

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 14th April 2026** at **7.00pm**.

In attendance: Members: M Cotton, Cllr C Dente (Chair), E Forsdyke, J Grint, K Jaynes (Teams), R Ludkin, B Rogers, Cllr T Shava, Cllr L Sinfield (Vice-Chair), S Villafuerte-Richards, G Waterman, P Wilson.

Cllr T Knights

1 member of the public (Corn Hall representative)

E0426/01

Apologies

Apologies were received from cllr D Craggs and S Brazier. It was noted that J Grint would arrive late.

Post meeting note - apologies were received from A Rackham at 14.00 on 14th April but only received the following day as sent to a member of staff's email not present at the meeting. G Pagan also emailed apologising for not attending.

E0426/02

Minutes

Members reviewed the minutes of the last meeting held on 10th March 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 10th March 2026 as a true record and were signed by the Chair.

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

E0426/03

Declarations of Interest

There were none.

E0426/04

Public Participation

There was 1 member of the public in attendance, and it was noted that a Corn Hall representative would attend each meeting.

E0426/05

Items of Urgent Business

There were no items of urgent business.

E0426/06

Committee Membership

Members considered co-opting cllr Knights to the Events committee. It was

Resolved: To co-opt cllr Knights to the Events committee.

(Action: CW to add to membership; immediately)

E0426/07

Applications

a) It was noted that there had been 7 additional stallholder applications since the last meeting & application deadline. Two sweet food stalls (donuts & cakes), another burger stall, homemade jewellery, air cadets willing to help at the event, the Diss Guild of Weavers, Spinners & Dyers and the River Waveney Trust. It was noted that we have already secured five sweet stalls and the list of agreed savoury food outlets was reviewed. It was agreed that this would be reviewed following discussion at 11b, the site plan to determine if there is space to accommodate late applications.

Post meeting note – we did not return to discuss this item so an email has been distributed to all members with recommendations for acceptance, which will be ratified at the next meeting so that the bookings can be secured. Also, B Rogers suggested inviting a healthy option food stall particularly given our sporting theme & will make enquiries.

Procession applications

b) Members received an update on procession applications received to date. We now have around 17 groups entering with some forms awaited. Kim did an email drop to encourage entries on 1st April. It was noted that no local sports teams have entered and George will encourage applications via the Tug of War social posts assuming it is agreed. Tina suggested

inviting a new Jujitsu club and Emily will enquire. Members were encouraged to encourage personal contacts to participate as groups invited via generic email addresses. George agreed to follow up with a band to lead the procession. The Diss Otters Swim Club has decided not to enter due to a clash with a swimming competition for their younger swimmers.

(Action: GW / EF / All; immediately)

E0426/08 Finance

Members received the current income and expenditure position for Diss Carnival 2026 to date. It was noted that the balance has changed to £8,467.09 since the agenda was distributed as income has been received for stallholders.

E0426/09 Entertainment

a) Tug of War competition

Members received and considered a proposal to include a Tug of War competition within the Diss Carnival 2026 event programme. George asked for members views on a deposit system to ensure attendance and suggestions for prizes. It was agreed that the deposit would be returned post event. It was suggested that a Dinsdale model from the trail could be sprayed gold as a trophy that the winning group could retain for the year, sponsors could be approached to see if they could provide a prize and that a plaque base with the yearly winners could be added retrospectively if the competition was received well. Members were also keen to present individual medals to the winning team as a keepsake and the local Trophy Centre would first be approached for a quote. George will promote on Facebook.

Resolved: To include the Tug of War competition in the Carnival events schedule, purchase another model duck as the trophy, purchase medals for team winners & promote entries on Facebook.

(Action: Entertainment Coordinators; by next meeting)

b) Main arena and pavilion programme

Members considered a draft events programme for the main arena, including a quote for pavilion music entertainment. It was noted that a 5-minute hand over time after each performer ought to be sufficient for all acts except for the bike show. Emily will liaise regarding the set up and close down times. The programme ends 25 minutes later than last year at 5.30pm with the pavilion music proposed to start from 5.40pm.

There was some concern that the pavilion music was ending too late given the long day but it was noted that the close down is likely to take until 8pm and last year staff shifts were staggered to reduce length.

It was agreed that PRTY would be asked to do one hour instead of 2 x 30 mins slots to reduce set up time. James suggested two groups, Soundhouse and Ellena Russel. Given the preference for variety, it was agreed that Ellena would be asked for a quote and she would perform before PRTY.

Sulala, the aerial act requires a 40-minute set up time and provides a 5-minute show. The cost of this plus a 1hr30 minute workshop is £500. Members discussed positioning of her 4-pole set up and it was suggested the yellow spaces near the Mere could work. Emily will liaise on this given potential inclement weather. It was agreed this act would need to be clearly announced as it would be taking place away from the main arena and could perhaps be scheduled when the bike show is being dismantled.

It was

Resolved:

- 1) to agree the quote of £600 for PRTY to play for 1 hour.
- 2) to agree the quote of £500 for Sulala subject to liaison around positioning and weather.
- 3) to agree to schedule Ellena Russel for 45 minutes before PRTY subject to quote received.
- 4) to confirm the main arena and pavilion schedules subject to the bike show / aerial performer / Ellena Russel confirmation.

(Action: DTC Office to confirm quotes / raise POs / Entertainment Coordinators / JG / RFO; by next meeting)

E0426/10 Dinsdale Duck Trail

Members received an update on progress with the Dinsdale Duck Trail. 18 businesses have signed up, and it is estimated that 5 have purchased ducks. Those handed back will be auctioned or used in future years.

E0426/11

Infrastructure

a) Traffic management

Members received and considered a plan for the traffic management of Diss Carnival 2026. Robert met with Core Highways, and they discussed adding a fifth accredited steward to the order to ensure all main roads are managed safely. Along with the Security stewards who will also be allocated to positions, only three other volunteer stewards will be required, and a former councillor has already agreed to help. A representative from Core Highways will attend the next meeting.

Resolved: to appoint a fifth accredited steward from Core Highways to assist with traffic management at a cost of £250.
(Action: FBM / RFO; immediately)

b) Site plan

Members considered a draft site plan for Diss Carnival 2026. Most activities and stalls already agreed have been allocated and around 6 pitches remain vacant. MTM Youth Services will be approached regarding the giant games to be positioned next to the Baptist Church marquee. It was agreed that £100 would be made available to purchase arts & crafts.

(Action: Clerk / RFO; immediately)

10m² is required in total for the climbing wall. Members discussed this going in the MUGA but the doorway entrance would be too small for access. Dependent on the fair rides, it could be positioned on the grass area near the car park. Extra toilets need to be positioned up against something.

Resolved: That Robert & George meet to review and update the site plan.
(Action: FBM / GW; before 30.04.26)

c) Volunteers

Members received an update on volunteer recruitment and coordination for Diss Carnival 2026. It was noted that Sarah met with Junior and Paul to review the task list and that the volunteers would be contacted this month. The Round Table / 41 Club would be approached regarding providing volunteers to support the event, take part in the procession and tug of war competition. It was agreed that a minimum of 5 members would be required to help to warrant a free pitch and an application form would need to be completed to determine the stall activity.

(Action: Junior / Paul; immediately)

d) Event management plan

Robert advised that the event management plan would be updated to reflect the discussions and forwarded to South Norfolk Council's Safety Advisory Group for comment this week. It wasn't tabled at the meeting as includes all the elements we have previously discussed and agreed.

(Action: FBM; by 17.04.26)

J. Grint arrived at 20:20.

E0426/12

Promotion

a) Car boot sale and raffle volunteers

Members considered volunteers for the car boot sale on 26 April and raffle ticket sales on 15 May and 6 June. It was agreed that Friday 5th June would be preferable to the Saturday staffing wise and the hours would be approximately 9-12 on market days. It is hoped Andy Rackham would also be available to help at the car boot sale.

Resolved: That cllr Sinfield, George and Emily would volunteer for the car boot sale on 26th April and Mary and Paul would sell raffle tickets on 15th May and 5th June.

(Action: LS / GW / EF / MC / PW; 26.04.26 / 15.05.26 & 05.06.26)

b) Window dressing competition

Members received an update on the window dressing competition, including the Post Office display. Liz has the forms and will distribute with Tina in the next few days whilst requesting raffle prizes. It was noted that the uptake last year was relatively low given the volume of forms distributed. Kim has done some promotion for the window dressing competition. The post offices window boards being updated by the Heritage Trust will be removable to allow more space for schools if needed. Liz has approached schools on email and will phone Palgrave as email address not working.

c) Raffle

It was noted that the raffle tickets have been ordered and a copy of the prize poster last year would be printed for collection by Liz.

Post meeting note – the raffle tickets have arrived and do not mention prizes.

d) Publicity

Members received an update on publicity arrangements for Diss Carnival 2026. Kim has encouraged procession entrants, promoted the car boot sale & shared the post regarding the DISS lettering decoration. It was agreed that MTM Youth Services / Andy R would be contacted regarding the new DISS boards given the materials used last year. The draft Carnival article in Diss Matters will be updated to reflect discussions this evening. Kim will work on sponsorship posts, a general event poster and the digital programme. The Dinsdale duck trail will also be promoted.

(Action: KJ / Clerk; by next meeting)

e) Cake sale and tombola

Members considered a recommendation that there will not be a cake sale or tombola this year. Liz and Tina offered to run both. It was agreed that the cake sale would take place at the car boot sale on 26th April along with raffle ticket sales. Kim will do the publicity, and members welcome to share posts. Members also discussed a thank you to raffle prize givers slide for the Park Radio screen and Kim will work with Matt to determine a layout structure for the slides.

(Action: KJ / MS; by next meeting)

Resolved:

That cllrs Sinfield & Knights would arrange a cake sale on Sunday 26th April at the car boot and tombola on the day of the event.

(Action: LS / TK; by 07.06.26)

E0426/13

Christmas Lights Switch-On

Members considered the format and proposed date for the Christmas Lights Switch-On. It was noted that the church considers the Friday unviable for the Santa's grotto given it's a school day. There was a suggestion that a Christmas fair market could continue on the Friday evening, but it was noted that the large event crowds for switch-on don't allow for many stalls.

George maintained his position regarding a preference for the Saturday with a shorter duration suggesting the indoor spaces at No. 8 Marketplace and the church could be promoted more. An alternative to the fire engine for Santa and the Mayor needs to be found and James suggested using heras fencing to barrier off parking in the Market Place Saturday morning before the road closure is enforced.

Given the requirement to start booking entertainment, it was agreed that Soundhouse would be asked about their availability and Robert would check about the fire engine and source other ideas for a Santa vehicle including small tractor & trailer & Rotary sleigh. Lee would speak to Discord regarding their availability to sing at the event prior to Soundhouse.

(Action: JG / RL / LJ; by next meeting)

Resolved: to agree Saturday 5th December as the date for Diss' Christmas Lights Switch-On.

(Action: DTC Office)

E0426/14

Task List

Members reviewed the task list and noted progress on allocated actions.

E0426/15

Progress Report

Members noted the progress since the last meeting.

E0426/16

Member Updates

Kim thanked everyone for everything given her personal circumstances.

E0426/17

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 12th May 2026.

Meeting closed: 20.50.

Cllr Catherine Dente
Chair