



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 15.09.26
Date: 08/10/2026

Committee Membership:

Cllrs D. Craggs (ex-officio), C. Dente (Chair), T. Knight, T. Shava & L. Sinfield (Vice-Chair), S. Brazier, M. Cotton, E. Forsdyke, J. Grint, K. Jaynes, R. Ludkin, B. Rogers, S. Villafuerte-Richards, S. Willoughby, P. Wilson

For Information:

Councillors S. Kiddie, A. Kitchen, R. Peaty, J. Welch, Office Administrator.

Diss Express

Diss Town Council
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Events Committee** to be held in the **Ceremony Room** at the **Diss Town Council offices** on **Tuesday 13th October 2026** at **7pm** to consider the business detailed below.

Town Clerk

Agenda

1. Apologies

To receive and consider apologies for absence.

2. Minutes

To confirm as a true record, the minutes of the Events Sub-Committee held on Tuesday 21st July and recommendations approved by Full Council following the cancelled Events meeting on 15th September 2026 (copy herewith).

3. Declarations of Interest¹

To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to all – volunteers and councillors).

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 at least 24 hours before the meeting and decides should be considered as a matter of urgency (*a reminder that no resolutions can be made under this agenda item*).

6. Infrastructure

- a) To review quotes for traffic cones to block off market place before road closure (copy details herewith).
- b) To review a quote received to provide staging, lights and sound for this event (copy details herewith).

7. Stalls

- a) To receive an update on stalls (copy details herewith).
- b) To review the bar tender applications and agree the bar for this event (copy details herewith).
- c) To receive a site plan for the Market Place (copy details herewith).

8. Entertainment

To receive an update on entertainment (copy details herewith).

9. Craft Sessions

To receive an update following discussions about craft sessions and an elf trail.

10. Committee Tasks

To review and discuss the outstanding tasks on the committee to-do list (copy details herewith).

11. Finance

To receive an update on finances for Diss Christmas Lights Switch-On 2026 (copy details herewith).

12. Member Forum

To consider information or issues relevant to this sub-committee from members for brief discussion, action or inclusion on a future agenda.

13. Date of Next Meeting

To note that the next meeting of the Events Sub-Committee is scheduled for Tuesday 10th November 2026.

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 Council's 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 available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/events>

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 21st July 2026** at **7pm**.

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

E0726/01 Apologies

Apologies were received from Sue Brazier, Bob Rogers, Mary Cotton and Cllr D. Craggs (ex-officio).

No apologies were received from Cllrs Dente (Chair), Shava & Sinfield (Vice-Chair) & James Grint.

It was noted that George Waterman and Gabrielle Pagan have stepped down as committee members although both will support future events.

In the absence of the Chair and Vice-Chair, Sarah Villafuerte-Richards chaired the meeting.

E0726/02 Minutes

Members reviewed the minutes of the last meeting held on 16th June 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 16th June 2026 as a true record and were signed by the Chair.

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

E0726/03 Declarations of Interest

There were none.

E0726/04 Public Participation

There were no members of the public present.

E0726/05 Items of Urgent Business

There were no items of urgent business.

E0726/06 Christmas Lights Switch-On

a) Members received an update on infrastructure.

- RL to accept quote from SNC for 2 bins at £63.96
- A quote was received from Phoenix for 4 security staff & 10 radios for approximately £400. They have also offered a £120 sponsorship discount although committee had agreed not to offer sponsorship packages this year. This quote will be considered alongside another at the next meeting.
- The Rotary sleigh is privately owned & a response is awaited to confirm availability.
- A quote has already been received from Park Radio for staging, lighting and sound. RL will obtain comparison quotes for consideration at the next meeting, including provision of a compere and Lost Children's Point.
- Road closure timings were agreed as 12pm – 8.30pm. RL will obtain a quotation from Core Highways for barriers and cones to use on the day and submit the road closure application, which has been drafted.

(Action: RL, by August 2026)

b) Members received an update on stalls and reviewed the bar tender application.

- 6 food vendors have been approved by the committee; Em-Mazing Dinky Donuts, Harris Hogroast, Tikka Tonic, the Pig Pantry, Bucketlist Chips & Elsie's Pizza. KJ to send application forms, risk assessment forms, stallholder Ts & Cs and request the required documentation.
- KJ to send application form to Glow Lights and Balloons for their walkabout stall.

- Members agreed that the bar pitch fee will be £120 plus a 5% contribution of profits made on the day. KJ to amend the Bar Tender Form under the 'Fees' section and also update the 'Key Dates' as follows: Tender release: End of July, Submission deadline: End of August. Selection notification: w/c September committee meeting.
- KJ to issue the revised application to both bar vendors who have expressed an interest.
(Action: KJ, this week)

c) Members received an update on entertainment. Confirmed performers include:

- Graeme Syed / My Choir Rocks
- Churches Together (five carols at 5pm)
- Panto Cast from The Corn Hall
- Sound House (live band)

KJ to send application forms to all performers and request relevant documentation.

(Action: KJ, by next meeting)

The Salvation Army will confirm their availability with SV-R to accompany the community carols.

Members discussed the possibility of installing a Christmas tree on the flat roof of No.8 Marketplace. SV-R to ask Alan Franks to assess the roof's weight-bearing capacity. Other suggestions include utilising the three flag holders on No8 for smaller trees or finding an alternative location on the Market Place.

(Action: SV-R, by next meeting)

Members discussed the email received from Carla Balls to perform at the event. It was agreed to offer her a 20-minute solo performance on stage at approx. 5.35pm. Members also suggested Carla's group of students could lead Santa's sleigh procession by walking and performing with parents accompanying. KJ will amend the entertainment schedule accordingly & respond to the email.

(Action: KJ, immediately)

A quotation of £500 has been received from Sound House, payable in cash on the day of the event. SV-R will obtain the band's email address from James Grint.

(Action: SV-R, by Aug-26)

Post meeting note - James Grint to book Sound House in his name as DTC cannot pay by cash. James to submit an invoice to DTC for payment in advance so he can pay cash on the day.

(Action: JG, by October)

It was noted that Dinsdale cannot safely use the stage if a stage cover is in place and would therefore, need to be on the ground at the time of the Switch-On. RL will discuss this further with Park Radio.

(Action: RL, by next meeting)

SV-R will speak with Graham Minshull regarding the hire of SNC's trailer to be used as the event green room, Lost Children's Point and changing area for Dinsdale. The hire cost last year was £100.

(Action: SV-R, this week)

d) Members agreed that Santa's Grotto will operate from 3.30pm to 5.30pm at Diss Museum. Families still waiting to see Santa at 5.30pm will be offered a ticket slip to return to the queue at 6.15pm. The grotto will re-open after the lights Switch-On from 6.15pm – 7.15pm for families holding ticket slips only.

Actions agreed:

- RL to ask the outdoor team to check stock of Santa's Grotto decorations.
(Action: RL, by next meeting)
- KJ to source and purchase three elf costumes.
- KJ to create 'holding' ticket slips for Santa's Grotto.
- KJ to identify suitable festive costume ideas for Cllr T Knights, who will act as Dinsdale's chaperone on the day.
(Action: KJ, by next meeting)
- Cllr Wilson expressed an interest in adorning the Dinsdale costume and will visit the office to try it on. EF to ask GW to contact Kieran Murphy as a back-up.

- Cllr Knights confirmed that she holds a DBS certificate and could act as a backup for the Lost Children's Point if required. She will provide a copy of her DBS certificate to the office.
- KJ to complete DBS check.

(Action: PW / EF / TK / KJ, by next meeting / before event)

E0726/07

Committee Tasks

Members reviewed the committee task list.

- RL and KJ will review the stock of children's books for Santa's Grotto gifts and ensure enough are available for all age groups.

(Action: RL / KJ, by next meeting)

- Members confirmed there will be no funfair rides this year. RL will notify Larry Gray not to attend as our event will be centered on the Market Place only this year.

(Action: RL, by next meeting)

- Members discussed fundraising opportunities. KJ suggested approaching Co-Lab to request use of the building for a Christmas craft session for families approximately two weeks before the event in return for donations towards the Diss Christmas Lights Switch-On. SV-R will introduce Cllr Knights to the Co-Lab team to explore ideas further. Children could decorate cardboard elves at the session which could then be displayed in shop windows to form an elf trail in the lead up to the event. KJ offered to host the session dressed as an elf.

(Action: SV-R/ TK, by next meeting)

(Action: KJ to consider craft session ideas and promo)

Post meeting note – Discovered on St Nicholas St hosts home educated children classes and already offers crafting activities so could be a second option. They won the Carnival window dressing competition through the work of the children who are very proud of this.

- Cllr Knights will visit local businesses to encourage late opening during the event and explore any special activities or offers they would consider for the event which can be promoted on the event poster / socials. Also gauge interest in support for an elf trail where businesses would decorate their windows and include the hidden elves.

(Action: TK, by next meeting)

E0726/08

Member Updates

There were none.

E0726/09

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 15th September 2026.

Meeting closed: 20:44.

Sarah Villafuerte-Richards
Town Clerk / Substitute Chair

Events Agenda Recommendations from RL and KJ 15.09.26

E0926/06 Infrastructure

RL and KJ reviewed quotes received for security and radios.

Phoenix Security and Tripleguard quotes received however, Phoenix have automatically added a sponsorship discount to their quote, as given in previous years. As we are not offering sponsorship packages this year, we have emailed them to request that they resend the quote without the sponsorship on, which would then make their quote cheaper than Tripleguard.

Our recommendation: Once we receive Phoenix's revised quote, we would opt for their services for this year.

RL and KJ reviewed quotes received for traffic cones to block off Market Place before the road closure.

Core Highways have quoted £240 including delivery & collection of 40 cones for the event.
TMO Highways have quoted £130 including delivery and collection of 40 cones for the event.

Our recommendation: We would opt for TMO Highways.

RL and KJ discussed the staging, lights and sound provider for this event.

We have an email from James Grint (dated 24th July) with estimated costs for £1,000 (staging, lights and sound) and £300 for Park Radio to host. We need a proper quote in order to make a decision. Lost Children's Point DBS needs to be included on quote.

Our recommendation: If James can send an official quote via email by the next meeting on 13th October, we would be happy to go with his company. James – please also confirm in writing that Matt can be Santa again this year along with any costs for this.

E0926/07 Stalls

RL and KJ reviewed stalls for the event.

Harris Hog Roast has cancelled due to other commitments. We have 5 food vendors confirmed. Admin will continue to chase all for paperwork and payment as we are past the deadline (18th Sept).

Our recommendation: We think 5 vendors is sufficient for the reduced timings of this event.

RL and KJ reviewed the bar tender applications and agreed the bar for this event. We have received tender forms from Wonky Donkey Mobile Bar and Azure Bars.

Our recommendation: Both bars have attended various events of ours. We have a good relationship with Wonky Donkey as have used them most without any complaints. Committee to make final decision on who to go with.

E0926/08 Entertainment

RL and KJ reviewed entertainment for the event.

Salvation Army will struggle to accompany 5 carols at 5 due to another event they're attending on the same evening.

Our recommendation: If ok with Park Radio, could they play the backing music to accompany the carols chosen on the night? James to confirm please.

Carla Balls has suggested a fee of £150 for a stage performance (20 minutes) and possibly her performance group students involved in parade. We paid her the same fee for a 25 minute performance in 2025.

Our recommendation: We would recommend booking Carla at this suggested fee. Committee to approve and admin will arrange booking.

E0926/09 Event Management Plan

Members reviewed and discussed the draft Event Management Plan.

Our recommendation: EMP is almost complete. Just waiting on finalised details of infrastructure services and bar vendor. RL will continue to complete and send off once received all information.

E0926/10 Committee Tasks

RL and KJ reviewed the committee task list.

Our recommendation: Tasks listed are mostly for DTC admin and staff to complete. We are aware of timescales for completion and will continue to update progress.

E0926/11 Member Updates

Note for committee: RL said Rotary Club can bring their sleigh for the parade but have requested that they are allowed to bring their own charity buckets to collect along route. Is this ok? Also, would committee approve a small donation of £40-£50 for use of the sleigh at the event.

E0926/12 Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 13th October 2026.

To:

Diss Town Council
Robert Ludkin
Council Offices
11 12 Market Hill
Norfolk

IP22 4JZ

Email: Towncouncil@diss.gov.uk

Phone: +441379643848

Reference: TBC

Number: GAR-QUOTE-550

Date: 04/08/2026

Items

Item	Description	Unit	Qty	On hire	Planned off hire	Off hire	Price	Total
CONE750	Road Cone 750mm (40 cones)	EACH	40				£1.25	£50.00
DELIVERY	Delivery	EACH	1				£75.00	£75.00
COLLECTION	Collection	EACH	1				£75.00	£75.00
								£200.00

Bank Details

Account Name: Core Highways
(Traffic Management) Limited

Sort Code: 40-11-60

Account Number: 51522205

Items

£200.00

Notes

Sub Total

£200.00

VAT (20%)

£40.00

Total

£240.00


TMO Highways

Quote

To:
Diss Town Council
 11-12 Market Hill

Diss
 Suffolk
 IP22 4JZ

Contact:

Email: Robert.ludkin@diss.gov.uk

Phone: 01379 673021

Quote Number: 2026-21904

Quote Date: 27/07/2026

Author: Kayleigh Newby

Reference: CHRISTMAS LIGHT SWITCH ON EVENT, DISS, SUFFOLK - IP22 4JZ

TMO Code	Traffic Management Description	Unit	Quantity	Rates £'s	Total £'s
Christmas Light Switch On- Equipment Hire					
TMO-96-EQP	40no 750mm Road Cone	Occ	1	£50.00	£50.00
Additional Items not Included					
TMO-43-DELEQP	Delivery Or Collection Of Road Cones (£40.00 each way)	Occ	2	£0.00	£0.00
					£50.00

Services	£50.00
Net	£50.00
VAT (20%)	£10.00
Total	£60.00

All prices quoted are exclusive of VAT and may be subject to VAT or Domestic Reverse Charge, where applicable

Notes

36hr cancellation

TMO's standard terms & conditions will apply.

Any loss or damage will be charged at £7.50 per cone.

A short copy associated with our quote is available on the following link:

<https://www.dropbox.com/sc/fo/h09bo641e2j9i86c7f97q/h?rlkey=m7r0fnwuhb875nfbrs88eeok1&st=ppr17u23&dl=0>

A copy of our full T&C's are available from our website on the following link:

<https://tmohighways.co.uk/documents/>

By accepting the quote you are agreeing to these terms and conditions.

Document: TMO-FORM-082 - rev4

All prices quoted are exclusive of VAT and may be subject to VAT or Domestic Reverse Charge, where applicable

From: james@parkradio.co.uk
To: [Diss Christmas Lights Switch-On](#)
Cc: [Robert Ludkin](#)
Subject: RE: Quote for Christmas Lights Switch-On Event
Date: 24 July 2026 07:37:59
Attachments: [image002.png](#)

Kimberley,

Apologies Ive been out of the loop for over a week building a big stage up for this weekend!

Completely missed the email for Tuesday meeting and others over the last few days, my sincere apologies, bet you all though I was being rude, but only now catching up! Apologies, normal service will resume from Monday once I've had some sleep!

Ideally, I'd like to use the new staging we have as slightly bigger and a lot taller (to allow more head room for Dinsdale), please see picture attached, we used this very successfully at ParkFest this year and worked really well. (pic attached)

Depending on what size etc we end up going for I'd budget £1000 for stage, lights and sound Park Normally charge £300 to host.

I think the £750 was when the plan was to do something small in the market place.

James.

James Grint

Station Director & Presenter



The Waveney Valleys Favourite Radio Station

South Norfolk Covid-19 Community Heroes Award 2020

South Norfolk Community Award Winners 2019

Direct Dial 01379 21 00 00

Mobile 07510 808600

Email : james@parkradio.co.uk

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Stall Name	Contact / Email	Type of Stall & equipment	App Form	RA	Signed Ts & Cs	PL	Hygiene Certification	Gas Safe Cert	Use of contractors generator?	Paid	Notes
FOOD & DRINK STALLS											
Bar Tenders	Wonky Donkey OR Azure Bars	Horsebox bar (Wonky Donkey - 14.5ft x 6 ft)	Bar tender forms received by both							£120 due plus 5% of profits made on the day	Bar tender application forms received. Committee to approve successful trader at 15th Sept meeting. We already have licences in date for both so do not need them to sign another.
Em-Mazing Dinky Donuts		Doughnuts	Y	Y	Y	Y	yes	Y		£54 paid 17.09.26	COMPLETE
Tikka Tonic		5m x 2.2m Indian street food vendor and food truck specialising in Punjabi-style dishes, including Butter Chicken, Keema Naan rolls, and Samosas.	Y	Y	Y	Y	yes	Y	Y	£54 Paid 16.09.26	COMPLETE
The Bucket List		4.3m x 2m - bringing their festive themed bucket 'The Jingle Bucket' stacked Chipbucket - Pigs out of blankets, brie fondue, cranberry, crispy onions, aioli.	Y	Y	Y	Y	yes			£54 paid 17.09.26	COMPLETE
The Hitching Post		Burgers	Y	Y	Y	Y	yes		Y	£54 paid 29.09.26 16645	COMPLETE
MISCELLANEOUS STALLS											
Glow Lights and Balloons		Glow Lights and Balloons walkabout	Y	Y	Y	Y	n/a	n/a	n/a	£54 paid 16593	COMPLETE. Michelle comes into the office to complete forms.
Harris Hog Roast		3m x 3m gazebo. Same as usual	due	due	due	due	due			£54 due	CAN'T ATTEND DUE TO OTHER COMMITMENTS
The Pig Pantry NOT BE ABLE TO ATTEND DUE TO INSURANCE		Horsebox - hot drinks, milkshakes, toasties, homemade cakes	yes	yes	req'd 26.8.26	only £1M, requested £2M 26.08.26	yes		Y	£54 due	Cannot accept £1 million SVR if cannot up to at least £2 will not accept her - emailed 25.9.26
Elsie's Pizza			due	due	due	¥	Food hygiene rating received, not registration			£54 due	Chased many times- if not received paperwork and payment by end of 1st Oct, we will not accept them at the event. KJ left voicemail msg. CANCELLED THEIR BOOKING AS NOT RECEIVED RELEVANT DOCUMENTS



Tender Document for Bar Provision

- **Event Name:** Diss Christmas Lights Switch-On
- **Date:** Saturday 5th December 2026
- **Location:** Diss Market Place
- **Event Duration/Trading Time:** 4.30pm – 7pm

Overview: Diss Town Council invites tenders from experienced and reputable bar operators to provide a fully compliant bar service at the 2026 Christmas Lights Switch-On. This document sets out the legal, operational and safety requirements which all applicants must meet, and selection process for interested applicants.

Name:	[REDACTED]	Company:	The Wonky Donkey
Address:	[REDACTED]		
Tel:	[REDACTED]	Email:	[REDACTED]

Scope of Services

The successful tenderer will be required to:

1. Operate a full bar service, including delivery, setup, operation, and takedown.
2. Supply and serve alcoholic and non-alcoholic beverages suitable for a family-friendly outdoor event.
3. Ensure all staff are appropriately trained in alcohol service and age-verification procedures ie operating Challenge 25.
4. Hold all relevant legal permissions (see application requirements).
5. Adhere to all applicable health and safety, and alcohol licensing laws.
6. Provide all bar infrastructure (marquee, counter, refrigeration, security of stock, barriers if required).
7. Manage all waste and recycling generated by the bar.
8. Ensure bar operations remain professional, efficient, safe, and customer-focused throughout the event.

Application Requirements

Applicants must:

9. Provide evidence of experience in providing bar services at outdoor or similar-scale events.
10. Provide proposed drinks menu, pricing, bar frontage size, layout plan, and power needs.
11. Provide evidence of Public Liability Insurance (minimum £2 million).
12. Submit a Risk Assessment, including fire safety, manual handling, electrical safety, emergency procedures and a Responsible Alcohol Service Plan, covering age verification, refusal procedures, intoxication prevention, staff training, and incident reporting.
13. Submit details of any Personal Licence holders on site.
14. Sign the Alcohol Premises Licence, which must be signed at least 1 month prior to the Event in the presence of the Designated Premises Supervisor (Town Clerk). Please arrange and appointment with the office. E: towncouncil@diss.gov.uk T: 01379 643848.
15. Supply details of the on-site team, qualifications, and the nominated Designated Premises Supervisor (if relevant).
16. Submit a Waste Management & Environmental Plan.
17. Read, sign, and return the Council's Standard Event Terms & Conditions.

Selection Criteria

Proposals will be evaluated based on the following:

18. Compliance with all licensing, operational, safety, and environmental requirements.
19. Experience and track record in delivering similar services.
20. Quality, suitability, and value of proposed beverages.
21. Clarity and fairness of pricing to the public.
22. Commitment to sustainability and waste management.
23. References from previous clients.

Fees

24. The pitch fee of £120 is payable to Diss Town Council upon acceptance of your tender.
25. A 5% contribution from profits made on the day.

Key Dates

- **Tender Release Date:** 22.07.26
- **Submission Deadline:** 28th August 2026
- **Selection Notification:** 16.09.26

Declaration

I have read and understood the requirements of this tender and confirm that all information supplied is accurate. I agree to comply fully with all legal obligations and with the instructions of Diss Town Council. I understand that a binding agreement only arises upon written confirmation of acceptance by Diss Town Council.

Signed: R C Waters

Name: Ro Waters

Dated: 22/08/2026



Tender Document for Bar Provision

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Name:		Company:	Azure Bars Ltd
Address:			
Tel:		Email:	

Scope of Services

The successful tenderer will be required to:

1. Operate a full bar service, including delivery, setup, operation, and takedown.
2. Supply and serve alcoholic and non-alcoholic beverages suitable for a family-friendly outdoor event.
3. Ensure all staff are appropriately trained in alcohol service and age-verification procedures ie operating Challenge 25.
4. Hold all relevant legal permissions (see application requirements).
5. Adhere to all applicable health and safety, and alcohol licensing laws.
6. Provide all bar infrastructure (marquee, counter, refrigeration, security of stock, barriers if required).
7. Manage all waste and recycling generated by the bar.
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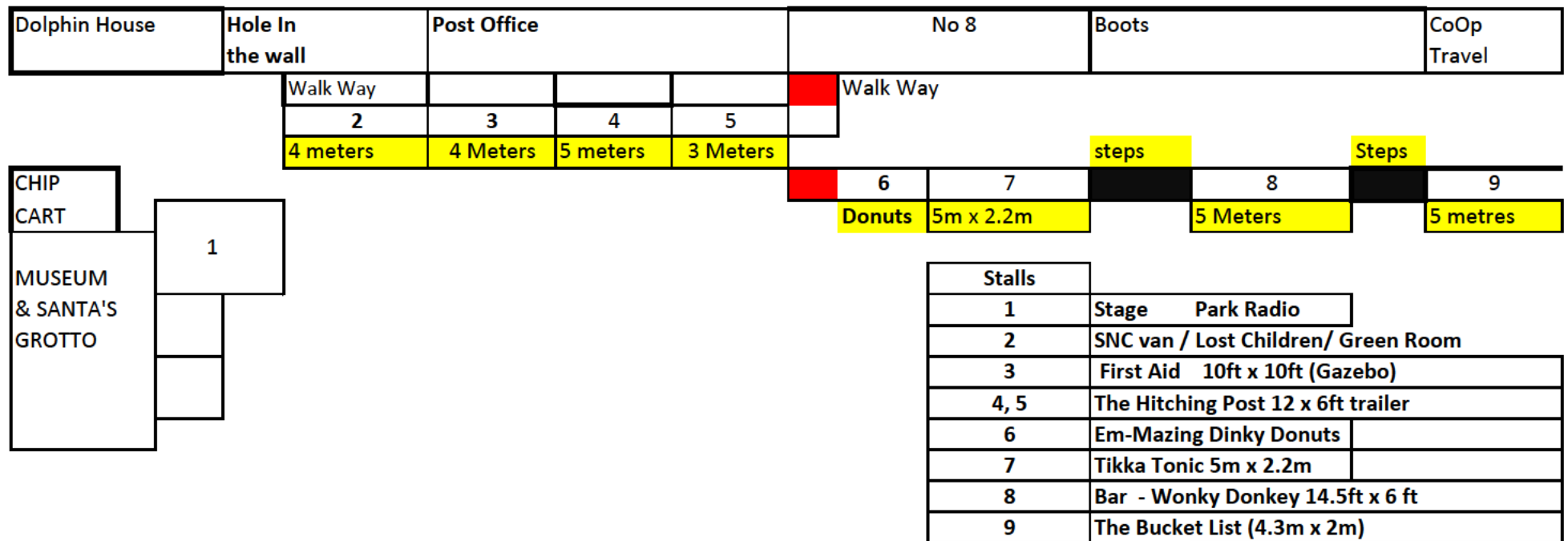
Declaration

I have read and understood the requirements of this tender and confirm that all information supplied is accurate. I agree to comply fully with all legal obligations and with the instructions of Diss Town Council. I understand that a binding agreement only arises upon written confirmation of acceptance by Diss Town Council.

Signed: Simon Staff

Name: Simon Staff

Dated: 23/07/26



Telephone Box

Artist	Contact	PO No	Invoice	Amount	Paid
Graeme Syed / My Choir Rocks				n/a	
5 carols at 5 - being lead by Elizabeth Burren (new vicar at St Mary's) Oh come all ye faithful, Away In A Manger, O Little Town Of Bethlehem, While Shepherds Watched, Hark The Herald Angels Sing				n/a	
Carla Balls		DTC6975		£150.00	
Matt - Father Christmas & elves				£60.00	
Rotary Club Sleigh (for Santa in parade) John Cooper / Eamon Lambert and Brass Band to accompany 5 carols at 5				£40.00	
Panto Cast - The Corn Hall (Ryan Holt is SparkLive panto producer in charge)					
Diss Museum/ Santa's Grotto					
Soundhouse - Live band	Kim sent performance info and form to James to forward on to them 23.07.26	DTC6983		£500.00	

app form sent to them 23.07.26 - needs chasing

stowmarket brass band have been approached to accompany.- let them know carol choices. If they can't, Iain said Salvation Army can record their sound in advance for us to play on the day

confirmed - application form received

KJ emailed Matt for confirmation of fee. P/O number to be created on

Donation to Rotary Club for use of the sleigh: £40 agreed. Brass Band can accompany carols for a fee - awaiting cost.

Ryan will attend Oct meeting to discuss panto cast involvement

donation? KJ to send over details for event and set up day before etc

James confirmed fee of £500 with Soundhouse. James Grint to invoice us and we'll back pay him. JG to pay cash on the day

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

4.30pm performance - Graeme Syed / My Choir Rocks
5pm - 5 carols at 5, lead by Rev'd Elizabeth Burren, on raised balcony outside No.8. Carol lyrics to go on James' big promo screen
Corn Hall panto cast - 5 minute performance at some point on stage
5.35pm - 5.55pm - Carla Balls (20 min slot)
5.45pm - Parade starts end of Mere St with Mayor, Santa, Dinsdale, Elves and panto cast, children & chaperones from Carla Balls' performing arts group (Carla will be on stage at the point but that's fine)
6pm - Switch On - Graham from The Bill (panto member), Mayor, Santa and Dinsdale
Soundhouse to start straight after switch-on and finish at 7pm.
Santa's Grotto will be open from 3.30pm - 5.30pm and continue from 6.15pm - 7.15pm for families who were still waiting at 5.30pm. These will be given a ticket slip to return.

TO NOTE:

St Mary's Church have a Christmas Tree Festival scheduled to finish on the day of our event - we have requested the finish time is moved later to 7pm (currently 4pm) so it can be promoted as part of things to do at our event.

Agreed Roles and Responsibilities for Christmas Lights 2026

Who?	Task to complete	Date to be completed	Actions / Done?
	INFRASTRUCTURE		
Robert	Book 10 radios and 4 security stewards	Aug/Sept	Phoenix quote accepted £315 exc VAT. DTC6982. Tripleguard quote declined.
Robert	Organise 2 x 1100L bins with SNC	July	2 x 1100L refuse bins £63.96 Booked RL8815.
Robert	Book Pearce & Kemp	September	Emailed for quote: installing lights around town and supplying a christmas tree and additional smaller tree for town centre
Robert	Arrange Christmas Tree for Market Place	September	RL sourcing quotes
Robert	Book cleaning contractor	July	BOOKED C & H Cleaning (Perdee) RL8855 for £78.75. Cleaning 4pm - 7pm with normal clean after
Robert	Arrange site layout and finalise stall positions	September	RL done
Robert/DTC Admin	Book staging & sound support for the event. + promo screens	September	awaiting official quote from Park Radio before we can decide. Estimated £1,000 for staging, lights and sound.
RL/ DTC admin team	To organise Compere and appropriate equipment required for them. (Ie microphone)	Aug	Park Radio £300 hosting fee
Robert	To complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	September	DONE
Robert	Oversee H&S such as risk assessments, emergency services	ongoing	
Robert	Book first aid - F.A.S.T	July	Sharon Thompson F.A.S.T confirmed attendance via email 27.8.26
DTC admin team	Complete NCC's Road Closure application form for new timings and send to streetworks with payment	Aug	2026 form drafted on system - signed and sent to NCC 19.8.26.
Robert	Display NCC's official Road Closure Notice in Market Place before event	Nov	
Robert	Organise cones to block off areas on day before road closure - Mervyn Lambert / TMO Highways	September	2 Quotes received for 40 cones to block off areas on day before the road closure - Core Highways and TMO Highways. We would opt for TMO Highways. - await committee confirmation.

Sarah/Kim / Park Radio	Organise DBS checked individuals for lost children's point	July	Park Radio - check DBS covers this event specifically. NCC DBS team said Kim, Sarah, Dinsdale and Santa do not require a DBS certificate - see email
	STALLS		
Kim	Update application form with new logo and info for 2026	July	DONE
Kim	Send application form to food stalls and remind of deadline 18th September for paperwork and payment.	July	
Kim	Send bar tender form to interested traders for committee to approve. Once approved, get the bar to sign premises license	September	Bar tender forms received from Wonky Donkey and Azure Bars - Both are aware a decision will be made on 13th Oct meeting and we will be in touch. Committee to approve
Kim /DTC Admin	Send out emails to all stallholders 1-2 weeks before with final details for the day	Nov	
	VOLUNTEERS/COMMITTEE JOBS		
Sarah/Committee	Allocate volunteer and staff jobs for the day.	Nov	
	ADMIN TASKS		
Robert	Arrange for maintenance staff cleaning and jobs on the day	Oct	
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	Usually goes out at same time as Remembrance
Colin	Create road closure advanced notice signs to go up on individual parking bays on Market Place	week before event	
	PARADE		
Robert	Contact everyone in procession to let them know details for the day 1 week before	Nov	
Robert/ Kim	Book RBL Jeep for parade (bressingham fire engine not available)	July	Fire Engine not available. Check if RBL jeep could do instead to chauffeur Mayor
Robert	Enquire for availability of Rotary Club sleigh for Santa to go on in procession	July	Rotary Club confirmed use of sleigh for parade and their brass band will play at the front of the parade
DTC Admin	Find another Dinsdale (George unable to do it) & contact the Mayor to request his involvement on the day	End Sept	Cllr Paul Wilson confirmed for Dinsdale.
	ENTERTAINMENT		
DTC Admin	Book entertainment acts following committee approval	July	Graeme Syed/My Choir Rocks, Panto, Carla Balls, Brass Band for carols, Soundhouse for the final act

Kim	Check Salvation Army Band availability if we need reserve to play for carols but we will try other choir first	July	Salvation Army Band not available. Stowmarket Brass Band can accompany the carols for a fee - we are awaiting details of fee before a decision . If they can't, Iain said Salvation Army can record the music in advance for Park Radio to play on the day to accompany carols. KJ to let James know the carol lyrics to display on big screen
Sarah/ Kim	Find suitable location for Santa's Grotto and book Santa	July	Diss Museum confirmed -agreed lower down room for grotto space. Museum Chair has approved. Times 3.30pm - 5.30pm. Then again at 6.15pm - 7.15pm for any families who were still waiting at 5.30. RL asked James to pass on details to Matt.
Committee members needed	Decorate Santa's Grotto in Museum		grotto in Museum to be decorated day before when men are available
Kim	Create and print 'holding' slips for Santa's Grotto to give to families still waiting at 5.30pm on the day.		Holding slips created and saved in Events - Christmas Lights-Marketing folder as a word document. TO BE PRINTED.
DTC Admin / Kim	Buy books for Santa's Grotto for 0-6yrs	Oct	Plenty of books in archive room upstairs for age 7+ and some for 0-6 (Kim donated). Most visiting santa are younger so may will to buy more
DTC admin team	Email all entertainment acts before the event - send performance timings, inform of arrival times, parking etc.	end of Nov	
Robert	~~Book Larry Gray's Funfair for Mere's Mouth?~~	July	Funfair not required this year- 22/07/2026 Email sent to Larry to tell him that we don't want a Fair this year on Meres Mouth due to the smaller event.
Sarah	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		
Kim	Find/confirm elves and buy new elf costumes	September	3 elves confirmed. Need new costumes.
Kim	Update running order/briefing sheet for event compere (Park Radio) and email over to them before the day	Nov	
	FINANCE		
DTC Admin	Send p/o numbers to all entertainment booked and infrastructure- update spreadsheets. Request invoices and ask when payment is wanted		
Committee	Approach relevant businesses to request later opening hours on event day and possible activities they may do which we can promote eg: free mulled wine at #####		
Sue Hurst	Keep accounts up to date for committee	ongoing	
	PROMOTION		

DTC / Sarah	Book photographer for event		Diss & District Camera Club/John Hutton confirmed.
Kim	Keep webpage updated	Ongoing	
Kim	Promote event via social media page, press releases, radio. Schedule fb posts	Ongoing	
Kim / DTC admin	Add event details to other online event sites/ listings	Oct	
Kim	Create promo poster and print for display in shop windows	Oct	
Declan/Kim	To liaise with Park Radio to arrange interview slot	Oct	
Colin	Prepare buckets with Mayor's charity label for fundraising collections.	Nov	
Kim	Apply for street collections license for bucket collection - copy form used from last year and email to licensing team at SNC	July	DONE

Christmas Lights 2026

Expenditure			
Supplier / Acts	Costs	P/O Number	Comments
Park Radio Hosting fee(confirmed dbs for lost children)	£300.00	DTC6986	booked
First Aid	£100.00		Order number needs creating once Sharon confirms fee
Carla Balls	£150.00	DTC6975	booked
Sound House	£500.00	DTC6983	P/O sent to James(JML) We're paying James Grint for him to pay cash on the day
Santa (Matt Smith) Black Dot Media	£60.00		£60 last year. Fee TBC - order number needs creating
Cleaning - Perdee traffic cones	£78.75	RL8855	Extra Clean 4pm-7pm
2 x 1100L Bins (South Norfolk Council)	£63.96	RL8815	
South Norfolk Truck Hire for event green room			£100 last year?
Security + Radios - Phoenix Security	£315.00	DTC6982	booked
Donation to Diss Museum / Heating for grotto?			
Road Closure	£46.35	n/a	paid
Donation to Rotary Club for sleigh	£40.00		order number needs creating
Stowmarket Brass Band accompanying carols			order number needs creating - awaiting fee from them
Books for Santa's Grotto			
James Grint- Staging, Lights & sound (JMLEvents)	£1,000.00		Quote TBC. Order number needs creating
Expenditure	£2,654.06		
Income from stalls carried over	£390.00		
Funds Brought Forward from 2025	£2,456.21		
Budget for this year 2026	£1,250.00		
Funds remaining	£1,442.15		