Diss Town Council
Minutes

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 21st July 2026** at **7pm**.

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

E0726/01 Apologies

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

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

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

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

E0726/02 Minutes

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

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

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

E0726/03 Declarations of Interest

There were none.

E0726/04 Public Participation

There were no members of the public present.

E0726/05 Items of Urgent Business

There were no items of urgent business.

E0726/06 Christmas Lights Switch-On

a) Members received an update on infrastructure.

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

(Action: RL, by August 2026)

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

- 6 food vendors have been approved by the committee; Em-Mazing Dinky Donuts, Harris Hogroast, Tikka Tonic, the Pig Pantry, Bucketlist Chips & Elsie's Pizza. KJ to send application forms, risk assessment forms, stallholder Ts & Cs and request the required documentation.
- KJ to send application form to Glow Lights and Balloons for their walkabout stall.
- Members agreed that the bar pitch fee will be £120 plus a 5% contribution of profits made on the day. KJ to amend the Bar Tender Form under the 'Fees' section and also update

the 'Key Dates' as follows: Tender release: End of July, Submission deadline: End of August. Selection notification: w/c September committee meeting.

- KJ to issue the revised application to both bar vendors who have expressed an interest.

(Action: KJ, this week)

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

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

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

(Action: KJ, by next meeting)

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

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

(Action: SV-R, by next meeting)

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

(Action: KJ, immediately)

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

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

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

(Action: JG, by October)

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

(Action: RL, by next meeting)

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

(Action: SV-R, this week)

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

Actions agreed:

- RL to ask the outdoor team to check stock of Santa's Grotto decorations.

(Action: RL, by next meeting)

- KJ to source and purchase three elf costumes.
- KJ to create 'holding' ticket slips for Santa's Grotto.
- KJ to identify suitable festive costume ideas for Cllr T Knights, who will act as Dinsdale's chaperone on the day.

(Action: KJ, by next meeting)

- Cllr Wilson expressed an interest in adorning the Dinsdale costume and will visit the office to try it on. EF to ask GW to contact Kieran Murphy as a back-up.

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

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

E0726/07 Committee Tasks

Members reviewed the committee task list.

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

(Action: RL / KJ, by next meeting)

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

(Action: RL, by next meeting)

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

(Action: SV-R/ TK, by next meeting)
(Action: KJ to consider craft session ideas and promo)

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

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

(Action: TK, by next meeting)

E0726/08 Member Updates

There were none.

E0726/09 Date of Future Meetings

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

Meeting closed: 20:44.

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Sarah Villafuerte-Richards
Town Clerk / Substitute Chair