

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on Tuesday 21st October 2025 at 6.00pm.

Present: In attendance: A. Rackham
Cllr D. Craggs
S. Kayne (Chair)
R. Ludkin
J. Grint

CL 1025/01 APOLOGIES

Apologies were received from K. Jaynes, Al. Rackham (Vice-Chair) and A. Bloom. Cllr Robertson (ex-officio) and G. Pagan were not in attendance.

CL 1025/02 MINUTES

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 25th September 2025 were a true record and duly signed by the Chairman.

CL 1025/03 DECLARATIONS OF INTEREST

James Grint is a director of Park Radio and will be providing staging and lighting for the event.

CL 1025/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL 1025/05 ITEMS OF URGENT BUSINESS

There were none.

CL 1025/06 FINANCE

Members received an update on finances for Diss Christmas Lights Switch-On 2025 and noted the total funds remaining as £2,648.11. Expenditure for a photographer will be added once a quote is agreed.

(Action: SK to ask Adam for contact details and quote, by next meeting)

SK agreed to chase Carl Baker (Bubblemania) for an invoice so payment can be arranged.

(Action: SK, by next meeting)

CL 1025/07 STALLS

Members received an update on stalls. SK to check if the Travelling Teapot and Tini Fudge Cakes & Bakes can bring a horsebox instead of a gazebo.

(Action: SK, by next meeting)

Members requested an updated site map for stalls on the Market Place. AR and RL to set a date to review stall positions on site.

(Action: RL, by next meeting)

It was noted that all of the stallholders have said if they do/don't require use of the contractor's generator. SK to double check if Wonky Donkey (Bar) definitely don't need it, as per their paperwork.

(Action: SK, by next meeting)

Members noted that there are currently 5 charity stalls in St Mary's Church with 1 space left. KJ to chase up for another charity stall.

(Action: KJ, by next meeting)

CL 1025/8 ENTERTAINMENT

Members received an update on entertainment. JG discussed main stage performance timings and felt there should be more time allowed in between each act. Committee suggested that as the schedule has

been finalised already and as JG is the compere (Park Radio), he can monitor the timings of each performance on the day to keep with the 6pm switch-on.

(Action: JG, on the day, 29.11.25)

CL1025/9 COMMITTEE TASKS & VOLUNTEERS

Members reviewed and noted outstanding tasks for organising the event.

JG to liaise with KJ regarding Window Competition in lead up to the event.

(Action: JG, by next meeting)

CL1025/10 EVENT PROMOTION

a) Members reviewed and discussed the Christmas Lights Programme. SK requested amendments to the site map: To remove 'Opp Aldi' from page 3, to remove Tikka Tonic logo from page 5 and add in The Traveling Teapot logo and to swap the image on page 7 next to the main stage header.

(Action: KJ, by next meeting)

b) Members received an update on event promotion. SK requested a new image of Santa to go on the poster.

(Action: KJ, by next meeting)

SK will be going on Park Radio to promote the event on 17th November.

SK suggested setting up Santa's Grotto at the URC on Thursday 27th November, subject to availability. SK to check with GP and if daytime is available, ask KJ to assist.

(Action: SK, by next meeting)

CL1025/11 MEMBER UPDATES

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

JG may not be able to provide a 3m x 2m LED screen for additional advertising at the event due to delivery issues.

It was agreed that JG will provide risk assessments for the new staging and lighting set up.

(Action: JG, by next meeting)

SK suggested setting up Santa's Grotto at the URC on Thursday 27th November, subject to availability. SK to check with GP and if daytime is available, ask KJ to assist.

(Action: SK, by next meeting)

RL will buy extra books for Santa's Grotto to fit age groups 4 – 7 year olds.

(Action: RL, by next meeting)

DC confirmed he will be available to help on the day of the event.

Committee were reminded by AR that a small meeting was going to be arranged between Al. Rackham and Sarah regarding the staging payments from 2024 and this hasn't been scheduled yet.

(Action: Alex R to contact Sarah by next meeting)

CL1025/12 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 Thursday 13th November 2025 at 6pm.

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

Meeting closed at 19:30

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne