

**TOWN CLERK**  
Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone/Fax: (01379) 643848  
Email: town council@diss.gov.uk

Please ask for: Robert Ludkin  
Our ref: CL 03.09.24  
Date: 29.08.24

## 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 Tuesday **3<sup>rd</sup> September 2024 at 6.00pm** to consider the business detailed below.



Robert Ludkin,  
Facilities and Buildings Manager

---

## AGENDA

1. **Apologies**  
To consider apologies for absence.
  2. **Minutes**  
To approve the minutes of the last meeting held on 23<sup>rd</sup> July 2024 (copy details herewith).
  3. **Declarations of Interest<sup>1</sup>**  
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 Christmas Lights 2024 (copy details herewith).
  7. **Stalls**  
To receive an update on stalls for Diss Christmas Lights Switch On 2024 (copy details herewith).
  8. **Entertainment**
    - a) To receive an update on entertainment booked for the event (copy details herewith).
    - b) To confirm location of Santa's Grotto and discuss prizes.
  9. **Committee Tasks & volunteers**
    - a) To review and note outstanding tasks for organising the event (copy details herewith).
    - b) To discuss volunteer refreshments for the day.
  10. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
  11. **Dates of Future Meetings.**  
To discuss and agree dates of future meetings (copy details herewith).
-

| <b><u>MEMBERS</u></b>         | <b><u>For information:<br/>Councillors</u></b> |
|-------------------------------|--|
|                               | <u>J. Robertson</u>                            |
| <u>K. Murphy (ex-officio)</u> | <u>A. Goulder</u>                              |
| <u>Andy Rackham</u>           | <u>D. Collins</u>                              |
| <u>S. Kayne</u>               | <u>A. Kitchen</u>                              |
| <u>L. King</u>                | <u>J. Welch</u>                                |
| <u>G. Pagan</u>               | <u>S. Olander</u>                              |
| <u>Alex Rackham</u>           | <u>K. Murphy</u>                               |
| <u>A. Bloom</u>               | <u>R. Peaty</u>                                |
| <u>K. Jaynes</u>              | <u>L. Sinfield</u>                             |
| <u>R. Ludkin</u>              | <u>S. Browne</u>                               |
|                               | <u>S Kiddie</u>                                |
|                               | <u>E. Taylor</u>                               |
|                               | <u>D. Craggs</u>                               |

**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 meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 23<sup>rd</sup> July 2024 at 6.00pm.

Present:

In attendance:

Alex Rackham

A. Bloom

G. Pagan

S. Kayne (Chair)

K. Jaynes

#### CL 0724/01 APOLOGIES

Apologies received from Andy Rackham, Robert Ludkin. No apologies were received from Liga – SK to ask if still on committee.

**(Action: SK to contact by next meeting)**

#### CL 0724/02 MINUTES

Committee members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting held on 18<sup>th</sup> June 2024 were a true record and were duly signed by the Chairman.

#### CL 0724/03 DECLARATIONS OF INTEREST

| Minute No. | Committee Member(s)             |
|------------|---------------------------------|
| Item 8     | Alex Rackham- staging and sound |

#### CL 0724/04 PUBLIC PARTICIPATION

There were none.

#### CL 0724/05 ITEMS OF URGENT BUSINESS

There were none.

#### CL 0724/06 FINANCE

The committee received an update on the Income and Expenditure for Christmas Lights Event 2024. Suzanne updated members on entertainers and suppliers booked so far. KJ has contacted suppliers with purchase order numbers.

KJ to add donation of £50 to URC to expenditure and donation of £50 to St Mary's Church.

**(Action: KJ to update expenditure, immediately)**

#### CL 0724/07 STALLS

The committee received an update on stalls. It was noted that 4 stalls have paid. There is 1 space left for a burger stall – Suzanne to contact possible burger seller. KJ to do fb promo post for burger seller if other contact not available. Reminder to be sent end of July of deadline for paperwork and payment by KJ.

KJ to promote for free charity stalls in St Mary's Church on Facebook. Limited space available so first come first serve – 5 more spaces left.

**(Action: SK & KJ, immediately.)**

CL0724/08

**ENTERTAINMENT**

Members received an update on entertainment booked for the event. SK confirmed acts booked and drafted a timings schedule. SK to email this to Alex Rackham to pass on to Jake for finalising timings with changeover times in between. Jake to contact all acts for sound requirements.

Alex Rackham quoted £2,400 for Cozmo Entertainments to provide staging, lighting and sound for event with possibility of fireworks. Committee confirmed to go ahead with quote.

**(Action: KJ to send P/O number to Alex R, by next meeting.  
SK to email timings schedule to Alex for Jake, by next meeting)**

KJ and SK to research walkabout acts or circus performers. KJ to enquire with Foolhardy if they could adapt a walkabout act (juggling snowballs?) for the afternoon.

**(Action: KJ to contact Foolhardy Circus. SK to research acts, by next meeting)**

Greasepaint are no longer performing. KJ to remove from entertainment list. Voice Squad to be added to list. SK drafted a performance timing schedule for stage acts.

**(Action: KJ, immediately)**

Members discussed Santa's Grotto. It was agreed to finalise location of Grotto at next meeting and KJ will add as separate item to next agenda. URC is preference as indoors. It was agreed not to have set time slots for visitors. 1.30pm – 5pm grotto open. SK to contact Liga to let her know she can decorate grotto on the Friday afternoon if this works better for her.

**(Action: KJ immediately, SK by next meeting)**

Members discussed timings for Poz's punch & judy shows– 2 shows outside United Reformed Church. Members suggested 2pm & 3.30pm. Once finalised, KJ to contact Poz with confirmed timings.

KJ confirmed happy to be an elf at Santa's Grotto and 2 friends have agreed to be elves to help in the afternoon.

**(Action: KJ, by next meeting.)**

CL0724/09

**COMMITTEE TASKS**

Members reviewed and noted outstanding tasks for organising the event. KJ to add discussing santa's grotto prizes to next agenda.

**(Action: KJ, by next meeting)**

CL 0724/10

**MEMBER UPDATES**

Committee received updates from members not reported elsewhere on this agenda. SK to contact Carl Bubblemania for availability for 2025 as not available this year.

**(Action: SK by September 2024)**

KJ to start sourcing sponsorship in August. Beckford & Lewis confirmed happy to sponsor same again – KJ to send package to them.

**(Action: KJ, in August)**

SK updated committee that she will be away October 13<sup>th</sup> – November 14<sup>th</sup>.

KJ to enquire with Charlie Scott-Bell for availability to photograph event 1pm – 6.30pm and source quote.

**(Action: KJ, by next meeting)**

Gabrielle gave an update on 'All About Light' display at URC for the event. Interactive, tunnel of light to walk through, thinking about light in all its different ways.

KJ to consider elf on a shelf idea for promo leading up to the event. Put him around the town in various locations in the lead up to event to hype. Idea suggested to sit him in a small rowing boat on the Mere or having a coffee in a local café. 5ft elf. Enquire with Catherine at Youbie's Yarns to see if she can make an elf.

KJ to apply for street collection license for Mayor's bucket collections.

**(Action: KJ, by next meeting)**

KJ updated the committee on the deadline for the Autumn/Winter edition of Diss Matters which will feature a double page spread on the Switch-On event. Members noted article content must be sent in by 1<sup>st</sup> week of September.

CL 0724/11

**DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meeting of this sub-committee will meet on Tuesday 3<sup>rd</sup> September at 6pm at the Council Offices.

Meeting closed at 7.35pm

---

SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne

## Christmas Lights 2024

*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      | £54.00         | 15720          | 25.06.24  |
| Glow Lights & Balloons- Michelle Ayers | £54.00         | 15326          | 27.06.24  |
| Harris Hog Roast                       | £54.00         | 15726          | 28.06.24  |
| Florencos                              | £54.00         | 15748          | 09.07.24  |
|  |                |                |           |
|  |                |                |           |
| <b>Total Income</b>                    | <b>£216.00</b> |                |           |

| Sponsorship                         | Income           | Inv No | Date paid |
|-------------------------------------|------------------|--------|-----------|
| Phoenix Events East Ltd             | £83.33           | V-1155 | Contra    |
| Pearce & Kemp                       | £83.33           | V-1146 |           |
| Beckford & Lewis                    | £83.33           | V-1145 | 07.08.24  |
| Larter & Ford                       | £83.33           | V-1150 | 20.08.24  |
| Simon Jackson/ SJ Football Coaching | £83.33           | V-1149 |           |
| Elliot's Tree & Garden Services     | £83.33           | V-1151 |           |
| M.Scott Properties                  | £83.33           | V-1156 | 16.08.24  |
| Care UK                             | £83.33           | V-1160 |           |
| Andy's Oil Boiler Services          | £208.33          | V-1147 | 12.08.24  |
| CB Accounting                       | £208.33          | V-1148 | 07.08.24  |
| Wonky Donkey                        | £208.33          | V-1152 |           |
| NSH Developments Ltd                | £208.33          | V-1153 |           |
| James' Handyman & Property Services | £208.33          | V-1162 | 19.08.24  |
| Hales Group                         | £208.33          | V-1154 |           |
| CW Logistics                        | £208.33          | V-1159 | 12.08.24  |
| Lexham Insurance                    | £208.33          | V-1157 | 15.08.24  |
| Adkins Opticians Ltd                | £208.33          | V-1158 | 14.08.24  |
| Kings & Co Lettings Diss            | £208.33          | V-1161 | 14.08.24  |
| Kingsley Healthcare                 | £416.67          | V-1144 |           |
| <b>Total Income</b>                 | <b>£3,166.61</b> |        |           |

**Total Income****£3,382.61**

## Christmas Lights 2024

| <b>Expenditure</b>                        |                  |            |   |
|---|------------------|------------|---|
| Supplier / Acts                           | Costs            | P/O Number | Comments  |
| Ben Langley                               | £280.00          | DTC6713    | BOOKED - p/o number sent  |
| Park Radio( Booked dbs for lost children) | £250.00          | DTC6716    | BOOKED- p/o number sent   |
| First Aid                                 | £100.00          | DTC6712    | 4 first aiders confirmed - BOOKED - p/o number sent                       |
| Will Power (Lauren Bryant)                | £150.00          | DTC6714    | Main Act. BOOKED - p/o number sent  |
| Serena Grant                              | £100.00          | DTC6715    | BOOKED- p/o number sent   |
| Santa                                     | £60.00           |            | <b>BOOKED. Donation to be given</b>                                       |
| Mary Moppins (Booked)                     | £82.85           | DTC6717    | BOOKED - p/o number sent  |
| Phoenix Security + Radios                 | £510.60          | DTC6721    | Booked & p/o sent. <b>Should sponsor £100.00 out of this when invoice</b> |
| Salvation Army on stage                   | £50.00           |            | <b>Donation to be given</b>   |
| Fire Engine                               | £60.00           |            | <b>Booked. Donation to be given</b>                                       |
| United Reformed Church                    | £50.00           |            | <b>Donation to be given £50</b>   |
| St Marys Church                           | £50.00           |            | <b>Donation to be given £50</b>   |
| Road Closure                              | £45.00           |            | <b>application sent. Payment to be made.</b>                              |
| Poz Punch and Judy                        | £200.00          | DTC6718    | BOOKED- p/o number sent   |
| Staging, Lights & sound                   | £2,400.00        | DTC6719    | <b>BOOKED - p/o sent to Alex Rackham</b>                                  |
| Santa Grotto Prizes                       |                  |            |   |
| Photographer - Charlie Scott-Bell         | £200.00          | DTC6725    | <b>BOOKED - p/o number to be sent</b>                                     |
|   |                  |            |   |
| <b>Expenditure</b>                        | <b>£4,588.45</b> |            |   |
| <b>Income</b>                             |                  |            |   |
| <b>Funds Brought Forward from 2023</b>    | <b>£3,847.31</b> |            |   |
| <b>Budget for this year 2024</b>          | <b>£1,250.00</b> |            |   |
| <b>Funds available</b>                    | <b>£508.86</b>   |            |   |

| Stall Name                          | Contact / Email          | Type of Stall & equipment   | App Form | RA  | PL   | Hygiene Cert | Paid  | Notes  |
|-------------------------------------|--------------------------|---|----------|-----|--|--------------|---|--|
| <b>MARKET PLACE STALLS</b>          |                          |   |          |     |  |              |   |  |
| Harris Hog Roast                    | Dave Harris              | 3m x 3m gazebo. Same as usual   | Y        | Y   | Y  | 5* rating Y  | £54 paid via BACS 28.06.24 - receipt no.15726 | Paperwork received.  |
| Tini Fudge Cakes & Bakes            | Martina Cook             | 3m x3m gazebo - fudge & cakes, brownies, blondies, Stuffed Cookies with vegan & gluten free options available.                              | Y        | Y   | Y  | 5 * rating Y | £54 paid bacs 25.06.2024 - receipt no. 15720  | Paperwork received.  |
| Florenco's Coffee                   | Connor Florence          | same as usual   | Y        | Y   | Y in market folder - expires Sept. Need to see new one | 5* rating Y  | £54 paid bacs 09.07.24 - receipt no 15748     | Paperwork received.  |
| Wonky Donkey Bar                    | Roland Waters            | Horsebox bar 6m frontage  | due      | due | due  | due          | due   | Confirmed his attendance. Forms will be sent back soon. <b>premises license to be signed</b>                 |
| Tikka Tonic                         | Madhur Beri              | Naan Egg Rolls (handmade naan bread layered with eggs and stuffed with a filling of choice); Soul Bowls, hand made Punjabi Samosas, Pakoras | Y        | Y   | Y  | 5 * rating Y | £54 paid via BACS                             | Paperwork received. <b>Want use of contractor's generator for additional £20 fee - Alex Rackham to sort</b>  |
| Glow Lights and Balloons            | michelle ayers and caleb | Glow Lights and Balloons  | Y        | Y   | Y  | n/a          | £54 paid cash 27.06.24 - receipt no. 15326    | Paperwork received.  |
| Fully Loaded Fries                  | Chandra and Carl Taylor  | Fries with a selection of toppings and soft drinks, We have a trailer, we need approx 4m x 3m, we don't have a gazebo.                      |          |     |  |              |   | Application form sent to them 20.06.24. <b>Reminder sent 08.08.24</b>  |
| My Bubbles Waffles                  | Alex Rackham             | Waffles with sweet toppings   |          |     |  |              |   | Application form sent to them 20.06.24. <b>Reminder sent 08.08.24</b>  |
| Debbie's Donuts                     | Debbie Thatcher          | Doughnuts   | Y        | Y   | Y  | 5 * rating Y | due   | Paperwork received. <b>Wants use of contractor's generator for additional £20 fee - Alex Rackham to sort</b> |
| Kingsley Healthcare                 | Daniel Wellings          | PLATINUM SPONSOR  |          |     |  |              |   | Dan Wellings will confirm if stall needed soon. 02.08.24   |
| <b>ST MARY'S CHARITY STALLS x 6</b> |                          |   |          |     |  |              |   |  |
| Merryfields Playschool              | Sharon Everett           | Tombola stall   | Y        | Y   | due  | n/a          | Free  | Form received.   |
| Feline Care Cat Rescue              | Lou Revell               | 6ft table selling new gifts and jewellery that have been donated by charity supporters  | Y        | Y   | Y  | n/a          | Free  | Form received.   |
| 1st Diss Scout Group                | Sue Brazier              | 2nd hand books (good quality), Roll dice to win a prize everytime   | Y        | Y   | Y - on file from carnival                              | n/a          | Free  | Form received.   |
| Phoenix Bird of Prey Rescue         | Denise Elyot             | Kiddies stall - eggy game (not real eggs) prize every time.   | Y        | Y   | Y  | n/a          | Free  | Form received.   |
| Diss Library                        | Ryan Watts               | Stall with a small selection of adult and children's books. Promoting library services and distribute resources as appropriate              | Y        | Y   | Y  | n/a          | Free  | Form received.   |



## Entertainment

| Artist  | PO No   | Invoice | Amount  | Paid |   |
|---|---------|---------|---------|------|---|
| Larry Gray Funfair at Mere's Mouth                    |         |         |         |      |   |
| Salvation Army - Iain Sturgeon                        |         |         | £50.00  |      | numbers tbc- not in parade, just on stage.                        |
| Santa's Grotto & Santa!                               |         |         | £60.00  |      | <b>santa's grotto open 1.30pm - 5pm</b>                           |
| Serena Grant  | DTC6715 |         | £100.00 |      |   |
| Ben Langley   | DTC6713 |         | £280.00 |      |   |
| Park Radio  | DTC6716 | Y       | £250.00 |      |   |
| Will Power (Lauren Bryant)                            | DTC6714 |         | £150.00 |      |   |
| Bressingham Fire Engine (Philip Rooke )               |         |         |         |      |   |
| Punch & Judy hosted by Poz - outside URC              | DTC6718 |         | £200.00 |      | <b>2 shows- 20 minutes each - times confirmed. 2pm and 3.30pm</b> |
| Voice Squad   |         |         |         |      |   |
| Panto Cast from Corn Hall (Jack & the beanstalk)      |         |         |         |      |   |
| Foolhardy Circus - stiltwalkers and comedy walkabouts |         |         | £230.00 |      | p/o to be given after next committee meeting                      |

| MAIN STAGE SCHEDULE                   |
|---------------------------------------|
| Salvation Army 14.45 - 15.10          |
| Serena Grant 15.10 - 15.40            |
| Voice Squad 15.40 - 16.00             |
| Ben Langley Show 16.00 - 16.30        |
| Serena Grant 16.30 - 17.00            |
| Will Power 17.00 - 17.30              |
| Ben Langley & Switch On 17.30 - 18.00 |
| Switch On - 18:00                     |
| Will Power 18.10 - 18.30              |

Jake to contact performers to discuss requirements and changeover times to be added to timings above

Carl Baker (Bubblemania) - not available this year. Will be free next year.

## Agreed Roles and Responsibilities for Christmas Lights 2024

| Who?             | Task to complete  | Date to be completed   | Actions / Done?  |
|------------------|---|------------------------|--|
|                  | <b>INFRASTRUCTURE</b>   |                        |  |
| Robert           | Book 10 radios and security stewards from Phoenix   |                        | booked -p/o number given   |
| Robert           | Organise bins with SNC  |                        |  |
| Sarah            | Book Pearce & Kemp  | 01/07/2024             | Remind Sarah to contact for tree, xmas lights and switch on  |
| Robert           | Book Mary Moppins for cleaning  | Jul                    | booked - p/o number given  |
| Robert           | Arrange site layout and finalise stall positions  | Sept                   |  |
| Robert           | Book staging & sound support for the event. Risk assessments and paperwork must be seen                               |                        | <b>Cozmo Entertainment confirmed quote £2400 &amp; p/o given - risk assessments/paperwork to be seen.</b>                |
| Robert           | To complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event) | Following 3rd Sept mtg |  |
| Robert           | Oversee H&S such as risk assessments, emergency services  |                        |  |
| Andy R / Suzanne | Book first aid  |                        | <b>DONE - p/o given to F.A.S.T</b>   |
| Kim              | Complete NCC's Road Closure application form and send to streetworks with payment                                     | July                   | Application form sent 02.07.24. Sue Hurst sorted payment   |
| Robert           | Display NCC's official Road Closure Notice in Market Place 35 days before event                                       | mid Oct                |  |
| Gabrielle        | Gabrielle to update committee on entertainment at URC   | ongoing at meetings    | DONE   |
| Robert           | Organise DBS checked individuals for lost children's point  |                        | DONE- Park Radio   |
| Robert           | Inform St Mary's Church of date and book use of church for charity stalls. Meet Michael Crawford on site.             | June / July            | DONE   |
|                  | <b>STALLS</b>   |                        |  |
| Kim              | Update application form with new logo and info for 2024   | May/June               | DONE   |
| Kim              | Send application form to food stalls  | End of June            | DONE   |
| Kim              | Organise bar and get them to sign premises license  |                        | Wonky Donkey agreed - <b>awaiting paperwork and signed premises license</b>  |
| Kim / Suzanne    | Send out emails to all stallholders 1-2 weeks before with final details for the day                                   | end Nov                |  |
| Robert           | Update spreadsheet with extra information for food/drink vendors for EMP  | Aug/Sept               | DONE   |
| Kim / Suzanne    | Chase up outstanding paperwork and payments not received by 20th September deadline                                   | Sep                    |  |
|                  | <b>VOLUNTEERS/COMMITTEE JOBS</b>  |                        |  |
| Suzanne /Robert  | Sandwiches/ refreshments to be organised for volunteers   | Nov                    | Committee to discuss at next meeting. Consider Robert buying refreshments as and when needed on the day with credit card |
| Robert / Suzanne | Allocate volunteer and staff jobs for the day. Create volunteer schedule  |                        |  |
|                  | <b>ADMIN TASKS</b>  |                        |  |
| 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          | Done  |
| Kim             | Collating stall application forms and payments to be passed to RFO   | Ongoing           |   |
| 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  | Nov               | Check with Sarah re joint letter for remembrance and xmas lights  |
| Alex Rolfe      | Create road closure advanced notice signs to go up on individual parking bays on Market Place  | week before event |   |
|                 | <b>PARADE</b>  |                   |   |
| Committee       | Create parade running order  |                   |   |
| Kim / Suzanne   | Contact everyone in procession to let them know details for the day  |                   |   |
| Robert          | Book Bressingham Fire Engine (old fashioned one) for parade  | Feb/Mar           | DONE - donation to be given   |
| Robert/ Suzanne | Organise Dinsdale & contact Mayor to request involvement on the day  |                   | George confirmed for Dinsdale. Kieran is aware of his involvement. <b>Mayor's Cadets to be contacted via Kieran</b> |
|                 | <b>ENTERTAINMENT</b>   |                   |   |
| Andy R/ Suzanne | Book entertainment acts following committee approval   | May               | Acts booked - p/o numbers given   |
| Robert          | Book Poz for punch and judy show outside URC   | June / July       | DONE. p/o number given  |
| Committee       | Find suitable location for Santa's Grotto and book Santa   | July              | Santa booked. Committee to confirm URC as location for grotto at next meeting                                       |
| Suzanne         | Book Santa   | July              | DONE - p/o number to be given   |
| Committee       | Organise prizes for Santa's Grotto   | Aug               |   |
| Suzanne         | Check availability of Carl Baker's Bubblemania to attend   |                   | NOT AVAILABLE THIS YEAR   |
| Kim/ Suzanne    | Contact all entertainment acts before the event to run through any requirements, sound support requirements, send performance timings, inform of arrival times, parking etc.   | Nov               | Jake from Cozmo Entertainments will speak to all acts to check sound requirements.                                  |
| Suzanne         | Book Larry Gray's Funfair for Mere's Mouth   | June              | Booked. Funfair to give donation after event  |
| Suzanne         | To organise Compere and appropriate equipment required for them. (Ie microphone)   | Mar               | Ben Langley and Park Radio booked - p/o numbers given   |
| Alex R          | Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day   |                   | Alex Rackham in charge  |
| Suzanne         | Book Salvation Army to perform in market place (not in parade this year)   | Mar/June          | Booked. Donation to be given  |
| Suzanne         | Update running order/briefing sheet for event compere and email over to him before the day   | Nov               |   |
|                 | <b>FINANCE &amp; SPONSORSHIP</b>   |                   |   |
| 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. | Aug/Sept          | DONE  |
| Kim             | Keep sponsorship perks checklist updated   | ongoing           |   |

|                         |   |             |  |
|-------------------------|---|-------------|--|
| Robert/ Kim/<br>Suzanne | Send p/o numbers to all entertainment booked and infrastructure- update spreadsheets. Request invoices and ask when payment is wanted |             | DONE                                       |
| Sue Hurst               | Keep accounts up to date for committee  | ongoing     | ongoing                                    |
|                         | <b>PROMOTION</b>  |             |  |
| Kim                     | Write press releases  | Oct onwards |  |
| Kim                     | Book photographer for event   |             | Booked Charlie Scott-Bell and p/o given    |
| Kim                     | Keep webpage updated  | Ongoing     |  |
| Kim                     | Promote event via social media page, press releases, radio. Schedule fb posts   |             |  |
| Kim                     | Add event to 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     |  |
| Kim                     | To produce event programme, promo poster, and arrange for print and distribution  |             |  |
| Andy R                  | To put up laminated posters around the town (collect from town council office)  | Nov         |  |
| Suzanne / Kieran        | To liaise with Park Radio to arrange interview slots and promo releases   | Nov         |  |
| Alex                    | Prepare buckets with Mayor's charity label for fundraising collections.   |             | Alex doing                                 |
| 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 - Street Collections license received |

Dates for possible future Christmas Lights meetings at the Town Council Offices.

- 19<sup>th</sup> November 6pm
- 3<sup>rd</sup> December 6pm
- Briefing Meeting 12<sup>th</sup> December 6pm.