegan & gluten free options available.	Yes	due	Yes	5 * rating Y	n/a	No	£54 paid bacs 25.06.2024 - receipt no. 15720. CARRYING OVER TO 2025	has confirmed attendance. Application form received 11.07.25	
Tikka Tonic TBC		Horsebox 6m x 4m. Naan Egg Rolls (handmade naan bread layered with eggs and stuffed with a filling of choice); Soul Bowls, hand made Punjabi Samosas, Pakoras	due	due	due	5 * rating Y			£54 due if wants to come 2025	Emailed to check his availability - sent form over if he wants to come.	
Wonky Donkey Bar		Horsebox bar 6m frontage	due	due	due	Y	n/a		£54 paid by bacs 30.09.24 - 15830 CARRYING OVER TO 2025	has confirmed attendance. Application form emailed to them 09.07.25	Licence Agreement already signed expires 31.3.26
ST MARY'S CHARITY STALLS x 6											
TBC?											

Artist	Contact	Phone Number	PO No	Invoice	Amount	Paid
Serena Grant						
Will Power (Lauren Bryant)			RL8544		£175.00	
Leon Mallett - East Anglian Boy						
Punch & Judy hosted by Poz - outside URC			RL8543		£175.00	
Carl Baker (Bubblemania)					£85.00	
Larry Gray Funfair						
Fire Engine - Ben Bancroft General Manager. Dave Bennett drives the fire engine						
Salvation Army						
Bombshell Rheanne? TBC					£160.00	

MAIN STAGE SCHEDULE - These timings have factored in 5 minutes for changeover times.

14:00 Park Radio playing music and compere from start of event	
14:45 - 15:10 Salvation Army Band	
15:15 - 15:40 Serena Grant	
15:45 - 16:40 Bombshell Rheanne? TBC	
16:45 - 17:00 Serena Grant	
17:05 - 17:30 Will Power	
17:35 - 18:05 Leon Mallet performance & switch-on	PARADE 17:40
18:05 - 18:30 Will Power	
Finish 18:30ish	

Additional note: Foolhardy Circus	Paid £230 last year for walkabout & stiltwalker but they wanted paying again if we want them this year - not sure
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Infrastructure

Co Name	Contact	Amount	Comments	PO Number	Invoice received?
First Aid (F.A.S.T) x 4 first aiders	Sharon Thompson 07940 029510 shaz_eng_uk@hotmail.com	£100.00	booked, confirmed attendance for 2025.		
6 x Security & 10 radios (Phoenix Events East Ltd)	Anna Ryan 07592739928 or Phoebe Payne admin@phoenixeventseastltd.co.uk	Total: £582.50 (security £547.50 and 10 radios £135)	RL booked 03.09.25 - 1.30pm - 6.30pm.	RL to add	
NCC Road closure application	streetworks@norfolk.gov.uk		DONE		
Lights, staging & Sound (Cozmo Entertainments)	Alex Rackham 07504 28237 info@cozmoentertainments.co.uk	payment taken from 2024	Either needs to provide staging and sound for this year or pay back to DTC £2,000		
South Norfolk Council - 2 x 1100L Bins	Tallulah Crouch Tallulah.Crouch@southnorfolkandbroadland.gov.uk	£43.96 + VAT	BOOKED	RL8545	
Cleaning (Amy Sheppard)	Mary moppins bookings@marymoppins.co.uk	£76.50 + vat	RL booked 09.07.25	RL8542	
Pearce and Kemp			Robert checking if Sarah has booked...		
St Mary Church for charity stalls	administrator@dissteamministry.org.uk		Michael Crawford confirmed		
United Reformed Church for Santas Grotto	Gabrielle Pagan gabriellepagan@gmail.com	£50.00	£50 Donation given for 2024 event to hire room for grotto.		
Matt Smith (Park Radio)			Santa - TBC. Suzanne awaiting response		
James Grint	James Grint 07510 808600 james@parkradio.co.uk	£1,500.00	Stage, lighting & sound TBC		
Park Radio	James Grint 07510 808600 james@parkradio.co.uk	£300.00	Fee		
" "	" "	£50.00	Compere Fee		
Photographer TBC			Charlie Scott Bell not available for this year - need to consider someone else		

Agreed Roles and Responsibilities for Christmas Lights 2025

Who?	Task to complete	Date to be completed	Actions / Done?
	INFRASTRUCTURE		
Robert	Book 10 radios and 6 security stewards from Phoenix		Booked by RL 03.09.25
Robert	Organise 2 x 1100L bins with SNC		Booked
Robert	Book Pearce & Kemp	Aug	Sarah ordering Christmas Lights? TBC. Robert to check with Sarah if booked
Robert	Book Mary Moppins for cleaning	Jul	booked 09.07.25
Robert	Arrange site layout and finalise stall positions	Sept	review from last year
Robert	Book staging & sound support for the event. Risk assessments and paperwork must be seen		James Grint - £1500 for staging, lights and sound £300 for Park Radio's charge and £50 for compere. Await committee decision
Robert	To complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)		Robert sent to SAG but they came back saying our event is under the risk threshold for requiring SAG support
Robert	Oversee H&S such as risk assessments, emergency services		
Robert/Suzanne	Book first aid - F.A.S.T	July	Booked- confirmed attendance for 2025
Robert	Complete NCC's Road Closure application form and send to streetworks with payment	Aug	DONE 07.08.25
Robert	Display NCC's official Road Closure Notice in Market Place before event	Nov	
Gabrielle	Gabrielle to update committee on entertainment at URC	ongoing at meetings	
Robert	Organise DBS checked individuals for lost children's point		Park Radio - Katie Brame sorting
Suzanne	Inform St Mary's Church of date and book use of church for charity stalls.	July	Confirmed with Michael Crawford 21.08.25
	STALLS		
Kim	Update application form with new logo and info for 2025	July	DONE
Kim	Send application form to food stalls who confirmed from 2024	July	DONE
Kim	Organise bar and get them to sign premises license		Wonky Donkey confirmed attending but needs premises license signing
Kim / Suzanne	Send out emails to all stallholders 1-2 weeks before with final details for the day	Nov	
Melissa	Update spreadsheet with extra information for food/drink vendors for EMP	End Sept	Chase for outstanding gas certificates
Melissa	Send email to all stallholders to request paperwork for 2025 event by 20th September deadline. Chase for any outstanding paperwork and payments after deadline.	End of Sept	2 stall holders approached for confirmation of attendance but no response- Tikka Tonic & Flippin Marvellous 27.08.25. SK chased on 2.9.25

	VOLUNTEERS/COMMITTEE JOBS		
Suzanne /Robert	£5 vouchers to be printed for volunteers to use at any food stall at the event. Stalls to invoice DTC with costs to pay after event. If spending over £5, volunteers have to pay the extra.	Nov	
Robert / Suzanne	Allocate volunteer and staff jobs for the day.		
	ADMIN TASKS		
Robert	Arrange for maintenance staff cleaning and jobs on the day	July/Aug	
Robert	Contact all DTC Staff and councillors to request help on the day	July/Aug	
Robert / Kim	Complete and send out Agendas and Minutes to committee	Ongoing	
Kim	Keep christmas lights master spreadsheet updated	Ongoing	
Kim/ Robert	Letters to be printed and delivered to businesses/flat owners re road closure	Oct	Gets included with the Remembrance letter re closure
Colin	Create road closure advanced notice signs to go up on individual parking bays on Market Place	week before event	
	PARADE		
Robert / Suzanne	Create parade running order		
Kim / Suzanne	Contact everyone in procession to let them know details for the day 1 week before	mid Nov	
Robert	Book Bressingham Fire Engine (old fashioned one) for parade	July	DONE 17.07.25
Suzanne	Email George Waterman (Dinsdale) & contact the Mayor to request involvement on the day	End Sept	
	ENTERTAINMENT		
Andy R/ Suzanne	Book entertainment acts following committee approval	May	DONE
Suzanne	Book Poz for punch and judy show inside URC	July	£175 fee agreed- booked 10.07.25. Robert to sort P/O number
Robert	Find suitable location for Santa's Grotto and book Santa	July	Santa to go in URC again. 9.07.25 Robert phoned Katie to see if Matt is available - awaiting response.
Committee	Organise prizes for Santa's Grotto	Aug	
Suzanne	Check availability of Carl Baker's Bubblemania to attend		Suzanne emailed him to check 09.07.25
Suzanne	Email all entertainment acts before the event - send performance timings, inform of arrival times, parking etc.	end of Nov	
Suzanne	Book Larry Gray's Funfair for Mere's Mouth	June	confirmed attendance to suzanne 09.07.25 - need paperwork
Suzanne	To organise Compere and appropriate equipment required for them. (1e microphone)	Mar	Park Radio

Alex R	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		
Suzanne	Book Salvation Army to perform in market place (not in parade this year)	Mar/June	Iain confirmed to Suzanne the band can attend 22.08.25
Suzanne	Update running order/briefing sheet for event compere (Park Radio) and email over to them before the day	Nov	
	FINANCE & SPONSORSHIP		

Kim	Send out a bulk email with sponsorship packages on. Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc. CC in Sue to send them invoices when confirming.	July	not sourcing sponsors this year
Kim	Keep sponsorship perks checklist updated	ongoing	not sourcing sponsors this year
Robert/ Kim/ Suzanne	Send p/o numbers to all entertainment booked and infrastructure- update spreadsheets. Request invoices and ask when payment is wanted		
Sue Hurst	Keep accounts up to date for committee	ongoing	
	PROMOTION		
Kim / Adam	Book photographer for event		charlie scott bell not available for 2025 date. Adam may have another contact.
Kim	Keep webpage updated	Ongoing	
Kim	Promote event via social media page, press releases, radio. Schedule fb posts	Ongoing	
Kim	Consider doing Elf On A Shelf in the lead up to the event	Start of Nov	
James (PR)/ Kim	James from Park Radio will lead a festive window dressing competition, supported by Kim	Oct	Get an update from James on start and finish dates plus how businesses can enter & what the prize is.
Kim	Add event to other online events listings		
Kim	Complete promo perks for all sponsors including banners. Organise for banners to go up on market place and MUGA.	Oct/Nov	not sourcing sponsors this year
Kim	To produce event programme, promo poster, and arrange for print	Oct	update last year's programme. Keep sponsor ads included from last year's sponsors.
Kim	• Information about event photography to be included in any event programme, on social media or webpages and application forms. "We will have an event photographer taking photos on the day and these will be shared on our social media sites, website and to local press contacts on request"		
Andy R	To put up laminated posters around the town (collect from town council office)	Nov	
Suzanne	To liaise with Park Radio to arrange interview slot	Oct	
Colin	Prepare buckets with Mayor's charity label for fundraising collections.		
Kim	Apply for street collections license for bucket collection - copy form used from last year and email to licensing team at SNC	Jul/Aug	DONE- sent to SNC 27.08.25. Received street collection notice 10.09.25