Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 10.11.26
Date: 05/11/2026

Diss Town Council
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

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, B. Rogers, S. Villafuerte-Richards, S. Willoughby, P. Wilson

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

Diss Express

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 10th November 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 13th October 2026 (copy herewith).

3. **Declarations of Interest**[1]
   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. **Infrastructure**
   To receive an update on infrastructure (copy details herewith).

7. **Stalls**
   a) To receive an update on stalls (copy details herewith).
   b) To receive a site plan for the Market Place (copy details herewith).

8. **Entertainment**
   To receive an update on entertainment (copy details herewith).

9. **Publicity**
   a) To receive an update on publicity and discuss a promo plan including social media, radio and press releases.

b) To review the draft event poster (copy details herewith).

10. Finance

a) To receive an update on finances for Diss Christmas Lights Switch-On 2026 (copy details herewith).
b) To consider an increased donation request from Diss Museum for £75 to cover Santa's Grotto costs.

11. Volunteers

To review the staff/volunteers schedule for the day (copy details herewith).

12. Businesses

To receive an update on businesses and indoor spaces in the town centre that will be open for the event (copy details herewith).

13. Committee Tasks

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

14. Member Forum

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

15. Date of Next Meeting

To note that the de-brief meeting of the Events Sub-Committee is scheduled for Tuesday 8th December 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 13th October 2026** at **7pm**.

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

K. Jaynes chaired the meeting in the absence of Chair and Vice-Chair

E1026/01 **Apologies**
Apologies were received from Cllr L. Sinfield (Vice-Chair), Mary Cotton, Cllr T Knights, Cllr T Shava, James Grint (Park Radio) and Cllr D Craggs (ex-officio). No apologies received from Cllr C. Dente or Bob Rogers.

E1026/02 **Minutes**
Members reviewed the minutes of the meeting held on 21st July 2026 and recommendations approved by Full Council following the cancelled meeting on 15th September 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 21st July 2026 and approved recommendations following cancelled meeting on 15th September as a true record and were signed by the Chair.

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

E1026/03 **Declarations of Interest**
There were none.

E1026/04 **Public Participation**
There were 5 members of the Public present, Ryan from Spark Live panto, Matt and Louis representing Park Radio, Sophie Scott (The Corn Hall) and George Waterman.

E1026/05 **Items of Urgent Business**
There were no items of urgent business.

E1026/06 **Infrastructure**

a) Members reviewed quotes for traffic cones to block off Market Place before road closure. It was agreed to accept the quotation from TMO Highways as the most cost-effective option at £60. RL to book and raise purchase order.

(Action: RL, immediately)

b) Members reviewed a quote from James Grint/Park Radio to provide staging, lights and sound for this event. At the agreed cost of £1300 which includes Park Radio's hosting fee, members accepted the quote. RL to book and raise purchase order.

(Action: RL, immediately)

E1026/07 **Stalls**

a) Members received an update on stalls. It was noted that Elsie's Pizza has been removed from the stallholder list as no documentation or paperwork has been received after several reminders were sent. All other stallholders have submitted relevant paperwork and payments. Members agreed the amount of stallholders is sufficient for the event.

Two stallholders require use of the contractor's generator (Tikka Tonic and The Hitching Post).

b) Members reviewed the bar tender applications and agreed the bar for this event. Two bar tender applications were received, from Wonky Donkey Mobile Bar and Azure Bars. Both bars have been used at our events before with no issues however, members agreed to accept Wonky Donkey for this event. KJ to email Ro Waters to confirm.

(Action: KJ, immediately)

c) Members received a draft site plan for the Market Place. RL has submitted the draft plan to the Safety Advisory Group and final measurements and layout details will be reviewed prior to the next meeting.

(Action: RL, by 10.11.26)

RL and KJ will visit Diss Museum to discuss layout arrangements for Santa's Grotto including access arrangements, utility costs and operational requirements. The running order of the Grotto will be similar to previous years. Matt Smith is happy for his 'Santa' fee to be transferred to the Museum as a donation towards heating costs. KJ to amend relevant spreadsheets to adjust this.

(Action: RL & KJ, by 10.11.26)

E1026/08 Entertainment

Members received an update on entertainment.

Paperwork is still outstanding from Graeme Syed/ My Choir Rocks for their stage performance. KJ to chase.

(Action: KJ, immediately)

It was noted that The Salvation Army Band are not available to accompany the 5 Carols at 5 and therefore, Stowmarket Brass Band have been approached. Awaiting fee from them before members can confirm. KJ to chase. If the fee isn't accepted, Matt (Park Radio) has already got recordings from the Salvation Army Band at a previous event of them playing the carols we will have on the night. These could be played via their sound system if needed.

Ryan (Panto producer) suggested that the Panto cast do a 5/10 minute stage performance in between the 5 Carols at 5 and Carla Balls' performance at 5.35 before they participate in the parade and assist with the switch-on. Members agreed this. KJ to update master spreadsheet and entertainment schedule.

(Action: KJ, immediately)

Members discussed having a promo screen in the Market Place, hosted by Park Radio, to promote carol lyrics for audience, timings of the entertainment schedule and other event highlights. RL to discuss layout arrangements with James Grint after his return from holiday on Friday.

(Action: RL, after 16.10.26)

E1026/09 Craft Sessions

Members received an update following discussions about craft sessions and an elf trail. It was agreed that there is insufficient time and resources available to deliver the project effectively before the event and therefore, this idea will be considered another time.
Ryan suggested the Panto could get involved with this in future years. Panto-related items could be hidden around shop windows to promote the panto. Panto tickets could be available as a prize if this was done in a trail competition format.

An email will be sent to businesses in the town centre to encourage opening for the event. Shops to be encouraged to decorate their windows in time for the event in support and consider offering an activity or 'free' glass of fizz/ sweet treat for visitors to their shops on the night.

(Action: KJ, by 10.11.26)

E1026/10 Committee Tasks

Members reviewed and discussed the outstanding tasks on the committee to-do list.

Updates included:

- Installation of Christmas Lights have been arranged.
- An additional Christmas tree has been secured for the Market Place.
- Books needed for visitors to Santa's Grotto, aged 0-6 years. Members were encouraged to bring in any spare books they have. Charity shops and library to be approached for any suitable donations, or we'll need to purchase some.

(Action: KJ, by 10.11.26)

- KJ is in need of 3 elf costumes for Santa's Grotto. Ryan has spare elf costumes that the panto cast have previously used. These can be dropped off at the Council Offices by the next meeting to see if suitable.

  (Action: Ryan Holt, by 10.11.26)

- Road closure notices and letters to local businesses and flat-owners will be issued shortly, at the same time as Remembrance event letters. KJ to create and print letters from previous template.

  (Action: KJ, immediately)

- Volunteer and staffing arrangements will be discussed at the next meeting. KJ to add to agenda for 10th November.

  (Action: KJ, immediately)

Members discussed weather contingency planning. Strong winds would become an issue for the promo screen and first aid gazebo. RL to research this and provide an update at the next meeting.

(Action: RL, by 10.11.26)

E1026/11 **Finance**
Members received an update on finances for Diss Christmas Lights Switch-On 2026. KJ to update finance spreadsheet to include TMO Highways road cones costings, museum donation towards heating, brass band fee (tbc).

(Action: KJ, immediately)

E1026/12 **Member Forum**
There were none.

E1026/13 **Date of Future Meetings**
Members noted the next meeting of this committee is scheduled for Tuesday 10th November 2026.

Meeting closed: 8:04pm

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K. Jaynes
Acting Chair

Infrastructure

Co Name	Contact	Amount	Comments
South Norfolk Council Street collection Licence	[redacted]	£0.00	Received 27.7.26
First Aid (F.A.S.T) x 4 first aiders	Sharon Thompson / F.A.S.T	£100.00	Sharon confirmed they will attend. Fee tbc - KJ left a voicemail message to ask for fee
4 Security & 10 radios - 4.30pm - 7pm	Phoenix Security	£315.00	Quotes received from Phoenix & Tripleguard for comparison. **Phoenix quote accepted DTC6982**
Christmas Lights around the town and Christmas tree	Pearce & Kemp		DONE
40 traffic cones to block off market place before road closure	TMO Highways	£60.00	DONE
NCC Road closure application	[redacted]	£46.35	PAID
South Norfolk Council 2 x 1100L Bins	[redacted]	£63.96	Booked 22.07.26 -Order number: RL8815
Cleaning	C & H Cleaning [redacted]	£78.75	RL booked RL8855 cleaning 4pm-7pm with normal clean after
Staging, Lights & Sound	James Grint [redacted]	£1,000.00	wants to use his new staging which is slightly bigger and taller
Park Radio to host as compere and cover DBS point	James Grint [redacted]	£300.00	DTC6986 Booked
Rotary Club - Santa's Sleigh	[redacted]	£40.00	donation of £40 agreed
Photographer	Diss & District Camera Club / John Hutton		FOC for crediting the Camera Club after
Hospitality Vehicle and Green Room	South Norfolk Council/ Graham Minshull	TBC £100 last year?	**CONFIRMED**

Stall Name	Contact / Email	Type of Stall & equipment	App Form	RA	Signed Ts & Cs	PL	Hygiene Certification	Gas Safe Cert	Use of contractors generator?	Paid	Notes
FOOD & DRINK STALLS											
Bar	Wonky Donkey [redacted]	Horsebox bar (Wonky Donkey - 14.5ft x 6 ft)	Y	Y	Y	Y	n/a	n/a	n/a	£120 due plus 5% of profits made on the day	**COMPLETE. We already have signed licence in date.**
Em-Mazing Dinky Donuts	[redacted]	Doughnuts	Y	Y	Y	Y	yes	Y		£54 paid 17.09.26	**COMPLETE**
Tikka Tonic	[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.	Y	Y	Y	Y	yes	Y	**Y- £20 to be paid to contractor on the day**	£54 Paid 16.09.26	**COMPLETE**
The Bucket List	[redacted]	4.3m x 2m - bringing their festive themed bucket 'The Jingle Bucket' stacked Chipbucket - Pigs out of blankets, brie fondue, cranberry, crispy onions, aioli.	Y	Y	Y	Y	yes			£54 paid 17.09.26	**COMPLETE**
The Hitching Post	[redacted]	Burgers	Y	Y	Y	Y	yes		**Y - £20 to be paid to the contractor on the day**	£54 paid 29.09.26 16645	**COMPLETE**
Zaket Potato	[redacted]	Jacket Potatoes - 5m needed plus 3.3ft aframe/jockey wheel. Needs van to be with his trailer as it contains his refrigerated stock. Overall pitch size needed: 6m length x 2.1m width	Y	Y	Y	Y	yes		no	£54 paid 29.10.26	**COMPLETE.**
MISCELLANEOUS STALLS											
Glow Lights and Balloons	michelle ayers and caleb [redacted]	Glow Lights and Balloons walkabout	Y	Y	Y	Y	n/a	n/a	n/a	£54 paid 16593	**COMPLETE. Michelle comes into the office to complete forms.**

Item 7b

Church

Church St

Post Office

No.8 Marketplace

Boots

Co-op Travel

WALKWAY

LOST CHILDREN/ GREEN ROOM

SNC VAN

FIRST AID

THE HITCHING POST

WALKWAY

STEPS

STEPS

EM-MAZING DINKY DONUTS

TIKKA TONIC

BAR

Wonky Donkey

BUCKET LIST

EMERGENCY EXIT

Chip Cart

STAGE

Museum

SANTA'S GROTTO

MARKET PLACE

GLOW LIGHTS WALKABOUT

EMERGENCY EXIT

ZAKET POTATO VAN & TRAILER

EMERGENCY EXIT

ROAD CLOSED

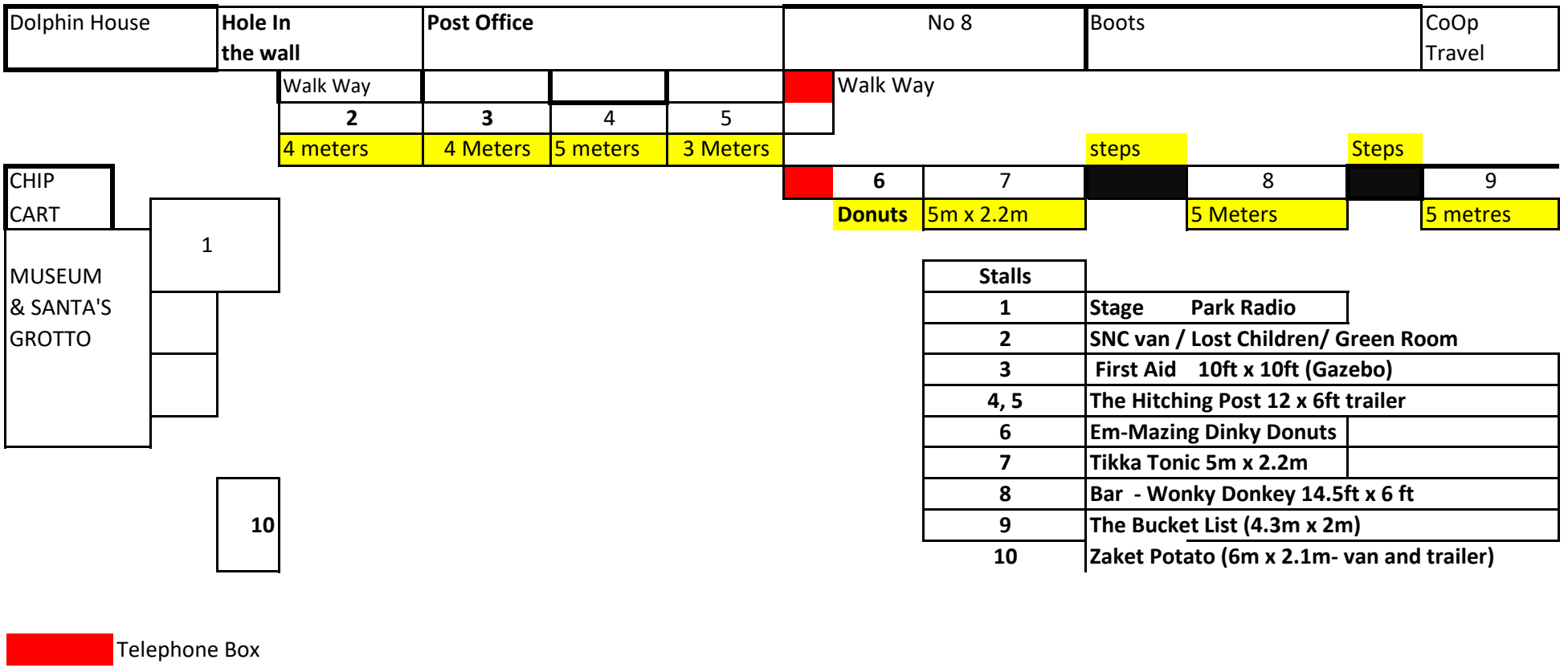
EMERGENCY EXIT

PACT

Market Hill

Flories

Chip Shop



Stalls	
1	Stage Park Radio
2	SNC van / Lost Children/ Green Room
3	First Aid 10ft x 10ft (Gazebo)
4, 5	The Hitching Post 12 x 6ft trailer
6	Em-Mazing Dinky Donuts
7	Tikka Tonic 5m x 2.2m
8	Bar - Wonky Donkey 14.5ft x 6 ft
9	The Bucket List (4.3m x 2m)
10	Zaket Potato (6m x 2.1m- van and trailer)

Artist	Contact	PO No	Invoice	Amount	Paid	
Graeme Syed / My Choir Rocks	[redacted]			n/a		confirmed- application form received
5 carols at 5 - being lead by Elizabeth Burren (new vicar at St Mary's) Oh come all ye faithful, Away In A Manger, O Little Town Of Bethlehem, While Shepherds Watched, Hark The Herald Angels Sing	[redacted]			n/a		
Stowmarket Concert Band to accompany carols - Richard Chapman	[redacted]	DTC6996		£100.00		P/O sent to him.
Carla Balls	[redacted]	DTC6975		£150.00		confirmed - application form received
Matt (Black Dot Media) - Father Christmas & elves	[redacted]			£60.00		£60 agreed last year. Fee TBC. Order number to be created once fee agreed.
Rotary Club Sleigh with pretend reindeer at the front (for Santa in parade) John Cooper	[redacted]			£40.00		Donation to Rotary Club for use of the sleigh: £40 agreed. Sleigh has reduced in size - only 1 seat for Santa. Rotary Club asked if they can have their own buckets to collect during the parade?
Dave Hines - jeep to chauffeur Mayor and Dinsdale in parade	[redacted]					Confirmed - just let him know times and where he needs to be.
Panto Cast - The Corn Hall (Ryan Holt is SparkLive panto producer in charge)	[redacted]					
Diss Museum - Daisy Fearns (Collections Manager)/ Santa's Grotto	[redacted]			Museum has requested £75 - tbc		Daisy is happy for us to call her if we have any questions about the space We will need to take a storage heater to plug in. Decorating the grotto that week. The display cabinets are the source of light so might not want to cover all of them with paper
Soundhouse - Live band	Kim sent performance info and form to James to forward on to them 23.07.26	DTC6983		£500.00		James confirmed fee of £500 with Soundhouse. James Grint to invoice us and we'll bacs pay him. JG to pay cash on the day. Need to know arrival times and setting up times / parking etc.

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 Rev'd Elizabeth Burren, on raised balcony outside No.8 with Stowmarket Concert Band. Carol lyrics to go on James' big promo screen
5.20/25pm - **Corn Hall panto cast** - 5/10 minute performance on stage after carols.
5.35pm - 5.55pm - **Carla Balls** (20 min slot)
5.45pm - **Parade** starts end of Mere St with Mayor, Santa, Dinsdale, Elves and panto cast, children & chaperones from Carla Balls' performing arts group (Carla will be on stage at the point but that's fine)
6pm - **Switch On** - Graham from The Bill (panto member), Mayor, Santa and Dinsdale
Soundhouse to start straight after switch-on and finish at 7pm.

TO NOTE:

St Mary's Church have a Christmas Tree Festival scheduled to finish on the day of our event - we have requested the finish time is moved later to 7pm (currently 4pm) so it can be promoted as part of things to do at our event.

Santa's Grotto will be open from 3.30pm - 5.30pm and continue from 6.15pm - 7.15pm for families who were still waiting at 5.30pm. These will be given a ticket slip to return.


DISS Christmas
LIGHTS SWITCH-ON
SATURDAY 5TH DECEMBER 2026
TV STAR, GRAHAM COLE OBE
LIGHTS ON 6PM!
Starring ITV's The Bill PC Tony Stamp'
GRAHAM COLE OBE
as Abanazar
MY CHOIR ROCKS
INDIE ROCK POP BAND!
SOUND HOUSE
SANTA'S GROTTO
DISS MUSEUM FROM 3.15PM
CARLA BALLS
FOOD & DRINK STALLS
ON TAP
MEET THE PANTO CAST
CORN HALL
Aladdin
18 Dec 2026 - 3 Jan 2027
PUPPET SHOW
THE DONKEY'S STORY
A SUITCASE THEATRE PUPPET SHOW FOR FAMILIES
3.45PM & 4.30PM
UNITED REFORMED CHURCH
5 CAROLS AT 5
COMMUNITY SING-A-LONG
Diss Team Ministry
CHRISTMAS TREE FESTIVAL
ST MARY'S CHURCH
FESTIVE PARADE
park radio
Your Station, Your Music
DISS TOWN COUNCIL
FIND US ON SOCIAL MEDIA:
@disschristmaslightsswitchon
DISS MARKET PLACE
4.30PM-7PM

Saturday 5th December 2026 - TIMELINE FOR COMMITTEE / VOLUNTEERS

Times:	12pm - 2pm stalls arrive between 12pm & 2pm	3.30pm (Grotto opens)	4.30pm	PARADE 5.45pm	7pm (7.15pm - Grotto closes)	After event closes
Robert Ludkin	Closing off market place at 12pm. Stalls start arriving.	Brief security - arrival time TBC				
Sarah Villafuerte Richards		Brief volunteers and staff on their arrivals. Brief security with RL		help to clear area for parade participants who will be going on stage for switch-on		
Tina Knights		help santa's grotto with entry ticket takings	help santa's grotto with entry ticket takings	remain in grotto to supervise while santa & elves join parade	help santa's grotto with entry ticket takings	grotto closes 7.15pm
Junior Shava						
Catherine Dente						
Liz Sinfield						
Sue Brazier						
Bob Rogers						
Kimberley Jaynes & 2 friends		**ELFING**	**ELFING**	**ELFING**	**ELFING**	**grotto closes 7.15pm**
Paul Wilson			**DINSDALE**	**DINSDALE**	**DINSDALE**	
Declan Craggs (MAYOR)			**MAYOR**	**MAYOR**	**MAYOR**	
Emily Forsdyke		entertainment coordinator?	entertainment coordinator?	help to clear area for parade participants who will be going on stage for switch-on		
George Waterman		entertainment coordinator?	entertainment coordinator?	5.55pm assist Fraser to remove bollards so Santa's Sleigh can exit the market place after parade		
Matt Smith		**SANTA in grotto 3.30pm**	**SANTA**	**SANTA leave grotto 5.30pm for parade at 5.45pm. 6.15pm grotto continues**	**SANTA in grotto until 7.15pm**	**grotto closes 7.15pm**
SECURITY						
4 x FIRST AID F.A.S.T						
CLEANING			cleaning 4pm - 7pm	cleaning 4pm - 7pm	cleaning 4pm - 7pm	
Fraser DTC			litter and general tidy up from 4pm	5.55pm assist George to remove bollards so Santa's Sleigh can exit the market place after parade	litter	Allow stall vehicles to exit market place and clear away litter/ general tidy up. Reopen road at 8pm. Finish duties 8.30pm
PARK RADIO / James Grint	**STAGING WILL BE ERECTED THE NIGHT BEFORE**					

Duties to be added above:	
assistance needed with stalls arriving	
Briefing security & First Aid - RL to check arrival time.	

Christmas Lights Switch-On 2026 –

Businesses and warm spaces open for the event & special offers

Co-Lab	We will be hosting a Quiet Space where people can take a break from the noise. We hope this will mean that people with any special needs will be able to remain at the event longer because they have a quiet space to decompress as opposed to going home. We won't be throwing a party or anything, just offering some calm, warmth and a toilet/baby changing facilities. Please see poster attached if you would like to add it to your FB page. 
Craigo's Collectibles	Staying open later, offering drinks and extra Christmas stock
Citizens Advice	Opening for the event- serving drinks and soup. Also offering a warm space for people who might want to sit down or do some Christmas activities with children. We'll be playing some Christmas music and decorating our windows. We also have an elf.
No.8 Marketplace	Will be open for the event

Agreed Roles and Responsibilities for Christmas Lights 2026

Who?	Task to complete	Date to be completed	Actions / Done?
	INFRASTRUCTURE		
Robert	Book 10 radios and 4 security stewards	Aug/Sept	Phoenix quote accepted £315 exc VAT. DTC6982. Tripleguard quote declined.
Robert	Organise 2 x 1100L bins with SNC	July	2 x 1100L refuse bins £63.96 Booked RL8815.
Robert	Book Pearce & Kemp	September	done
Robert	Arrange Christmas Tree for Market Place	September	done
Robert	Book cleaning contractor	July	BOOKED C & H Cleaning (Perdee) RL8855 for £78.75. Cleaning 4pm - 7pm with normal clean after
Robert	Arrange site layout and finalise stall positions	September	**RL done**
Robert/DTC Admin	Book staging & sound support for the event. + promo screens	October	£1,300 for staging, lights and sound, and park radio hosting fee. RL to book
RL/ DTC admin team	To organise Compere and appropriate equipment required for them. (Ie microphone)	Aug	
Robert	To complete Event Management Plan 3 month before event. Safety Advisory Group (SAG) advised they have assessed our event based on the information contained in our event notification and the risk falls below the threshold to warrant SAG engagement. Received by email on 23.10.26, and that going forward if there are substantial changes to the way we run the event, we should complete an event notification form (available on their website) and they can reassess the event against their matrix.	September	DONE - RL said SAG came back to him this year and said the event is not actually big enough to warrant an EMP: "We have assessed your event based on the information contained in your event notification and the risk falls below the threshold to warrant SAG engagement".
Robert	Oversee H&S such as risk assessments, emergency services	ongoing	
Robert	Book first aid - F.A.S.T	July	Sharon Thompson F.A.S.T confirmed attendance via email 27.8.26
DTC admin team	Complete NCC's Road Closure application form for new timings and send to streetworks with payment	Aug	2026 form drafted on system - signed and sent to NCC 19.8.26.
Robert	Display NCC's official Road Closure Notice in Market Place before event	Nov	done
Robert	Organise cones to block off areas on day before road closure - Mervyn Lambert / TMO Highways	September	2 Quotes received for 40 cones to block off areas on day before the road closure - TMO Highways. DONE

Sarah/Kim / Park Radio	Organise DBS checked individuals for lost children's point	July	Park Radio - check DBS covers this event specifically. NCC DBS team said Kim, Sarah, Dinsdale and Santa do not require a DBS certificate - see email
	STALLS		
Kim	Update application form with new logo and info for 2026	July	DONE
Kim	Send application form to food stalls and remind of deadline 18th September for paperwork and payment.	July	
Kim	Send bar tender form to interested traders for committee to approve. Once approved, get the bar to sign premises license	September	DONE- wonky donkey. Premises license still in date
Kim /DTC Admin	Send out emails to all stallholders 1-2 weeks before with final details for the day	Nov	stalls can arrive from 12pm but all vehicles must be on site by 2pm. The event will start at 4.30pm but stalls can trade once set up
	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	Nov	
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	