

TOWN CLERK  
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone/Fax: (01379) 643848  
Email: town council@diss.gov.uk

Please ask for: Robert Ludkin  
Our ref: CL 03.12.24  
Date: 21.11.24

To: **ALL MEMBERS OF THE CHRISTMAS LIGHTS SUB-COMMITTEE**

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 **3<sup>rd</sup> December 2024 at 6.00pm** to consider the business detailed below.



Robert Ludkin,  
Facilities and Buildings Manager

---

## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes of the last meeting held on 19<sup>th</sup> November 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. **Run Through Of The Day**  
To discuss a run through of Diss Christmas Lights Switch On 2024 and update volunteers schedule (copy details herewith).
8. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
9. **Dates of Future Meetings.**  
To agree a date for the de-brief meeting.

<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
	J. Robertson
K. Murphy (ex-officio)	A. Goulder
Andy Rackham	D. Collins
S. Kayne	A. Kitchen
L. King	J. Welch
G. Pagan	S. Olander
Alex Rackham	K. Murphy
A. Bloom	R. Peaty
K. Jaynes	L. Sinfield
R. Ludkin	S. Browne
	S Kiddie
	E. Taylor
	D. Craggs

**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 19<sup>th</sup> November 2024 at 6.00pm.

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

CL 1124/01 **APOLOGIES**  
Apologies were received from L. King.

CL 1124/02 **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> September 2024 were a true record and were duly signed by the Chairman.

CL 1124/03 **DECLARATIONS OF INTEREST**

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

CL 1124/04 **PUBLIC PARTICIPATION**  
There were none.

CL 1124/05 **ITEMS OF URGENT BUSINESS**  
There were none.

CL 1124/06 **FINANCE**  
The committee received an update on Income and Expenditure for Christmas Lights 2024. RL will check with the office to get an updated income and expenditure figure. Santa's grotto books needs adding to expenditure. Ben Langley to be removed from expenditure list.  
**(Action: RL, immediately)**

CL 1124/07 **STALLS**  
The committee received an update on stalls and the site layout.

Stalls requiring use of contractor's generator were confirmed.

Permission was requested for selling pizza slices from My Bubbles waffle stall. Committee agreed.

£5 food vouchers for volunteers are ready and SK will number them. KJ will email all food stalls this week to let them know of the arrangement. Stallholders to give vouchers back to RL at end of event and he will pay the costs.

**(Action: KJ, this week, SK, by next meeting)**

SK will be meeting with Michael Crawford from St Mary's Church to finalise charity stallholder arrival times.

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

**CL1124/08**

**ENTERTAINMENT**

a) Members received an update on entertainment.

Ben Langley is now unable to compere due to other commitments. Leon Mallett has been booked to perform 2 x 20 minute slots. Park Radio will take over the compere role, doing shoutouts and playing music from their mobile unit.

Members discussed Foolhardy's plans for the day. AB will meet Lucas at the back of Greggs around 2.30pm.

Lauren Bryant (Will Power) will arrive at 4.45pm, parking at DTC Office car park and change in Chix Clothing store. AB confirmed he will chaperone act before she goes on stage.

**(Action: AB, 07.12.24)**

KJ to ask Katie Brame if she has a phone number for Leon Mallett. AL-R requires his contact details so Jake can check his sound requirements etc.

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

The panto cast (up to 6 members) have confirmed their attendance at the Christmas Lights Switch-On event every year.

SK to confirm with Park Radio that James Grint will assist with the countdown on the mic.

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

It was agreed that the cold sparks would be positioned on either side of the stage higher up for bigger impact. A laser projection of the countdown numbers will also be displayed. AL-R to add spots on the stage flooring so acts can stand in the best place for lighting.

**(Action: AL-R, 07.12.24)**

SK to remind Poz that access from URC's car park must be allowed in between his performances.

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

Myhills are donating a 7ft Christmas tree to go outside the URC end of November. They will decorate and provide timed battery lights for it. SK to contact Myhills to check when the tree will be ready and liaise with GP re tree positioning on the URC forecourt.

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

Santa's Grotto- decorating can happen on Thursday 5<sup>th</sup> December from 9.30am-10am onwards when more members are available. AR, AB, SK, RL, KJ to do 10am -12pm.

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

RL to check with SH if the card reader can be used for Santa's Grotto incase people don't have change. RL to discuss £30 petty cash with SH.

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

b) Members discussed costumes for Santa's elves. KJ to purchase 3 elf costumes.

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

c) Members reviewed Park Radio's proposal of Battle of the Bands idea for next year, running a competition throughout the year with auditions and various rounds, at the Corn Hall. Winners from the final heat perform at Carnival (Summer heat) and Christmas Lights Switch-On (Winter heat). Members agreed with the proposal if the band fit in with the festive theme of our event. SK will confirm back with James Grint.

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

Committee considered increasing their booking fee following their extra duties as compere of the event. It was agreed to increase Park Radio's fee to £300. RL to request another p/o number to be created for the additional £50 with SH.

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

**CL1124/09**      **COMMITTEE TASKS & VOLUNTEERS**

- a) Members reviewed and noted outstanding tasks for organising the event.  
KJ to print A3 and A4 laminated posters for AR to display around town.

**(Action: KJ, by end of next week)**

- b) Members agreed to add discussion of the committee/volunteer task timeline for the day to the next meeting on 3<sup>rd</sup> December.

**(Action: KJ to add to next agenda)**

**CL 1124/10**      **EVENT PROGRAMME AND PROMOTION**

- a) Members received an update on the Christmas Lights Programme. Committee agreed to go ahead with printing 150 copies to go out to various locations before the event. Corn Hall, Library, Supermarkets, etc.

- b) Members received an update on event promotion. KJ has scheduled social media posts up until the event and will be sharing the poster online. Press release to be done.

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

**CL 1124/11**      **MEMBER UPDATES**

There were none.

**CL 1124/12**      **DATES OF FUTURE MEETINGS**

The dates of future meetings were discussed. It was.

RESOLVED: That the next meetings of this sub-committee will meet on 3<sup>rd</sup> December 2024.

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

Meeting closed at 7.55pm

---

SUB-COMMITTEE CHAIRMAN  
Suzanne Kayne

## Diss Christmas Lights Income & Expenditure

Expenditure	£5,527.95
Income	£4,206.61
Funds Brought Forward from 2023	£3,847.31
Budget for this year 2024	£1,250.00
Funds remaining	£3,775.97

## SATURDAY 7TH DECEMBER 2024 - TIMELINE FOR COMMITTEE / VOLUNTEERS

Times:	7.30am	9am	12pm - 2pm		5.40pm PARADE	6.30pm - 8pm	8pm
<b>Saturday 7th December 2024</b>							
Robert Ludkin	Close off market place		stalls arrive & set up. Brief security at 2pm.		parade marshall	supervise stalls pack away and exit site	Road reopens
Suzanne Kayne		Briefing volunteers	stalls arrive & set up. Brief security at 2pm.		parade marshall		
Stephen Kayne				Santa's Grotto entry at URC 1.30pm - 5pm			
Andy Rackham	Stage installation	Stage Installation				supervise stalls pack away and exit site	
Gabrielle Pagan			URC	URC	URC shuts 5pm		
Adam Bloom							
Kimberley Jaynes / Elves				Santa's Grotto at URC 1.30pm - 5pm	Elves in parade and on stage for switch-on		
Alex Rolfe				Available from 2pm, litterpicking, general help	crowd control during parade	supervise stalls pack away and exit site	Road Reopens
George Waterman (Dinsdale)					Dinsdale in parade and on stage for switch-on		
Alex Rackham	Stage installation	Stage Installation					
Mark Hobbs (DTC)	6am start litterpicking	litterpicking	Mark finishes 2pm				
Matt Smith (Santa)				Santa's Grotto at URC 1.30pm - 5pm	Santa in parade 5.40pm and on stage for switch-on		
SECURITY (Phoenix)			4 security staff 2pm - 6.30pm	security on site	security on site	Security leave 6.30pm	
FIRST AID (F.A.S.T)			4 first aiders 12pm - 6.30pm	first aid on site	first aid on site	first aiders leave 6.30pm	
FUNFAIR	Funfair arriving at Mere's Mouth 8am	Funfair at Mere's Mouth	Funfair at Mere's Mouth	Funfair at Mere's Mouth	Funfair at Mere's Mouth until 6pm(ish)		