

**TOWN CLERK**  
Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**  
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Diss, Norfolk, IP22 4JZ.  
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Please ask for: Robert Ludkin  
Our ref: CL 23.07.24  
Date: 18.07.24

## 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 **23<sup>rd</sup> July 2024 at 6.00pm** to consider the business detailed below.



Robert Ludkin,  
Facilities and Buildings Manager

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
  2. **Minutes**  
To approve the minutes of the last meeting held on 18<sup>th</sup> June 2024 (copy details herewith).
  3. **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).
  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 Christmas Lights 2024 (copy details herewith).
  7. **Stalls**  
To receive an update on stalls for Diss Christmas Lights Switch On 2024 (copy details herewith).
  8. **Entertainment**  
To receive an update on entertainment booked for the event (copy details herewith).
  9. **Committee Tasks**  
To review and note outstanding tasks for organising the event (copy details herewith).
  10. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
  11. **Dates of Future Meetings.**  
To schedule the date of the next meeting.
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| <b><u>MEMBERS</u></b>         | <b><u>For information:<br/>Councillors</u></b> |
|-------------------------------|--|
|                               | <u>J. Robertson</u>                            |
| <u>K. Murphy (ex-officio)</u> | <u>A. Goulder</u>                              |
| <u>Andy Rackham</u>           | <u>D. Collins</u>                              |
| <u>S. Kayne</u>               | <u>A. Kitchen</u>                              |
| <u>L. King</u>                | <u>J. Welch</u>                                |
| <u>G. Pagan</u>               | <u>S. Olander</u>                              |
| <u>R. Ludkin</u>              | <u>M. Gingell</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>S. Browne</u>                               |
|                               | <u>S Kiddie</u>                                |
|                               | <u>E. Taylor</u>                               |
|                               | <u>Declan Craggs</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 18<sup>th</sup> June 2024 at 6.00pm.

Present: In attendance: A. Rackham  
 Alex Rackham  
 G. Pagan  
 S. Kayne  
 R. Ludkin  
 K Murphy (ex-officio)

**CL 0624/01 APOLOGIES**

Apologies were received from A Bloom and L King.

**CL 0624/02 MINUTES**

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

RESOLVED: that the minutes of the meeting held on the 30<sup>th</sup> April 2024 were a true record and were duly signed by the Chairman.

**CL 0624/03 DECLARATIONS OF INTEREST**

| Minute No.   | Committee Member(s)         |
|--------------|-----------------------------|
| Item 7 and 8 | Andy Rackham & Alex Rackham |

**CL 0624/04 PUBLIC PARTICIPATION**

There were none.

**CL 0624/05 ITEMS OF URGENT BUSINESS**

There were none.

**CL 0624/06 FINANCE**

The committee received an update on the Income and Expenditure for Christmas Lights Event 2024. It was noted that the current budget for this year's event 2024 is £5097.31.

**CL 0624/07 STALLS**

The committee discussed registered stall interests sent in for the event. It was.

RESOLVED: To send application forms to the following: -

- 1) Harris Hog Roast (Gazebo)
- 2) Artisan Fudge (Heavy Duty Gazebo)
- 3) Florenco's (Horse Box)
- 4) Fully Loaded Fries (Trailer)
- 5) Wonky Donkey (Bar)(Horse Box)
- 6) Dinky Donuts (Trailer)
- 7) My Bubbles Waffles (Trailer)
- 8) Tikka Tonic (Trailer)
- 9) Balloons (On Foot)
- 10) Park Radio (Lost Children / Comperes) Gazebo
- 11) First Aid (Gazebo)

12) To have 6 x Charity Stalls within St Marys Church

13) All Stall traders to be charged £54.00 including vat

14) Charity Stalls will be free

15) All stalls to arrive from 12.00 and be set up for 14.00pm and trade until 18.30pm.

It was also noted that this year to ask all traders if they wanted to use a main generator being provided by the Sound Contractor rather than using separate ones at a cost of £20.00 payable to the Sound Contractor before the event.

Details to be given nearer to the event.

**CL0624/08**

**ENTERTAINMENT**

Members discussed the entertainment. It was:

RESOLVED:

- 1) GP to ask Flash Mob / Grease Paint to perform for a 15/ 30-minute slot.
- 2) SK to contact Salvation Army to Perform by stage and have fixed slot.
- 3) AR to give quote for staging and lights based on normal stage and smaller version.
- 4) SK to confirm Santas Slot on the day
- 5) SK to ask Serena to move to different slot to add another artist.

RESOLVED: Performance times were discussed and drafted as follows, subject to change.

14.45 – 15.10 Salvation Army?  
15.10 – 15.40 Serena Grant  
15.40 - 16.00 Grease Paint / Flash Mob?  
16.00 -16.30 Ben Langley show  
16:30 - 17.00 Serena Grant / other  
17.00 – 17.30 Will Power  
17: 30 –18.10 Ben Langley shows and switch on.  
18.00 Switch On  
18.10 - 18.30 Will Power  
18.30 Finish

Parade starts from Church Street and goes up Mere Street from 17.30 / 17.40 to the stage area.  
at the Marketplace.

**CL 0624/9**

**MEMBER UPDATES**

RL: To look at site for Punch and Judy stage on the United Reformed Church Car Park with GP.

KM: Due to other commitments will not be unable to attend any more meetings but will help on the day and will ask another Councillor to fill his place on the committee.

RL; To ask George to be Dinsdale again this year.

**CL 0624/10**

**DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meeting of this sub-committee will meet on Tuesday 23<sup>rd</sup> July 6pm at the Council Offices.

Meeting closed at 20.00

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SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne

| Expenditure                     |   |           |            |  |
|---------------------------------|---|-----------|------------|--|
|                                 | Supplier / Acts                           | Costs     | P/O Number | Comments   |
| 1                               | Ben Langley                               | £280.00   |            | provisionally booked - p/o to be given                                       |
| 2                               | Park Radio( Booked dbs for lost children) | £250.00   |            | provisionally booked - p/o to be given                                       |
| 3                               | First Aid                                 | £100.00   |            | provisionally booked - p/o to be given                                       |
| 4                               | Will Power                                | £150.00   |            | <b>Main Act.</b> Provisionally booked - p/o to be given                      |
| 5                               | Serena Grant                              | £100.00   |            | provisionally booked - p/o to be given once performance time confirmed       |
| 6                               | Santa                                     | £60.00    |            | <b>Donation</b>  |
| 7                               | Mary Moppins (Booked)                     | £82.85    |            | provisionally booked - p/o to be given                                       |
| 8                               | Phoenix Security + Radios                 | £510.60   |            | Provisionally booked. <b>Should sponsor £100.00 out of this when invoice</b> |
| 9                               | Salvation Army ?                          | £50.00    |            | <b>Donation</b>  |
| 10                              | Fire Engine (Booked)                      | £60.00    |            | <b>Donation</b>  |
| 11                              | United Reformed Church                    |           |            |  |
| 12                              | St Marys Church                           |           |            |  |
| 13                              | Road Closure                              | £45.00    |            |  |
| 14                              | Poz Punch and Judy                        | £200.00   |            | provisionally booked - p/o to be given                                       |
| 16                              | Staging and Lights                        |           |            | <b>awaiting quote</b>  |
| 17                              | Santa Grotto Prizes                       |           |            |  |
| 20                              |   |           |            |  |
| Expenditure                     |   | £1,888.45 |            |  |
| Income                          |   |           |            |  |
| Funds Brought Forward from 2023 |   | £3,847.31 |            |  |
| Budget for this year 2024       |   | £1,250.00 |            |  |
| Funds available                 |   | £3,208.86 |            |  |

## 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      | £54.00  | 15720          | 25.06.24  |
| Glow Lights & Balloons- Michelle Ayers | £54.00  | 15326          | 27.06.24  |
| Harris Hog Roast                       | £54.00  | 15726          | 28.06.24  |
| Florencos                              | £54.00  | 15748          | 09.07.24  |
|  |         |                |           |
|  |         |                |           |
|  |         |                |           |
|  |         |                |           |
| Total Income                           | £216.00 |                |           |

| Stall Name                          | Type of Stall & equipment   | App Form | RA  | PL  | Hygiene Cert | Paid  | Notes   |
|-------------------------------------|---|----------|-----|---|--------------|---|---|
| <b>MARKET PLACE STALLS</b>          |   |          |     |   |              |   |   |
| Harris Hog Roast                    | 3m x 3m gazebo. Same as usual   | Y        | Y   | Y   | 5* rating Y  | £54 paid via BACS<br>28.06.24 - receipt<br>no.15726 | Paperwork received.   |
| Tini Fudge Cakes & Bakes            | 3m x3m gazebo - fudge & cakes, brownies, blondies, Stuffed Cookies with vegan & gluten free options available.  | Y        | Y   | Y   | 5 * rating Y | £54 paid bacs<br>25.06.2024 - receipt<br>no. 15720  | Paperwork received.   |
| Debbie's Donuts                     |   |          |     |   |              |   | Application form sent to them<br>20.06.24   |
| Florenco's Coffee                   | same as usual   | Y        | Y   | Y in market folder<br>- expires Sept.<br>Need to see<br>new one | 5* rating Y  | £54 paid bacs<br>09.07.24 - receipt no<br>15748     | Application form sent to them<br>20.06.24   |
| Wonky Donkey Bar                    | Horsebox bar 6m frontage  | due      | due | due   | due          | due   | Confirmed his attendance. Forms<br>will be sent back soon. <b>premises<br/>license to be signed</b> |
| Fully Loaded Fries                  | Fries with a selection of toppings and soft drinks,<br>We have a trailer, we need approx 4m x 3m, we<br>don't have a gazebo.                          |          |     |   |              |   | Application form sent to them<br>20.06.24   |
| My Bubbles Waffles                  | Waffles with sweet toppings   |          |     |   |              |   | Application form sent to them<br>20.06.24   |
| Tikka Tonic                         | Naan Egg Rolls (handmade naan bread layered<br>with eggs and stuffed with a filling of choice);<br>Soul Bowls, hand made Punjabi Samosas,<br>Pakorras |          |     |   |              |   | Application form sent to them<br>20.06.24   |
| Glow Lights and Balloons            | Glow Lights and Balloons  | Y        | Y   | Y   | n/a          | £54 paid cash<br>27.06.24 - receipt no.<br>15326    | Paperwork received.   |
| <b>ST MARY'S CHARITY STALLS x 6</b> |   |          |     |   |              |   |   |
| Merryfields Playschool              | Tombola stall   |          |     |   |              |   | Charity application form sent to<br>them 05.07.24   |
|                                     |   |          |     |   |              |   |   |

| Entertainment                                     |         |      |                              |
|---|---------|------|------------------------------|
| Artist  | Amount  | Paid |                              |
| Larry Gray Funfair at Mere's Mouth                |         |      |                              |
| Salvation Army - Iain Sturgeon                    | £50.00  |      |                              |
| Santa's Grotto (Steve as Santa) location TBC      | £60.00  |      |                              |
| Serena Grant                                      | £100.00 |      |                              |
| Grease Paint Academy / Flashmob                   |         |      |                              |
| Ben Langlely                                      | £280.00 |      |                              |
| Park Radio  | £250.00 |      | booked dbs for lost children |
| Will Power (Lauren Bryant)                        | £150.00 |      |                              |
| Bressingham Fire Engine (Philip Rooke )           |         |      |                              |
| Punch & Judy hosted by Poz - possibly outside URC | £200.00 |      |                              |



## Agreed Roles and Responsibilities for Christmas Lights 2024

| Who?             | Task to complete  | Date to be completed | Actions / Done?  |
|------------------|---|----------------------|--|
|                  | <b>INFRASTRUCTURE</b>   |                      |  |
| Robert           | Book 10 radios and security stewards from Phoenix   |                      | Provisionally booked - <b>need to give p/o number</b>                  |
| Robert           | Organise bins with SNC  |                      |  |
| Sarah            | Book Pearce & Kemp  | 01/07/2024           | Remind Sarah to contact for tree, xmas lights and switch on            |
| Robert           | Book Mary Moppins for cleaning  | Jul                  | Provisionally booked - <b>need to give p/o number</b>                  |
| Robert           | Arrange site layout and finalise stall positions  | Sept                 |  |
| Robert           | Book staging & sound support for the event. Risk assessments and paperwork must be seen                               |                      | Awaiting quote from Alex Rackham - committee to approve                |
| Robert           | To complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event) | Sept                 |  |
| Robert           | Oversee H&S such as risk assessments, emergency services  |                      |  |
| Andy R / Suzanne | Book first aid  |                      | <b>F.A.S.T to be given p/o number</b>                                  |
| Kim              | Complete NCC's Road Closure application form and send to streetworks with payment                                     | July                 | Application form sent 02.07.24. Sue Hurst to sort payment              |
|                  | Display NCC's official Road Closure Notice in Market Place 35 days before event                                       | mid Oct              |  |
| Gabrielle        | Gabrielle to update committee on entertainment at URC   | ongoing at meetings  |  |
| Robert           | Organise DBS checked individuals for lost children's point  |                      | usually Park Radio   |
| Robert           | Inform St Mary's Church of date and book use of church for charity stalls. Meet Michael Crawford on site.             | June / July          | DONE   |
|                  | <b>STALLS</b>   |                      |  |
| Kim              | Update application form with new logo and info for 2024   | May/June             | DONE   |
| Kim              | Send application form to food stalls  | End of June          | DONE   |
| Kim              | Organise bar and get them to sign premises license  |                      | Wonky Donkey agreed but awaiting paperwork and signed premises license |
| Kim / Suzanne    | Send out emails to all stallholders 1-2 weeks before with final details for the day                                   | end Nov              |  |
| Robert           | Update spreadsheet with extra information for food/drink vendors for EMP  | Aug/Sept             |  |
| Kim / Suzanne    | Chase up outstanding paperwork and payments not received by 20th September deadline                                   | Sep                  |  |
|                  | <b>VOLUNTEERS/COMMITTEE JOBS</b>  |                      |  |
|                  | Sandwiches to be ordered and collected from Morrisons for volunteers  | Nov                  | Committee to agree who will do this                                    |
| Robert / Suzanne | Allocate volunteer and staff jobs for the day. Create volunteer schedule  |                      |  |
|                  | <b>ADMIN TASKS</b>  |                      |  |
| Robert           | Arrange for maintenance staff cleaning and jobs on the day  | July/Aug             |  |
| Robert           | Contact all DTC Staff and councillors to request help on the day  | July/Aug             |  |
| Kim              | Collating stall application forms and payments to be passed to RFO  | Ongoing              |  |

|                                  |   |                   |   |
|----------------------------------|---|-------------------|---|
| 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   | Nov               | Check with Sarah re joint letter for remembrance and xmas lights                                  |
| Alex Rolfe                       | Create road closure advanced notice signs to go up on individual parking bays on Market Place   | week before event |   |
| <b>PARADE</b>                    |   |                   |   |
| Committee                        | Create parade running order   |                   |   |
| Kim / Suzanne                    | Contact everyone in procession to let them know details for the day   |                   |   |
| Robert                           | Book Bressingham Fire Engine (old fashioned one) for parade   | Feb/Mar           | DONE - donation to be given   |
|                                  | Organise Dinsdale & contact Mayor to request involvement on the day   |                   | George to be asked. Kieran is aware of his involvement. Mayor's Cadets to be contacted via Kieran |
| <b>ENTERTAINMENT</b>             |   |                   |   |
| Andy R/ Suzanne                  | Book entertainment acts following committee approval  | May               | Acts booked - p/o numbers to be given. Alex Rackham to confirm final act                          |
| Robert                           | Book Poz for punch and judy show outside URC  | June / July       | DONE. p/o number to be given  |
| Andy R                           | Find suitable location for Santa's Grotto and book Santa  | July              | Andy to confirm location.   |
| Suzanne                          | Book Santa  | July              | DONE - p/o number to be given   |
| Committee                        | Organise prizes for Santa's Grotto  | Aug               |   |
| Suzanne                          | Check availability of Carl Baker's Bubblemania to attend  |                   | NOT AVAILABLE THIS YEAR   |
| Kim/ Suzanne                     | Contact all entertainment acts before the event to run through any requirements, sound support requirements, send performance timings, inform of arrival times, parking etc.  | Nov               |   |
| Suzanne                          | Book Larry Gray's Funfair for Mere's Mouth  | June              | Booked. Funfair to give donation after event  |
| Suzanne                          | To organise Compere and appropriate equipment required for them. (Ie microphone)  | Mar               | Ben Langley and Park Radio booked - p/o numbers to be given                                       |
| Alex R                           | Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day  |                   | Alex Rackham in charge  |
| Suzanne                          | Book Salvation Army to perform in market place (not in parade this year)  | Mar/June          | Booked. Donation to be given  |
| Suzanne                          | Update running order/briefing sheet for event compere and email over to him before the day  | Nov               |   |
| <b>FINANCE &amp; SPONSORSHIP</b> |   |                   |   |
| Kim                              | Seek sponsorship from businesses by sending 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 | Aug/Sept          | Kim to check with committee if happy to stick with same sponsorship packages                      |
| Kim                              | Keep sponsorship perks checklist updated  | ongoing           |   |
| 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     | ongoing  |
|                  | <b>PROMOTION</b>  |             |  |
| Kim              | Write press releases  | Oct onwards |  |
|                  | Book photographer for event   |             | Kim to ask committee on thoughts to check availability of Charlie Scott Bell |
| Kim              | Keep webpage updated  | Ongoing     |  |
| Kim              | Promote event via social media page, press releases, radio. Schedule fb posts           |             |  |
| Kim              | Add event to online events listings   |             |  |
| Kim              | Complete promo perks for all sponsors including banners. Organise for banners to go up. | Oct/Nov     |  |
| Kim              | To produce event programme and promo poster, and arrange for print and distribution     |             |  |
| Andy R           | To put up laminated posters around the town (collect from town council office)          | Nov         |  |
| Suzanne / Kieran | To liaise with Park Radio to arrange interview slots and promo releases                 | Nov         |  |
| Kim              | Prepare buckets with Mayor's charity label for fundraising collections                  |             |  |