

**TOWN CLERK**

Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**

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Please ask for:

Robert Ludkin

Our ref:

CL 08.07.25

Date:

03.07.25

**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 Tuesday **8<sup>th</sup> July 2025 at 6pm** to consider the business detailed below.



Robert Ludkin,  
Facilities and Buildings Manager

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**A G E N D A****1. Apologies**

To consider apologies for absence.

**2. Election of Chairman**

To elect a Chair for Christmas Lights sub-committee 2025

**3. Election of Vice-Chairman**

To elect a Vice-Chair for Christmas Lights sub-committee 2025.

**4. Minutes**To approve the minutes of the last meeting held on 8<sup>th</sup> January 2025 (copy details herewith).**5. 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).

**6. 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*).**7. 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).

**8. Date of Christmas Lights 2025**To approve a date of Saturday 29<sup>th</sup> November for the Diss Christmas Lights Switch-On Event 2025.**9. Finance & Entertainment**

To receive an update on finances, expenditure and entertainment (copy details herewith).

**10. Stallholders & Sponsorship**

- a) To receive an update on stallholders carried over from last year's cancelled event. (copy details herewith).
- b) To review if sponsorship is required for this year's event.

**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.

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

#### **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

Minutes of the De-brief meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on 8<sup>th</sup> January 2025 at 6.00pm.

Present: In attendance: A. Rackham  
 Al. Rackham  
 A. Bloom  
 G. Pagan  
 S. Kayne (Chair)  
 R. Ludkin

### CL 0125/01 **APOLOGIES**

Apologies were received from K. Jaynes due to illness.

### CL 0125/02 **MINUTES**

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

RESOLVED: that the minutes of the meeting held on 3<sup>rd</sup> December 2024 were a true record and were duly signed by the Chairman.

### CL 0125/03 **DECLARATIONS OF INTEREST**

| Minute No. | Committee Member(s)                   |
|------------|---------------------------------------|
| Item 8     | Andy Rackham & Alex Rackham – staging |

### CL 0125/04 **PUBLIC PARTICIPATION**

There were no members of the public present.

### CL 0125/05 **ITEMS OF URGENT BUSINESS**

There were none.

### CL 0125/06 **FEEDBACK**

Members discussed feedback received from 2024's event.

It was noted that more notice could have been given to stallholders of event cancellation.

### CL 0125/07 **FINANCES**

Members received a final update on Income and Expenditure. Funds confirmed for 2025's event as £4044.42. RL to check total money taken and amount of books sold for Santa's Grotto.

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

### CL 0125/08 **UPDATES FOR CHRISTMAS LIGHTS EVENT 2025**

Members received an update on bookings for Diss Christmas Lights Switch-On 2025.

My Bubbles Waffles confirmed attendance for 2025 and fee will be carried over.

Tikka Tonic to be contacted to see if available for next year at the same fee of £54.

**(Action: KJ, this week)**

URC would be happy to have Poz back for 2025.

Members agreed to check availability of Matt Smith to be Santa again.

Check availability of Corn Hall's panto cast. Check availability of St Mary's Church for 2025 date to host

charity stalls.

Inform Park Radio of 2025 date.

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

AB may know a photographer who would be interested in taking 200 or so photos for 5/6 hours and will report back to next meeting.

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

Committee agreed it would be good to have a new event banner for 2025 to go up in advance of event which mentions everything going on, including in URC and St Mary's Church stalls.

**CL0125/09**

**MEMBER UPDATES**

Members received an updates not reported elsewhere on this agenda.

Diss Heritage Triangle may have some money to purchase new flags to go on shops and SK will look into this further.

RL to keep an eye on Martyns Law guidance.

**(Action: SK, RL)**

**CL0125/10**

**DATE OF FUTURE MEETING**

Members agreed a date for the first meeting of planning the Diss Christmas Lights Switch-On 2025.

RESOLVED: That the next meeting of this sub-committee will take place on Wednesday 19<sup>th</sup> March 2025 to avoid clashing with Carnival meeting on 18th.

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

Meeting closed at 7.15pm

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SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne

## Christmas Lights 2025

| Expenditure                     |                                           |           |            |                                                                                                                                                                                  |
|---------------------------------|-------------------------------------------|-----------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | Supplier / Acts                           | Costs     | P/O Number | Comments                                                                                                                                                                         |
| 1                               | Park Radio( Booked dbs for lost children) | £0.00     |            | Paid £300 in 2024 - carry over as no attendance                                                                                                                                  |
| 3                               | First Aid                                 | £0.00     |            | Fee carried over from 2024 - Sharon Confirmed attendance                                                                                                                         |
| 4                               | Will Power (Lauren Bryant)                | £25.00    |            | £150 carried over from 2024 - price increase so £25 to pay                                                                                                                       |
| 5                               | 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                                                                                                                                  |
|                                 | Voice Squad                               | £0.00     |            | Paid £80 in 2024 - carry over as no attendance                                                                                                                                   |
| 6                               | Santa (Matt Smith) Black Dot Media        | £60.00    |            | Attended last year - will need to pay 2025                                                                                                                                       |
| 7                               | Mary Moppins                              | £82.85    |            | Price quoted in 2024 - source for 2025                                                                                                                                           |
|                                 | 2 x 1100L Bins (South Norfolk Council)    | £43.96    |            | will need to pay again for this year                                                                                                                                             |
| 8                               | Phoenix x 4 Security + Radios             | £0.00     |            | £110.50 for Radios we had, £310 for Security we didn't - Negotiations required                                                                                                   |
| 9                               | Salvation Army on stage                   | £0.00     |            |                                                                                                                                                                                  |
| 10                              | Fire Engine                               | £0.00     |            | Paid £60 in 2024 - carry over as no attendance                                                                                                                                   |
| 11                              | United Reformed Church                    | £50.00    |            | Attended last year - will need to book again 2025                                                                                                                                |
| 12                              | St Marys Church                           | £50.00    |            | Attended last year - will need to book again if wanted 2025                                                                                                                      |
| 13                              | Road Closure                              | £45.00    |            | will need to pay again for this year                                                                                                                                             |
| 14                              | Poz Punch and Judy                        | £200.00   |            | Attended last year - will need to pay again if wanted 2025                                                                                                                       |
| 16                              | Staging, Lights & sound                   | £0.00     |            | Paid £2,000 in 2024 - request refund if cannot do staging this year or carry over if he can. Park Radio can also provide a small staging set up fit for most weather conditions. |
| 17                              | Santa Grotto Prizes - Books               | £0.00     |            | Purchase each year                                                                                                                                                               |
|                                 | Photographer - Charlie Scott-Bell         | £0.00     |            | Used last years fee for Carnival - will need to pay him if available for 2025                                                                                                    |
|                                 | Foolhardy Circus                          | £0.00     |            | Paid £230 in 2024 - carry over as no attendance                                                                                                                                  |
| Expenditure                     |                                           | £556.81   |            |                                                                                                                                                                                  |
| Income from stalls carried over |                                           | £108.00   |            |                                                                                                                                                                                  |
| Funds Brought Forward from 2024 |                                           | £4,262.42 |            |                                                                                                                                                                                  |
| Budget for this year 2025       |                                           | £1,250.00 |            |                                                                                                                                                                                  |
| Funds remaining                 |                                           | £5,063.61 |            |                                                                                                                                                                                  |

## 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      | £0.00          | Carried Over   | 25.06.24  |
| Glow Lights & Balloons- Michelle Ayers | £0.00          | Carried Over   | 27.06.24  |
| Harris Hog Roast                       | £0.00          | Carried Over   | 28.06.24  |
| Florencos                              | £0.00          | Carried Over   | 09.07.24  |
| Debbie's Dinky Donuts                  | £0.00          | Carried Over   | 29.08.24  |
| Tikkatonic                             | £54.00         |                |           |
| Flipping Marvellous                    | £54.00         |                |           |
| Wonky Donkey                           | £0.00          | Carried Over   | 30.09.24  |
| Fully Loaded Fries                     | £0.00          | Carried Over   | 16.09.24  |
| Alex Rackham Bubble Waffles            | £0.00          | Carried Over   | 30.09.24  |
| <b>Stalls Income</b>                   | <b>£108.00</b> |                |           |

| Sponsorship                                                                                                           | Income       | Inv No | Date paid |
|-----------------------------------------------------------------------------------------------------------------------|--------------|--------|-----------|
| Sponsors paid last year and had the advertising - therefore, don't actually need to go out for sponsorship this year. |              |        |           |
| <b>Sponsorship Income</b>                                                                                             | <b>£0.00</b> |        |           |

|                     |   |   |
|---------------------|---|---|
| Grotto Takings Cash | £ | - |
| Grotto Takings Card | £ | - |

|                     |                |
|---------------------|----------------|
| <b>Total Income</b> | <b>£108.00</b> |
|---------------------|----------------|