

# Diss Town Council

## Minutes

### DRAFT

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 13<sup>th</sup> October 2026** at **7pm**.

In attendance: K. Jaynes, S. Villafuerte-Richards, S. Brazier, E. Forsdyke, Cllr. P Wilson, R. Ludkin

#### ***K. Jaynes chaired the meeting in the absence of Chair and Vice-Chair***

**E1026/01**

#### **Apologies**

Apologies were received from Cllr L. Sinfield (Vice-Chair), Mary Cotton, Cllr T Knights, Cllr T Shava, James Grint (Park Radio) and Cllr D Craggs (ex-officio). No apologies received from Cllr C. Dente or Bob Rogers.

**E1026/02**

#### **Minutes**

Members reviewed the minutes of the meeting held on 21<sup>st</sup> July 2026 and recommendations approved by Full Council following the cancelled meeting on 15<sup>th</sup> September 2026. It was

**Resolved:** to approve the minutes of the events meeting held on Tuesday 21<sup>st</sup> July 2026 and approved recommendations following cancelled meeting on 15<sup>th</sup> September as a true record and were signed by the Chair.

**(Action: KJ to un-draft minutes on website, immediately)**

**E1026/03**

#### **Declarations of Interest**

There were none.

**E1026/04**

#### **Public Participation**

There were 5 members of the Public present, Ryan from Spark Live panto, Matt and Louis representing Park Radio, Sophie Scott (The Corn Hall) and George Waterman.

**E1026/05**

#### **Items of Urgent Business**

There were no items of urgent business.

**E1026/06**

#### **Infrastructure**

- a) Members reviewed quotes for traffic cones to block off Market Place before road closure. It was agreed to accept the quotation from TMO Highways as the most cost-effective option at £60. RL to book and raise purchase order.

**(Action: RL, immediately)**

- b) Members reviewed a quote from James Grint/Park Radio to provide staging, lights and sound for this event. At the agreed cost of £1300 which includes Park Radio's hosting fee, members accepted the quote. RL to book and raise purchase order.

**(Action: RL, immediately)**

**E1026/07**

#### **Stalls**

- a) Members received an update on stalls. It was noted that Elsie's Pizza has been removed from the stallholder list as no documentation or paperwork has been received after several reminders were sent. All other stallholders have submitted relevant paperwork and payments. Members agreed the amount of stallholders is sufficient for the event.

Two stallholders require use of the contractor's generator (Tikka Tonic and The Hitching Post).

- b) Members reviewed the bar tender applications and agreed the bar for this event. Two bar tender applications were received, from Wonky Donkey Mobile Bar and Azure Bars. Both bars have been used at our events before with no issues however, members agreed to accept Wonky Donkey for this event. KJ to email Ro Waters to confirm.

**(Action: KJ, immediately)**

- c) Members received a draft site plan for the Market Place. RL has submitted the draft plan to the Safety Advisory Group and final measurements and layout details will be reviewed prior to the next meeting.

**(Action: RL, by 10.11.26)**

RL and KJ will visit Diss Museum to discuss layout arrangements for Santa's Grotto including access arrangements, utility costs and operational requirements. The running order of the Grotto will be similar to previous years. Matt Smith is happy for his 'Santa' fee to be transferred to the Museum as a donation towards heating costs. KJ to amend relevant spreadsheets to adjust this.

**(Action: RL & KJ, by 10.11.26)**

**E1026/08**

### **Entertainment**

Members received an update on entertainment.

Paperwork is still outstanding from Graeme Syed/ My Choir Rocks for their stage performance. KJ to chase.

**(Action: KJ, immediately)**

It was noted that The Salvation Army Band are not available to accompany the 5 Carols at 5 and therefore, Stowmarket Brass Band have been approached. Awaiting fee from them before members can confirm. KJ to chase. If the fee isn't accepted, Matt (Park Radio) has already got recordings from the Salvation Army Band at a previous event of them playing the carols we will have on the night. These could be played via their sound system if needed.

Ryan (Panto producer) suggested that the Panto cast do a 5/10 minute stage performance in between the 5 Carols at 5 and Carla Balls' performance at 5.35 before they participate in the parade and assist with the switch-on. Members agreed this. KJ to update master spreadsheet and entertainment schedule.

**(Action: KJ, immediately)**

Members discussed having a promo screen in the Market Place, hosted by Park Radio, to promote carol lyrics for audience, timings of the entertainment schedule and other event highlights. RL to discuss layout arrangements with James Grint after his return from holiday on Friday.

**(Action: RL, after 16.10.26)**

**E1026/09**

### **Craft Sessions**

Members received an update following discussions about craft sessions and an elf trail. It was agreed that there is insufficient time and resources available to deliver the project effectively before the event and therefore, this idea will be considered another time.

Ryan suggested the Panto could get involved with this in future years. Panto-related items could be hidden around shop windows to promote the panto. Panto tickets could be available as a prize if this was done in a trail competition format.

An email will be sent to businesses in the town centre to encourage opening for the event. Shops to be encouraged to decorate their windows in time for the event in support and consider offering an activity or 'free' glass of fizz/ sweet treat for visitors to their shops on the night.

**(Action: KJ, by 10.11.26)**

**E1026/10**

### **Committee Tasks**

Members reviewed and discussed the outstanding tasks on the committee to-do list.

Updates included:

- Installation of Christmas Lights have been arranged.
- An additional Christmas tree has been secured for the Market Place.
- Books needed for visitors to Santa's Grotto, aged 0-6 years. Members were encouraged to bring in any spare books they have. Charity shops and library to be approached for any suitable donations, or we'll need to purchase some.

**(Action: KJ, by 10.11.26)**

- KJ is in need of 3 elf costumes for Santa's Grotto. Ryan has spare elf costumes that the panto cast have previously used. These can be dropped off at the Council Offices by the next meeting to see if suitable.

**(Action: Ryan Holt, by 10.11.26)**

- Road closure notices and letters to local businesses and flat-owners will be issued shortly, at the same time as Remembrance event letters. KJ to create and print letters from previous template.

**(Action: KJ, immediately)**

- Volunteer and staffing arrangements will be discussed at the next meeting. KJ to add to agenda for 10<sup>th</sup> November.

**(Action: KJ, immediately)**

Members discussed weather contingency planning. Strong winds would become an issue for the promo screen and first aid gazebo. RL to research this and provide an update at the next meeting.

**(Action: RL, by 10.11.26)**

#### **E1026/11**

##### **Finance**

Members received an update on finances for Diss Christmas Lights Switch-On 2026. KJ to update finance spreadsheet to include TMO Highways road cones costings, museum donation towards heating, brass band fee (tbc).

**(Action: KJ, immediately)**

#### **E1026/12**

##### **Member Forum**

There were none.

#### **E1026/13**

##### **Date of Future Meetings**

Members noted the next meeting of this committee is scheduled for Tuesday 10<sup>th</sup> November 2026.

Meeting closed: 8:04pm

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K. Jaynes  
Acting Chair