

TOWN CLERK
Mrs Sarah Villafuerte-Richards

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

Please ask for: Robert Ludkin
Our ref: CL 21.10.25
Date: 16.10.25

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 Thursday

21st October 2025 at 6pm 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 25th September 2025 (copy details herewith).
- 3. Declarations of Interest¹**
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 Diss Christmas Lights Switch-On 2025 (copy details herewith).
- 7. Stalls**
To receive an update on stalls for the event (copy details herewith).
- 8. Entertainment**
To receive an update on entertainment booked for the event (copy details herewith).
- 9. Committee Tasks & Volunteers**
To review and note outstanding tasks for organising the event (copy details herewith).
- 10. Event Promotion**
 - a) To review and discuss the Christmas Lights Programme (copy details herewith).
 - b) To receive an update on event promotion.
- 11. Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
- 12. Date of Future Meeting**
To agree a date for the next meeting.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>J. Robertson (ex-officio)</u>	<u>A. Goulder</u>
<u>Andy Rackham</u>	<u>D. Collins</u>
<u>S. Kayne</u>	<u>A. Kitchen</u>
<u>R. Ludkin</u>	<u>J. Welch</u>
<u>G. Pagan</u>	<u>C. Dente</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>J. Grint (Park Radio)</u>	<u>S. Browne</u>
<u>D. Craggs (ex-officio)</u>	<u>S. Kiddie</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 25th September 2025 at 6.00pm.

Present:

In attendance: A. Rackham

Al. Rackham (Vice-Chair)

A. Bloom

G. Pagan

S. Kayne (Chair)

R. Ludkin

J. Grint

K. Jaynes

CL 0925/01 APOLOGIES

No apologies were received. Cllr Craggs and Cllr Robertson (ex-officio) were not in attendance.

CL 0925/02 MINUTES

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 8th July 2025 were a true record and duly signed by the Chairman.

Andy raised a query about the wording on the minutes which said 'KJ to ask if Sarah makes the final decision' re sponsorship. As a decision could not be made at the last committee meeting about sponsorship, it was agreed Sarah would make the final decision, giving consideration to the impact on staff. Committee noted that the minutes also said a 'small meeting would be arranged' to discuss how Alex could support James with effects/cold sparks/lighting and this didn't happen.

CL 0925/03 DECLARATIONS OF INTEREST

There were none.

CL 0925/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL 0925/05 ITEMS OF URGENT BUSINESS

There were none.

CL 0925/06 FINANCE

Members received an update on Income and Expenditure for Diss Christmas Lights Switch-On 2025. No income to date as most things have carried over from last year and we aren't sourcing sponsorship. Expenditure cost for staging to be added once a decision has been made. KJ to check if bank details have been received from Bombshell Rheanne for performance.

(Action: KJ, this week)

CL 0925/07 STALLS

Members received an update on stalls. 11 stalls for market place. 4 confirmed in St Mary's Church so far. SK to chase up with the others – Phoenix Bird of Prey and Norfolk Wildlife Trust. There are only 6 spaces available in the church.

SK to chase Tikka Tonic as haven't heard back if he wants to attend.

(Action: SK, this week)

Members noted that the 20th September was the deadline for stallholder paperwork. DTC admin staff to chase for the outstanding documents required as soon as possible. KJ to remove Park Radio from the

stalls master list as they fall under Infrastructure.

Create small headers on stall master spreadsheet 'Food and Drink' line, 'miscellaneous' – glow lights to go under here. 'charity stalls' – DTC admin staff to amend

(Action: DTC admin team, immediately)

CL 0925/8

ENTERTAINMENT

Members received an update on entertainment. Bombshell Rheanne has been booked since the last meeting. Committee confirmed timings for entertainment.

KJ to add Bubblemania logo to the event poster.

(Action: KJ, by end of Sept)

DTC received an email from Joe Aiken with details of his entertainment act 'MC J Messy' – SK to respond back that we're full for entertainment acts this year.

(Action: SK, immediately)

Lee from Corn Hall has asked if future Christmas lights agendas and minutes can be sent to him so panto cast can be arranged. KJ to forward Lee's email to SK and she will contact him to discuss how many panto cast members there will be and what they will be doing.

(Action: SK, by next meeting)

Gabrielle updated committee on URC's activities for the event all based around the stables prepping for the arrival of the baby. She will send KJ details of what's happening to be included in programme.

(Action: GP, this week)

CL0925/9

INFRASTRUCTURE

Members received an update on infrastructure.

Martyn's Law update from RL. Security booked for event to cover all areas.

RL to get the Pearce & Kemp quote for lights from Sarah and go ahead with booking plus Lite.

(Action: RL, by next meeting)

James confirmed Matt will not be required for sound support at the event so Matt can be available for Santa. KJ to double check paperwork still lasts from last year for DBS (usually lasts 3 years and we paid for it last year). SK to email Matt to confirm him as Santa.

(Action: KJ/ SK, by next meeting)

Elf on a shelf idea is a nice idea but too much work for this year so remove from roles and responsibilities list.

(Action: KJ, by immediately)

James happy to lead on Window Dressing Competition for shops in the town and will arrange for judges from Park Radio & Town Mayor. James will keep KJ in the loop for promo assistance.

(Action: JG, by next meeting)

Staging – quote from Park Radio received for £1,500. No other quotes received. Committee agreed to go ahead with this – smaller stage is adequate for this event.

(Action: SH to sort order number, by next meeting)

James can also include 2 big snow cannons if weather ok or cold sparks if weather is too cold, and lighting lasers. Lost Children's gazebo will be put behind the back of stage and any acts waiting to go on stage can also wait in here. RL to liaise with James on dimensions etc. James to send RL pics of stage.

James is getting a 3m x 2m LED screen that can direct people to St Mary's Church and Santa's Grotto. RL to liaise with James re suitable location. Digital artwork can be sent to James to include on this.

(Action: RL & JG, by next meeting)

Adam B can assist with decorating Santa's Grotto the day before event.

Photography – Adam will enquire with a possible contact to see if they can help. Once we have a photographer confirmed, KJ to send over all info and timings for the event so they know the key things to photograph. 2pm – 6pm rough timings they would be needed.

(Action: AB / KJ, by next meeting)

CL0925/10

COMMITTEE TASKS

Members reviewed and noted outstanding tasks for organising the event.

KJ to add update for staging on roles and responsibilities list.

(Action: KJ, by next meeting)

RL confirmed George can be Dinsdale.

Mayor is available to attend event - send him info for the day and what he is required to do.

(Action: KJ, by next meeting)

RL to discuss with Sarah about a back up plan incase the event had to be cancelled of what our procedure is to notify everyone including stallholders and entertainment acts etc. Park Radio would be able to put out a social post but committee requested Sarah is the back up to do a social post on Christmas Lights or Town Council page if KJ is unavailable... RL to confirm with Sarah.

(Action: RL, by next meeting)

KJ to update event programme from last year where necessary – upload digital version to webpage/ social. Add in Bubblemania to programme and any other additions. Remove Cozmo entertainments logo if included.

Aim for programme to be done by mid-Oct and printed for Corn Hall, DTC Office, Library and No.8 Marketplace where free copies can be picked up.

(Action: KJ, next meeting)

SK to arrange interview with Park Radio.

(Action: SK, by next meeting)

KJ to check with Alex how many buckets have been updated with Mayor's new charity logo so these can be used for the event.

(Action: KJ, by next meeting)

CL0925/11

MEMBER UPDATES

Members received updates from committee members not reported elsewhere on this agenda. Andy Rackham suggested consideration was given to fireworks for future thought. No for this year.

CL0925/12

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 Tuesday 21st October 2025 at 6pm.

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

Meeting closed at 19:55pm

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne

Christmas Lights 2025

Expenditure			
Supplier / Acts	Costs	P/O Number	Comments
Park Radio(Booked dbs for lost children)	£0.00		Paid £300 in 2024 - carry over as no attendance
First Aid	£0.00		Fee carried over from 2024 - Sharon Confirmed attendance
Will Power (Lauren Bryant)	£25.00	RL8544	£150 carried over from 2024 - price increase so £25 to pay
Serena Grant	£0.00		£120 carried over from 2024 - Agreed to Attend
Leon Mallett	£0.00		Paid £300 in 2024 - carry over as no attendance
Santa (Matt Smith) Black Dot Media	£60.00		Once Santa is confirmed, will need to pay for 2025
Mary Moppins	£76.50	RL8542	
2 x 1100L Bins (South Norfolk Council)	£43.96	RL8545	booked
Phoenix x 6 Security + Radios	£582.50	RL8594	booked
Salvation Army on stage	£0.00		
Fire Engine	£0.00		Paid £60 in 2024 - carry over as no attendance
United Reformed Church	£50.00		
St Marys Church	£50.00		
Road Closure	£46.35		Paid 28.07.2025
Poz Punch and Judy	£175.00	RL8543	booked
Staging, Lights & sound	£1,500.00	DTC6881	£1500 James quoted for staging, lights and sound - committee agreed. P/O sent to James 29.09.2025
Santa Grotto Prizes - Books	£0.00		Purchase each year
Photographer	£0.00		need to find one as Charlie not available
Bombshell Rheanne	£170.00	DTC6882	Paid 14.10.2025
Carl Baker Bubbles	£85.00	RL8548	
Expenditure	£2,864.31		
Income from stalls carried over	£0.00		
Funds Brought Forward from 2024	£4,262.42		
Budget for this year 2025	£1,250.00		
Funds remaining	£2,648.11		

Stall holders

Stall Name	Contact / Email	Type of Stall & equipment	App Form	RA	PL	Hygiene Certification	Gas Safe Cert	Use of contractors generator?	Paid	Notes
FOOD & DRINK STALLS										
Debbie's Donuts		4m x 3m Trailer. Doughnuts	Yes	Yes	Yes	5 * rating Y inspected 8.10.24	n/a	Yes	£54 paid by bacs 29.08.24. 15815 CARRYING OVER TO 2025	COMPLETE
Florenco's Coffee		Horsebox. 4.4m x 1.8m same as usual	Yes	Yes	due - expired 13.09.25	5* rating Y inspected 6.8.24	expired 08.07.25	No	£54 paid bacs 09.07.24 - receipt no 15748 CARRYING OVER TO 2025	chased 15.10.25
Fully Loaded Fries		Horsebox. Fries with a selection of toppings and soft drinks, We have a trailer, we need approx 4m x 4m, we don't have a gazebo.	Yes	Yes	Yes	Y - 5 *rating inspected 25.7.25	expired 17.9.25	Yes	Y. Paid by bacs 16.09.24 - 15825 CARRYING OVER TO 2025	COMPLETE
Harris Hog Roast		3m x 3m gazebo. Same as usual	Yes	Yes	Yes	5* rating Y inspected 8.4.25	N/A Confirmed not bringing gas	No	£54 paid via BACS 28.06.24 - receipt no.15726. CARRYING OVER TO 2025	COMPLETE
My Bubbles Waffles		Trailer. Waffles with sweet toppings	Yes	Yes	due	Y -5* rating inspected 14.07.23	n/a	Yes	Y. Paid by bacs 30.09.24 - 15831 CARRYING OVER TO 2025	chased 15.10.25
Tini Fudge Cakes & Bakes		3m x3m gazebo - fudge & cakes, brownies, blondies, Stuffed Cookies with vegan & gluten free options available.	Yes	Yes	Yes	5 * rating Y inspected 30.01.25	n/a	No	£54 paid bacs 25.06.2024 - receipt no. 15720. CARRYING OVER TO 2025	COMPLETE
RESERVING INCASE- Tikka Tonic		Horsebox 6m x 4m. Naan Egg Rolls (handmade naan bread layered with eggs and stuffed with a filling of choice); Soul Bowls, hand made Punjabi Samosas, Pakoras	due	due	due	5 * rating Y inspected 25.11.24	expired 10.7.25		£54 due if wants to come 2025	26.09.25 SK received email from them- They may not be able to attend now due to staffing issues but have asked if we can hold the space.
Wonky Donkey Bar		Horsebox bar 6m frontage	Yes	Yes	Yes	5* rating Y inspected 11.12.23	n/a	No	£54 paid by bacs 30.09.24 - 15830 CARRYING OVER TO 2025	COMPLETE - LICENCE SIGNED.
The Travelling Teapot		Horsebox or gazebo Hot puddings- crumbles, hot cookies, non alcoholic mulled wine etc	Yes	Yes	Yes	Yes	n/a	bringing own supply	Paid by BACS £54 03.09.25	CONFIRMED. COMPLETE
MISCELLANEOUS STALLS										

Stall holders

Stall Name	Contact / Email	Type of Stall & equipment	App Form	RA	PL	Hygiene Certification	Gas Safe Cert	Use of contractors generator?	Paid	Notes
Glow Lights and Balloons		Glow Lights and Balloons	Yes	Yes	Yes	n/a	n/a	No	£54 paid cash 27.06.24 - receipt no. 15326 CARRYING OVER TO 2025	COMPLETE
Kingsley Healthcare		Platinum sponsor from 2024 - they are entitled to a stall as part of their package if wanted	due	due	due	n/a	n/a	No	Included with their platinum sponsorship from last year	
ST MARY'S CHARITY STALLS x 6										
Merryfields Playschool		Tombola stall	Yes	due	Yes	n/a	n/a	n/a	FREE	confirmed attendance 03.09.25- awaiting forms 26/09/25 - documents chased
Feline Care Cat Rescue		6ft table and small clothes rail selling new gifts and handmade items that have been donated by charity supporters	Yes	Yes	Yes	n/a	n/a	n/a	FREE	COMPLETE
1st Diss Scout Group		2nd hand books (good quality), Roll dice to win a prize everytime	Yes	Yes	Yes	n/a	n/a	n/a	FREE	CONFIRMED. COMPLETE
Phoenix Bird of Prey Rescue		Kiddies stall - eggy game (not real eggs) prize every time.								03.09.25 sent form to see if interested as came last year. Chased but no reply.
Diss Library		Stall with a small selection of adult and children's books. Promoting library services and distribute resources as appropriate	Yes	Yes	Yes	n/a	n/a	n/a	FREE	CONFIRMED. COMPLETE
Roella Trudgill / For BHF and Diabetes UK		Selling her handmade items for BHF and Diabetes UK	Due	Due	Due	n/a	n/a	n/a	FREE	awaiting paperwork
Norfolk Wildlife Trust		Raising awareness and support for your local wildlife charity- Norfolk Wildlife Trust								Not available this year but wants to be considered for 2026.

Artist	PO No	Invoice	Amount	Paid	
Serena Grant					
Will Power (Lauren Bryant)	RL8544		£175.00		available to do 2 x 30 min slots for £175. £150 paid last year. £25 this year.
Leon Mallett - East Anglian Boy					30 minute performance slot confirmed and switching on lights
Punch & Judy hosted by Poz - inside URC back room	RL8543		£175.00		attended 2024 in URC for £200. BOOKED
Carl Baker (Bubblemania)			£85.00		2 shows- 20 minutes each - 1.30pm and 2.30pm shows
Larry Gray Funfair					Confirmed attendance 10.07.25
Fire Engine - Ben Bancroft General Manager. Dave Bennett drives the fire engine					Confirmed attendance 09.07.25
Salvation Army					Confirmed attendance to Robert 17.07.25
Matt - Father Christmas					Iain confirmed to SK attendance of the band 22.08.25
Bombshell Rheanne (The Vintage Soprano) supported by Pat and Kenny			£170.00		James confirmed Matt isn't needed for Park Radio support so will be Santa.
					Confirmed - received bank details. Sue Hurst to sort payment 26.09.25

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

14:00 Park Radio playing music and compere from start of event
14:45 - 15:10 Salvation Army Band
15:15 - 15:40 Serena Grant
15:45 - 16:40 Bombshell Rheanne, Pat & Kenny
16:45 - 17:00 Serena Grant
17:05 - 17:30 Will Power
17:35 - 18:05 Leon Mallet performance & switch-on
18:05 - 18:30 Will Power
Finish 18:30ish

Agreed Roles and Responsibilities for Christmas Lights 2025

Who?	Task to complete	Date to be completed	Actions / Done?
	INFRASTRUCTURE		
Robert	Book 10 radios and 6 security stewards from Phoenix		Booked by RL 03.09.25
Robert	Organise 2 x 1100L bins with SNC		Booked
Robert	Book Pearce & Kemp	Aug	DONE
Robert	Book Mary Moppins for cleaning	Jul	booked 09.07.25
Robert	Arrange site layout and finalise stall positions	Oct	review from last year
Robert	Book staging & sound support for the event.		James Grint - £1500 for staging, lights and sound Committee confirmed. RL to check risk assessment and paperwork for staging - still waiting to see paperwork
Robert	To complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)		Robert sent to SAG but they came back saying our event is under the risk threshold for requiring SAG support
Robert	Oversee H&S such as risk assessments, emergency services		DONE
Robert/Suzanne	Book first aid - F.A.S.T	July	Booked- confirmed attendance for 2025
Robert	Complete NCC's Road Closure application form and send to streetworks with payment	Aug	DONE 07.08.25
Robert	Display NCC's official Road Closure Notice in Market Place before event	Nov	
Gabrielle	Gabrielle to update committee on entertainment at URC	ongoing at meetings	activities focusing around 'Get Ready for Christmas 'at Diss URC. Between 2pm & 5pm for interactive fun, crafts, hot chocolate
Robert	Organise DBS checked individuals for lost children's point		Park Radio
Suzanne	Inform St Mary's Church of date and book use of church for charity stalls.	July	Confirmed with Michael Crawford 21.08.25
	STALLS		
Kim	Update application form with new logo and info for 2025	July	DONE
Kim	Send application form to food stalls who confirmed from 2024	July	DONE
Kim	Organise bar and get them to sign premises license		DONE
Kim / Suzanne	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	15.10.25 Chased for last few documents.
DTC admin team	Send email to all stallholders to request paperwork for 2025 event by 20th September deadline. Chase for any outstanding paperwork and payments after deadline.	End of Sept	Alex Rolfe sent email to chase 26.09.25

	VOLUNTEERS/COMMITTEE JOBS		
Suzanne /Robert	£5 vouchers to be printed for volunteers to use at any food stall at the event. Stalls to invoice DTC with costs to pay after event. If spending over £5, volunteers have to pay the extra.	Nov	
Robert / Suzanne	Allocate volunteer and staff jobs for the day.	Nov	
	ADMIN TASKS		
Robert	Arrange for maintenance staff cleaning and jobs on the day	Oct	Alex Rolfe confirmed helping. Need 1 more staff member.
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	Oct	Gets included with the Remembrance letter re closure
Colin	Create road closure advanced notice signs to go up on individual parking bays on Market Place	week before event	
	PARADE		
Robert / Suzanne	Create parade running order		
Kim / Suzanne	Contact everyone in procession to let them know details for the day 1 week before	mid Nov	
Robert	Book Bressingham Fire Engine (old fashioned one) for parade	July	DONE 17.07.25
Suzanne	Email George Waterman (Dinsdale) & contact the Mayor to request involvement on the day	End Sept	DONE- confirmed
	ENTERTAINMENT		
Andy R/ Suzanne	Book entertainment acts following committee approval	May	DONE
Suzanne	Book Poz for punch and judy show inside URC	July	£175 fee agreed- booked 10.07.25. Robert to sort P/O number
Robert	Find suitable location for Santa's Grotto and book Santa	July	Santa to go in URC again. Matt Smith confirmed as Santa
Committee	Organise prizes for Santa's Grotto	Oct	
Suzanne	Check availability of Carl Baker's Bubblemania to attend		CONFIRMED
Suzanne	Email all entertainment acts before the event - send performance timings, inform of arrival times, parking etc.	end of Nov	
Suzanne	Book Larry Gray's Funfair for Mere's Mouth	June	confirmed attendance to suzanne 09.07.25 - need paperwork
Suzanne	To organise Compere and appropriate equipment required for them. (1e microphone)	Mar	Park Radio
Alex R	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		

Suzanne	Book Salvation Army to perform in market place (not in parade this year)	Mar/June	Iain confirmed to Suzanne the band can attend 22.08.25
Suzanne	Update running order/briefing sheet for event compere (Park Radio) and email over to them before the day	Nov	
	FINANCE & SPONSORSHIP		

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.	July	not sourcing sponsors this year
Kim	Keep sponsorship perks checklist updated	ongoing	not sourcing sponsors this year
Robert/ Kim/ Suzanne	Send p/o numbers to all entertainment booked and infrastructure- update spreadsheets. Request invoices and ask when payment is wanted		
Sue Hurst	Keep accounts up to date for committee	ongoing	
	PROMOTION		
Adam	Book photographer for event		charlie scott bell not available for 2025 date. Adam may have another contact.
Kim	Keep webpage updated	Ongoing	
Kim	Promote event via social media page, press releases, radio. Schedule fb posts	Ongoing	
James (PR)/ Kim	James from Park Radio will lead a festive window dressing competition, supported by Kim	Oct	Get an update from James on start and finish dates plus how businesses can enter & what the prize is.
Kim / DTC admin	Add event details to other online event sites/ listings	Oct	
Kim	Complete promo perks for all sponsors including banners. Organise for banners to go up on market place and MUGA.	Oct/Nov	not sourcing sponsors this year
Kim	To produce event programme, promo poster, and arrange for 200 printed copies	Oct	Programme drafted. Social media posts ongoing. Distribute posters and programme copies once ready.
Andy R/ Suzanne	To put up laminated posters around the town (collect from town council office)	Nov	
Suzanne	To liaise with Park Radio to arrange interview slot	Oct	James aware - SK to sort time.
Colin	Prepare buckets with Mayor's charity label for fundraising collections.		DONE
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- sent to SNC 27.08.25. Received street collection notice 10.09.25

FREE
EVENT

DISS
Christmas
LIGHT SWITCH-ON

SATURDAY 29TH NOVEMBER 2025

DISS MARKET PLACE

2PM - 6.30PM

**LIVE MUSIC | STALLS | ENTERTAINMENT
SANTA'S GROTTO | FUNFAIR |**

**LIGHTS ON
@ 6PM!**

Kingsley Homecare proud to support the Diss Christmas Lights Switch on



- Live-in Care
- Personal Care & Support
- Short-term Reablement
- Companionship Services

Call us on **01379 439199** to find out about our range of services, from hourly care and companionship to help around the house and essential daily support.

kingsleyhomecare.co.uk

36F Mere Street, Diss, Norfolk IP22 4AD

*T&Cs apply





SHOPS

ST NICHOLAS STREET



SHOPS

MARKET HILL



SHOPS



EVENT
MAP



MERE



TOILETS



FUNFAIR AT
MERE'S MOUTH



KEY: PARADE ROUTE



MORE
STALLS
IN CHURCH



MAIN
STAGE



LOST
CHILDREN'S
POINT

ROAD
CLOSED

MARKET
PLACE

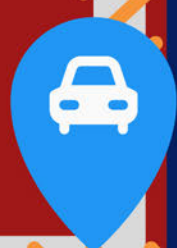


MARKETPLACE

↑
STALLS
↓



SHOPS



CHAPEL ST



PUNCH &
JUDY SHOWS
2pm & 3.30pm



SANTA'S
GROTTO HERE!
& ACTIVITIES!



UNITED REFORMED CHURCH
(OPP ALDI)

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**Diss Christmas
Lights Switch On
Sponsor:**



For all your small business
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claire@cbaccounting.co.uk

Running a business during the holidays can
be tough, with cash flow, taxes and growing
expenses adding to the usual pressures.

Don't let these challenges steal your

Christmas cheer!

Call Claire on 07734 084280



TASTY TREATS & MORE!



A variety of tasty treats will be available from 2pm – 6.30pm on the Market Place with additional 'have-a-go' fundraising stalls in St Mary's Church.

While you're here, why not start your Christmas shopping and explore Diss' lovely independent shops in the town, perfect for finding those unique Christmas gifts.



ANDY BACOS

 07775 751303

 andy.bacos@ntlworld.com

 Andy's Oil Boiler Services



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VISIT THE URC FOR SANTA'S GROTTO & FUN ACTIVITIES!

Visit the United Reformed Church on Mere Street (opp Aldi) anytime from 2pm until 5pm to meet Santa and his elves! No need to pre-book.
£3 per child, includes a gift.

The URC will also have interactive activities, fun and crafts, based around the theme 'Getting Ready for Christmas'. Explore between 2pm and 5pm. Visitors can also enjoy a free hot chocolate!



"ALL THE FUN OF THE FAIR"

L Gray and Sons' Mini Funfair will be back at Mere's Mouth from midday, with a selection of small rides and have-a-go stalls to keep little ones entertained all afternoon.



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14:45 - 15:10 SALVATION ARMY

15:15 - 15:40 SERENA GRANT

15:45 - 16:40 BOMBSHELL RHEANNE, PAT & KENNY

16:45 - 17:00 SERENA GRANT

17:05 - 17:30 WILL POWER

17:35 - 18:05 LEON MALLET & SWITCH-ON AT 6PM

18:05 - 18:30 WILL POWER

*these timings are subject to change at the
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Rheanne is a Suffolk-born singer and performer. Trained in the theatricality of musicals, she now turns her skills to a variety of genres from opera to pop, specialising in classic golden age tunes and vintage-inspired favourites guaranteed to get everyone 'In The Mood'!

Performing on our stage for the first time, Rheanne will be supported by singers 'Pat & Kenny' at 3:45pm. Enjoy!

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LEON MALLET

Known for capturing hearts on The X Factor and for his viral TikTok hit 'East Anglian Boy' amongst many others, Leon is bringing his fantastic energy right here to Diss with a variety of his own songs, many of which showcase Norfolk in all its glory!



SERENA GRANT

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Thanks to Myhills Diss for donating the Christmas Tree and lights on display outside the United Reformed Church.

A lovely way to spread even more festive cheer throughout the town!



THANK
YOU



WILL POWER

Will Power is the King of the East, known for his big vocals and even bigger hair!

Serving you up a slice of classic British cabaret! Will is the co-host of Now! That's What I Call... Drag! , the largest drag cabaret show in East Anglia which plays the Diss Corn Hall three times a year.



*Will is absolutely thrilled to be returning to the Christmas light switch on this year and will be bringing more Christmas singalongs, Disney hits and classic anthems for the whole family all presented with his fabulous, camp flair!
Who's got the power?! Will Power!*





Wishes you a very
Merry Christmas

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THE PARADE

Santa will make his way along Mere Street from 5.40pm in our festive parade, arriving at the Market Place for the countdown at 6pm!

Give him a wave as he travels with Dinsdale, the Town Mayor, Mayor's Cadets, Parky Bear and the cast of this year's Corn Hall panto 'Beauty & The Beast'.



Thanks to Bressingham Steam Museum for providing their festive fire engine for Santa to travel in style!



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*From,
The Diss Christmas Lights
Switch-On Committee*



EVENT PHOTOGRAPHY:

We will have a photographer taking photos on the day. These will be shared on our social media, website and to local press contacts on request.

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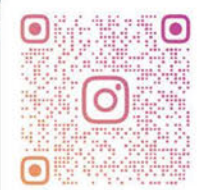
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