

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the Diss Christmas Lights Switch-On sub-committee held at the Diss Town Council Offices on Thursday 13th November 2025 at 6.00pm.

Present: Councillors: Cllr J. Robertson, Cllr D. Craggs (ex-officio)

In attendance: Robert Ludkin (Facilities & Buildings Manager), K. Jaynes, A. Rackham, Al. Rackham (Vice-Chair), A.Bloom, G. Pagan, S. Kayne (Chair), J. Grint (late arrival)

CL 1125/01 APOLOGIES

There were no apologies received.

CL 1125/02 MINUTES

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 21st October 2025 were a true record and duly signed by the Chairman.

CL 1125/03 DECLARATIONS OF INTEREST

James Grint is a director of Park Radio and will be providing staging and lighting for the event.

CL 1125/04 PUBLIC PARTICIPATION

There were no members of the public present.

CL 1125/05 ITEMS OF URGENT BUSINESS

There were none.

CL 1125/06 STALLS

Members noted outstanding stallholder paperwork needed for the event.

SK to chase Kingsley Healthcare for their free stall on the Market Place as part of last year's Platinum sponsorship.

(Action: SK, immediately)

RL to chase Sharon/ Merryfields for a risk assessment.

(Action: RL, immediately)

RL and AR to meet to finalise site plan arrangements. RL has done a plan to check over.

(Action: RL/AR, next week)

AR asked if pizza could be added to the seller list, made by a local pizza trader and sold from Alex's stall. However, due to paperwork required for this and a limited deadline, committee agreed not to accept.

SK brought forward item CL1125/8.

CL 1125/07 COMMITTEE TASKS

a) Members noted outstanding tasks for organising the event.

RL to make sure risk assessment is received from JG for staging.

(Action: RL, by next week)

KJ and RL to send email to all stallholders next week with full event details, including their arrival times, useage of generator, parking etc. Include in the email to check if food stalls are happy for our event volunteers to use a £5 voucher with any food stall at the event. Stalls can invoice DTC with costs to pay after the event. KJ and RL to print vouchers for volunteers.

(Action: KJ/RL, by next week)

Declan to contact Mayor's Cadet to check availability to join him for parade and switch-on.

(Action: DC, by next week)

JG shared details of the Christmas Window Dressing Competition starting tomorrow (14th Nov) – Park Radio to do regular advertising. JG and Katie Brame will go round the shops tomorrow with posters to encourage entry.

(Action: JG, ongoing)

- b) Members agreed a date and time for decorating Santa's Grotto: Thursday 27th November, 9am. Gabrielle to give SK access code to building. SK, Stephen Kayne, KJ and RL will do the decorating. AB may be available for couple of hours. AR to bring decorations and Dinsdale's costume.

(Action: SK/KJ/RL/AB/ AR, 27.11.25)

RL will wrap up 20 books for the grotto tomorrow and prepare age labels.

(Action: RL, 14.11.25)

KJ to get elf costumes from archive room and check everything is there for 3 costumes.

(Action: KJ, next week)

Poz timings are in 2 places in the programme saying two different times. RL to cross out incorrect timings in the printed programmes saying 2pm & 3.30pm timings. Poz will do 1.30pm & 2.30pm shows- Update digital version of event programme and share online.

(Action: RL, 14.11.25)

(KJ, next week)

RL to check with Sue Hurst that we can use both SUMUP machine and cash float £50 for grotto. Add to these items to the list of things to get ready for the event.

(Action: RL, 14.11.25)

KJ to let George know Dinsdale's costume will be stored at URC and he will need to arrive at 5pm on the day to get changed into costume to meet Santa and elves for parade at 5.40pm.

(Action: KJ, 14.11.25)

- c) Members discussed the volunteer/staff schedule to agree everyone's roles on the day of the event. KJ will make amendments to this and send out to all members and helpers next week.

(Action: KJ, next week)

SK to ask Katie Brame to confirm Leon Mallet's arrival time for the event and let him know about parking arrangements.

(Action: SK, this week)

SK to check if No.8 could be used for Will Power to get changed before performance, if we receive confirmation she will be performing.

(Action: SK, this week)

CL 1125/8

ENTERTAINMENT

Members received an update on entertainment.

Members noted a new addition to the main stage schedule- Robin Dicker. An adjustment to the timings of performances has been made to accommodate Serena Grant's revised availability to do 1 performance instead of 2.

Committee agreed to pay Robin Dicker £50 for a 15 minute performance slot.

(Action: SK to confirm fee with Robin and request full contact details for RL to create P/O. Request invoice, by end of next week)

SK received an email from Lauren Bryant (Will Power) today to say she couldn't make the event due to other commitments. SK voiced concerns and disappointment as she was our headline act and all promotion has been done, taking up a lot of time and effort. Lauren will speak to her Director to see if she can alter her schedule to try and make our event. SK awaiting confirmation.

(Action: SK to chase for confirmation if not heard back by 17.11.25)

JG arrived at the meeting.

KJ to send JG the email addresses for all main stage performers so he can contact them to finalise their set up details and sound/equipment requirements.

(Action: KJ / JG, next week)

CL1125/9

PHOTOGRAPHY

Members agreed a photographer for the event. A quote from Stuart Peach for £150 for 4 hours of event photography was approved.

KJ to email Stuart to confirm members approved the quote and booking, ask for his full contact details for RL to set up a P/O. Once received, RL to create P/O and ask for an invoice.

KJ to send a full event brief of what we would like photographed on the day.

(Action: KJ/ RL, next week)

CL1125/10 EVENT ORGANISATION

Members received a verbal update on a proposal from DTC for a new combined events committee for Town Council key events in the New Year. The purpose of this is to streamline how the events are organised in order to make the events run smoothly and more effectively. Members were encouraged to register their interest if they would like to get involved.

CL1125/11 MEMBER UPDATES

There were none.

CL1125/12 DATE OF FUTURE MEETING

Members agreed not to have a final meeting before the event. Members will receive a final update via email with their set roles and times for the event.

Meeting closed at 20:05

SUB-COMMITTEE CHAIRMAN
Suzanne Kayne