



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 21.07.26
Date: 17/07/2026

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, G. Pagan, B. Rogers, S. Villafuerte-Richards, G. Waterman, P. Wilson

For Information:

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

Diss Express

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Diss, Norfolk, IP22 4JZ.

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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 21st July 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 16th June 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. Christmas Lights Switch-On

- To receive an update on infrastructure (copy details herewith).
- To receive an update on stalls (copy details herewith) and to review the bar tender application form (copy details herewith).
- To receive an update on entertainment (copy details herewith) and review enquiry received from Carla Balls (copy details herewith).
- To agree timings for Santa's Grotto to allow enough time for families to visit Santa before the parade.

7. Committee Tasks

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

8. Member Forum

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

9. Date of Next Meeting

To note that the next meeting of the Events Sub-Committee is scheduled for Tuesday 15th September 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 16th June 2026** at **7pm**.

In attendance: S Brazier, M Cotton, Cllr D Craggs, E Forsdyke, J Grint, K Jaynes, R Ludkin, G Pagan, B Rogers, Cllr T Shava, Cllr L Sinfield, S Villafuerte-Richards, G Waterman, Cllr P Wilson,

3 members of the public

Cllr Craggs stepped in as Chair of this meeting in Cllr Dente's absence.

E0626/01 Apologies
Apologies were received from Cllr C Dente (Chair). No apologies were received from Cllr T Knights.

E0626/02 Minutes
Members reviewed the minutes of the last meeting held on 2nd June 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 2nd June 2026 as a true record and were signed by the Chair.
(Action: KJ to un-draft minutes on website, immediately)

E0626/03 Declarations of Interest
There were none.

E0626/04 Public Participation
There were 3 members of the public present- Matt Smith (Park Radio), Lindsey Booty (The Corn Hall) and Andy Rackham.

A query was raised regarding a tabled document sent to members after the agenda pack was published online.
(Action: KJ to add item 6c to website agenda pack, immediately)

E0626/05 Items of Urgent Business
There were no items of urgent business.

E0626/06 Carnival Debrief
a) Members reviewed feedback received from Diss Carnival 2026, which was overwhelmingly positive.

Key points discussed:

Restricted toilet access at the Park after the cleaners had gone. Ensure toilets are left unlocked by cleaners until end of the event in future.

Cllr Sinfield queried less bunting on display around the town. RL confirmed this was due to previous bunting falling down in various places around the town centre. The fixing points are limited to keep above the height restrictions for lorries. Going forward, we would need additional brackets fitted so more bunting can be installed higher.
(Action: RL to note for 2027)

There were several issues with traffic management following similar issues for Remembrance 2025. Vehicles were exiting Morrisons & a Security Steward had to step in & close the A1066 while the procession was on route as the T/M was not stationed there as

agreed. A similar issue was experienced earlier on Heywood Road as the procession approached from Walcot Road. Mount Street residents did not receive road closure letters which were meant to be delivered by traffic management team. RL has provided feedback and an alternative contractor will need to be sourced for future albeit at a greater cost. It was suggested that part refund should be requested from them due to failings.

(Action: RL to liaise, by next meeting)

The issues with the end of the procession route and the funfair taking up more space than agreed were the same last year and need to be addressed for future events.

Both positive and negative feedback was received regarding sound including minimal commentary from the compere. Park Radio will review all feedback and address for improvements going forward.

(Action: JG/Park Radio for future events)

'What The Truck' reported a lack of footfall to their stall as they were placed by the Pavilion away from the other food vendors despite very good footfall reported by a neighbouring stall. Members shared that those who tried the food on the day were not very impressed with the quality. Committee agreed a refund would not be given on this occasion.

(Action: DTC Admin to reply, by next meeting)

Cllr Sinfield said she had received feedback from people who said there wasn't much to do at the Fun Day for families. Charity stalls were mainly selling things rather than offering activities for kids. Previously, forms have included a request for charity stalls to provide a free activity for families as part of their discounted pitch - SR requested this is added to future forms.

(Action: DTC Admin, for future event)

The climbing wall was a paid for activity from the committee for visitors to use but many weren't aware that this was actually free on the day. For future events, if we have paid for an activity, more promo is to be done to share this. Or there was discussion that we pay someone to take a small fee to generate income.

(Action: KJ, for future event)

It was noted that there was a stall selling fake toy goods at the Fun Day (the items didn't have trademarks underneath) which DTC has reported to trading standards & will be recorded for future events.

(Action: KJ, for future event)

Security stewards were great on the procession, but members found they were reluctant to take action with certain issues at the Fun Day. A member of the public entered the main area without consent while entertainment was taking place. They also frequently 'performed' directly in front of other paid pavilion performers. Security was asked several times to remove this individual by committee members and on one occasion, the steward was standing back watching and filming the individual on his phone. Park Radio asked them face to face to do something about it and they didn't move him on. Committee agreed that an email should be sent to the security asking for some money back due to these significant failings.

(Action: RL, by next meeting)

It was noted that despite it being a sports theme this year, there was a lack of involvement from local sports clubs and teams resulting in less floats in the parade. The shortage of floats was observed by members of the public on social media.

- b) Members received an update on finances for Diss Carnival 2026. It was noted that the current surplus stood at £6,089.20, with a further £500 expected from the funfair.
- c) Members considered a cost and benefit analysis report outlining the staffing and financial implications of delivering Carnival.

Discussion focused on:

- Staff resource requirements.
- Impact on other Council projects.

- Volunteer recruitment and retention challenges.
- Long-term sustainability of the event.

A proposal was made to pause the Carnival in 2027 and return in 2028.

Members noted that almost £16,000 of staffing costs were spent purely on doing work for Carnival 2026, equating to over 550 hours of staff time.

GW highlighted that a lot of projects around the town are delayed, held up or not completed because of time spent on organising this one-day event. Sites such as DYCC, sports ground, mere water quality and mere drain, DDNP review process.

Members noted there are lots of pending projects waiting in the background which could really benefit the town, if staff were allowed the time to focus on them.

All acknowledged that Carnival is a much-loved traditional event in the town held annually which will be greatly missed if it wasn't to take place next year. Members agreed that if more people were willing to actively get involved in the workload for organising the event, this would reduce the impact on Council staff.

Previous Carnivals have had more involvement from a few volunteers reducing the staff burden. This year, we had less volunteers, so all DTC staff were involved to organise and run the event.

A suggestion was made that the Town Council could consider bringing in an additional member of staff to specifically do events.

GP proposed that the town could rotate the big events so each year, a different event would take place. 1 big event each year on the Park – Organ Festival, Carnival, Life Fest, Transport Festival. This would allow some down time for event organisers in between events and may be more exciting for the public who have more variety.

EF highlighted that it's the same volunteers and staff helping with the event year on year which inevitably results in volunteer and staff burnout. It was noted that several of these volunteers have full time jobs separate to the voluntary role. Unless more volunteers come forward to help, the existing staff and volunteers cannot keep up the same level of work year on year.

A suggestion was made to consider having a volunteer recruitment open day to try and encourage help for town events.

Cllr Craggs said councillors have tough decisions to make such as sacrificing a one-day event for a year to allow the Council to catch up and focus on the town sites and projects. GW added that the Carnival doesn't cost anything if it doesn't take place but the sites do.

Doing Carnival every other year allows for longer planning time. It was noted that we couldn't book some of the brilliant performers we wanted to due to how late we were in contacting them. In previous years, the Carnival planning has started from September. This year, planning started much later due to other events and projects.

AR highlighted that if the town projects were able to be completed, the Mere water quality would finally be sorted meaning the dragon boats and raft race could be brought back again for future events.

In support of the proposal to have a break from Carnival next year and return in 2028, 11 (majority) voted in favour & a decision would be taken by Full Council.

Post meeting note - the minutes of this meeting will be sent out with the Full Council agenda in July for a final decision to be made.

(Action: DTC Admin, by 23.07.26)

E0626/07 Christmas Lights Switch-On

- a) Members reviewed and discussed a proposal for the Diss Christmas Lights Switch-On event, focused on reduced duration and a more compact layout. It was agreed to reduce the timings of the event to 4.30pm-7pm following feedback from previous years.

With the shorter event timings, it was proposed to move Santa's Grotto closer to the main event. The URC has been used previously but feedback from visitors last year was that the ceilings were very high and the space didn't have the cosy grotto feel. Suggestions of other locations to consider: No.8 Marketplace and Diss Museum.

Members highlighted that using No.8 Marketplace could be unfair to other businesses who have suitable buildings in the Market Place. Grotto queuing may be a little crowded if the rest of the building is open for shoppers. The Museum was a preferable location. DTC will enquire with the Museum.

(Action: DTC Admin, by next meeting)

AR has a grotto, used in a previous year, which could be considered but members needed costings first.

(Action: DTC Admin to email AR for quote, by next meeting)

Santa will be the same person as previous. Matt happy to do visuals for the promo screen if members choose to have it.

(Action: Matt/Park Radio, by event)

Shops are encouraged to open later for the event & put on activities that can be promoted as part of the event – members needed to go round and talk to shops to promote this.

(Action: DTC Admin to email members, by next meeting)

- b) Members confirmed infrastructure and entertainment acts for DTC to book. Park Radio would be happy to do staging and sound again – quote to be considered. The exact location of the stage can be confirmed at the next meeting once we know more about the nearby stall requirements for electric etc.

(Action: DTC Admin to email members, by next meeting)

- c) A proposed running order for entertainment was considered including 5 carols at 5 lead by the Churches Together around the Christmas tree, a performance at 4.30pm on stage (act tbc), 5-minute performance from the Corn Hall panto cast, the switch-on at 6pm and a live band to finish. Santa's grotto, food stalls and the usual parade will also take place in between. Members agreed this reduced schedule is better and more impactful.

Members suggested the Salvation Army could play the backing music for the carol singing at 5pm and/or the choir performance if the band is available. SR to speak with St Mary's Revd & choir then contact Salvation Army.

(Action: SV-R, by next meeting)

Panto cast is keen to be heavily involved – they would do a 5-minute performance on stage, then join the parade at the bottom of Mere Street. Cast member is Graham from The Bill and it was agreed he'd go up on the stage with Dinsdale and The Mayor to turn the lights on subject to agreement.

(Action: Lindsey Booty, by next meeting)

E0626/08 Member Updates

There were none.

E0626/09 Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 21st July 2026.

Meeting closed: 20:35.

Cllr Declan Craggs
Substitute-Chair

Infrastructure

Co Name	Contact	Amount	Comments
First Aid (F.A.S.T) x 4 first aiders	Sharon Thompson / F.A.S.T	£100.00	RL emailed for quote 16.07.26
3/ 4 x Security & 10 radios - Phoenix / Tripleguard?		£650.00	Comparison quotes requested by RL from Phoenix and Tripleguard 16.07.26
NCC Road Closure application	streetworks@norfolk.gov.uk	£45.00	price tbc
South Norfolk Council 2 x 1100L Bins	Tallulah Crouch Tallulah.Crouch@southnorfolkandbroadland.gov.uk	£43.00	Cost tbc - was around this price last year
Cleaning		£	RL emailed Perdee Gould for quote to clean 4.30pm-7pm with normal clean afterwards
Matt Smith (Park Radio)		£60.00	Santa - in grotto, parade & on stage for switch-on
James Grint / Staging, Lights & Sound	James Grint [REDACTED]	£750.00	TBC
Compere - Park Radio?	" "		TBC
Photographer	Diss & District Camera Club / John Hutton		FOC for crediting the Camera Club after

Stall Name	Contact / Email	Type of Stall & equipment	Notes
FOOD & DRINK STALLS			
Em-Mazing Dinky Donuts (Dinky Donuts - sold business to her)	Emma Eadle [REDACTED]	Doughnuts	HAPPY TO ATTEND WITH REDUCED TIMINGS - email her the application form when ready after July meeting
Harris Hog Roast		3m x 3m gazebo. Same as usual	Only has gazebo - he is away in Birmingham the night before but is interested in coming for the reduced timings. Still send the form to him.
Bar	Wonky Donkey OR Azure Bars	Horsebox bar	Azure Bars are interested and Wonky Donkey is interested. Send bar tender forms after Tuesday's meeting. LICENCE NEEDS SIGNING
Tikka Tonic	Beri Madhur [REDACTED]	5m x 2.2m Indian street food vendor and food truck specialising in Punjabi-style dishes, including Butter Chicken, Keema Naan rolls, and Samosas.	HAPPY TO ATTEND WITH REDUCED TIMINGS - email him the application form when ready after July meeting.
The Pig Pantry	Ellie-Louise Richardson [REDACTED]	Horsebox - hot drinks, milkshakes, toasties, homemade cakes	Keen to attend - send application form after July meeting
ROOM FOR 2 MORE FOOD TRUCKS	Others interested: - Bucket List Chips or - Fully Loaded Fries		
MISCELLANEOUS STALLS			
Glow Lights and Balloons	michelle ayers and caleb [REDACTED]	Glow Lights and Balloons walkabout	SHE IS HAPPY TO ATTEND WITH REDUCED TIMINGS - call her when application form is ready after July meeting and she will come in to do it.
CAN'T ATTEND			
Florence's Coffee	Connor	Horsebox. 4.4m x 1.8m same as usual	CAN'T ATTEND THIS YEAR - clashes with another booking



Tender Document for Bar Provision

- **Event Name:** Diss Christmas Lights Switch-On
- **Date:** Saturday 5th December 2026
- **Location:** Diss Park, Park Road
- **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:		Company:	
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.
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 **£160** is payable to Diss Town Council upon acceptance of your tender.
25. Voluntary Donation – an additional contribution from profits towards our event fundraising is always appreciated to support future community events.

Key Dates

- **Tender Release Date:**
- **Submission Deadline:**
- **Selection Notification:** w/c (insert date) 2026

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: _____

Name: _____

Dated: _____

Artist

Graeme Syed / My Choir Rocks
Churches Together - 5 carols at 5
Carla Balls & Students - performance group TBC
Salvation Army? TBC
Matt - Father Christmas & elves
Panto Cast - The Corn Hall
Soundhouse - Live band - confirmed availability for £500

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 the Churches Together around tree
Corn Hall panto cast - 5 minute performance at some point on stage
5.25pm - possibly Carla Balls' group of students for 15 mins if time?
5.45pm - Parade with Mayor, Santa, Dinsdale, Elves and panto cast
6pm - Switch On - Graham from The Bill (panto member), Mayor, Santa and Dinsdale
Soundhouse to start straight after switch-on and finish at 7pm.

Hello,

I hope you're well!

Firstly, thank you so much for last Christmas. We had such a wonderful time performing with the pantomime, and I absolutely loved performing as one of your headliners.

Since then, I have opened my own musical theatre school, CLA Performing Arts, based in the heart of Diss at No. 8 Marketplace. We would absolutely love the opportunity to be involved in this year's Christmas Lights Switch On, as well as any other community events where you may be looking for young performers.

Our students have performance routines and costumes ready to go, and they would be thrilled to showcase their talents while supporting our local community. We are passionate about giving young people exciting performance opportunities and would be delighted to be part of any festive celebrations in Diss.

I would also love to offer my services again as a solo singer if you're looking for live entertainment.

Thank you for your time, and I hope to hear from you soon. We'd love to work with you again.

Kind regards,

Carla Balls

Principal – CLA Performing Arts

Agreed Roles and Responsibilities for Christmas Lights 2026

Who?	Task to complete	Date to be completed	Actions / Done?
	INFRASTRUCTURE		
Robert	Book 10 radios and 3/4 security stewards	July	Sent re-mails to Phoenix and Tripleguard for quotes for 3 to 4 Security Staff and 10 Radios .16/07/2026
Robert	Organise 2 x 1100L bins with SNC	July	E-mailed Tallulau from South Norfolk Council for quote for two bins,16/07/2026
Robert	Book Pearce & Kemp	Aug	Emailed for quote: installing lights around town and supplying a christmas tree and additional smaller tree for town centre
Sarah	Liaise with No. 8 Market Place ref positioning tree on flat roof of No. 8	July	Alan F can't see there being a problem with this. Their landlord is planning to repair the flat roof but all should be done by Christmas. He can provide electric to it. Need to discuss logistics.
Robert	Book cleaning contractor	July	E-mailed Perdee for quote for extra cleaning of Mere Toilets from 4.30 pm to 7pm and then normal clean. 16/07/2026
Robert/Committee	Arrange site layout and finalise stall positions	June	drafted
Robert/DTC Admin	Book staging & sound support for the event.	July	quote from Park Radio received for committee to discuss. Need comparison quote 16/07/2026 sent email to Alex Rackham to see if he will quote forstaging lights etc for a second quote as he is local.
Robert	To complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	September	
Robert	Oversee H&S such as risk assessments, emergency services	ongoing	
Robert	Book first aid - F.A.S.T	July	Sent E-mail to Sharon to ask if she will do the First Aid again this year and her costs .E-mail sent 16/07/2026
DTC admin team	Complete NCC's Road Closure application form for new timings and send to streetworks with payment	Aug	
Robert	Display NCC's official Road Closure Notice in Market Place before event	Nov	
DTC admin team	Organise DBS checked individuals for lost children's point	July	Park Radio?
	STALLS		

Kim	Update application form with new logo and info for 2026	July	DONE
Kim	Send application form to food stalls	July	24.06.26 email sent to vendors to check if still interested in attending with new reduced timings. Awaiting some responses before we can send forms out
Kim	Send bar tender form to interested traders for committee to approve. Once approved, get the bar to sign premises license	July	Bar tender form created- send to Wonky Donkey and Azure Bars after meeting on 21st July to review price.
Kim /DTC Admin	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	
DTC admin team	Send email to all stallholders to request paperwork for 2026 event by 18th September deadline. Chase for any outstanding paperwork and payments after deadline.	End of Sept	
	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	17.6.26 RL emailed James Kay. Re e-mailed James to ask again as not had a reply.16/07/2026
Kim/ DTC Admin	Find another Dinsdale (George unable to do it) & contact the Mayor to request his involvement on the day	End Sept	
	ENTERTAINMENT		
DTC Admin	Book entertainment acts following committee approval	July	Graeme Syed, Panto, Salvation Army Band for carols, Live band for the final act

Sarah	Check Salvation Army Band availability if we need reserve to play for carols but we will try other choir first	July	Contact IS 16.07.26 to enquire about providing backing for carols / choir.
Sarah/ Kim	Find suitable location for Santa's Grotto and book Santa	July	Diss Museum - Kim emailed Basil for confirmation to use the space. RL visited with KJ and agreed lower down room for grotto space. Museum Chair has approved use of space. Times TBC.
Robert/ Kim	Organise gifts for Santa's Grotto	Oct	RL said there are some children's books upstairs at DTC but need to check enough age groups
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	June	
DTC admin team	To organise Compere and appropriate equipment required for them. (Ie microphone)	July	Park Radio? Check if this is already quoted within stage sound quote
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	July	
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 members needed	Fundraising ideas for event. 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	Aug	