

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Events Sub-Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 10th March 2026** at **7.00pm**.

In attendance: Members: S Brazier, M Cotton, Cllr D Craggs, Cllr C Dente (Chair), E Forsdyke, J Grint, R Ludkin, A Rackham, B Rogers, Cllr L Sinfield (Vice-Chair), G Waterman, S Villafuerte-Richards

Cllr Shava
3 members of the public

E0326/01 Apologies

Apologies were received from K. Jaynes, Cllr Kiddie & G Pagan. A brief update on Kim was provided and members asked for me to pass on their best wishes. Committee was asked to be mindful of the workload and provide support wherever possible.

E0326/02 Minutes

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

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

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

E0326/03 Declarations of Interest

Minute No.	Councillor's Name	Personal/Other Interest	Pecuniary Interest	Reason
E0326/09a	D. Craggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fully Loaded Fries is a client of his business.

E0326/04 Public Participation

There were 4 members of the public in attendance.

This item was brought forward to allow a member of the public to speak.

E0326/05 Dinsdale Duck Trail

Members reviewed an updated proposal and quote received for producing the Dinsdale Duck trail. It was noted that following the decision at the last meeting to approve expenditure for £1,200 to produce the model ducks that the supplier proposes he take on the whole project including the liaison with the businesses and all publicity materials. They have considered potential sites and suggest increasing them from 15 to 20 to create a good trail taking in locations in the town including Fair Green and the Swim Centre. To minimise the additional cost of £1k (project total £2,200), Andy will provide the replacement DISS letters at no charge. Members discussed the additional costs in relation to the income that should be received from the sale of the ducks to offset the expenditure. The supplier will seek financial commitment from the businesses on sign up. The rest will be auctioned at the end of the summer season. It was

Resolved: to approve expenditure of £2,200 excl VAT for The Garden Project Team to coordinate the entire Dinsdale duck trail including the production of 20 model 400mm height ducks, all publicity and subject to financial commitment from businesses.

(Action: FBM / RFO; by 30.04.26)

E0326/06 Items of Urgent Business

There were no items of urgent business.

E0326/07 Sub-Committee Membership

Cllr Shava & Paul Wilson were confirmed as sub-committee members for the Events Sub-Committee 2026.

(Action: Office Administrator; immediately)

Infrastructure

- a) Members considered plans and quotes received for traffic management of Diss Carnival 2026. Members discussed the number of accredited traffic marshals, the cost of both options given new signage for one supplier and the issues experienced last year with one of the companies. It was also suggested and agreed that the Market Place bollards will be positioned at their junction with Market Hill after the parade has passed to prevent vehicular access until the crowds have dispersed. Given their experience of previous events and a suggestion to use security stewards to help manage the rolling road closure, it was

Resolved: to appoint Core Highways to carry out the event traffic management for Diss Carnival 2026 including 4 accredited marshalls at a total cost of £1,000 and arrange a briefing of the requirements.
(Action: FBM / Clerk; immediately / 01.05.26)

- b) Members considered three quotes for security services. Two of the three suppliers have been used previously. Given the budgetary constraints and previous issues experienced, it was

Resolved: to appoint Tripleguard Security Services Ltd to provide security services for Diss Carnival at a cost of £1,064 and arrange a briefing of the requirements.
(Action: FBM / Clerk; immediately / 01.05.26)

- c) Members received an update regarding hire / purchase of radios. Given 20 decent radios would cost £2k and don't come with more than a 1-2 warranty, it was agreed that the radios would be hired again. We agreed to request 25 radios to have 5 spares in case the 20 paid for radios do not work and to ensure they are charged up fully & working effectively prior to hand over. It was

Resolved: to order 25 radios for the price of 20 radios to include spares from Tripleguard Security Services Ltd at a cost of £140.
(Action: FBM / RFO; immediately)

- d) Members considered a quote for portable toilets. The supplier providing the initial quote cannot provide an additional disabled facility. A second quote has been sourced to include one and 4 additional toilets totaling 17. It was

Resolved: to book 17 portable toilets including one disabled facility from Latta Hire Ltd at a cost of £1,250 excl VAT.
(Action: FBM / RFO; immediately)

- e) Members considered quotes received for sound support. Given the connectivity issues experienced last year, and the more cost competitive quote received for both the arena & Pavilion sound & lighting and compere, it was

Resolved: to appoint Park Radio & JML Hire to provide arena and pavilion sound & lighting support including compere and the big screen for a total of £1,600 excl. VAT.
(Action: FBM / RFO; immediately)

Applications and Forms

- a) Members reviewed the stallholder applications received. It was noted that two applications have been received for chips. One came last year and didn't pay for use of the generator and the other last came in 2024. Two applications have been received for pizza with one requesting a particular pitch and exclusivity. Cllr Craggs agreed to contact Zak's burgers. At least one other food vendor would provide more variety.

Members discussed and agreed three free charitable pitches given previous allocations. It was

Resolved: 1) to approve all stall applications except for Bucket List (fries) and keep Yellow Door on the reserve list.
2) To approve free charitable pitches to Diss Road Runners, 2nd Diss Scouts and Diss Churches Together.
(Action: DTC Office; immediately)

- b) Members reviewed the two Bar Tender applications received. It was agreed that a third trailer would be requested from Wonky Donkey as per last year.

Resolved: to approve three bar pitches to Wonky Donkey (x 2) and Azure Bar (x1).
(Action: DTC Office; immediately)

- c) Members receive an update on procession applications. It was noted that six applications have been received to date but that an email needs to go out to those participants in previous years aiming for around 20 entrants.

Resolved: to invite previous procession participants to enter the parade.
(Action: DTC Office; immediately)

E0326/10 Finance

- a) Members noted the current income & expenditure for Diss Carnival 2026 to date. It was noted that we have several additional sponsors since the agenda pack was distributed and that the email to businesses was only distributed last week.

Post meeting note – total of sponsors now stands at 6 (2 gold, 2 silver & 2 bronze).

- b) Members noted the core infrastructure expenditure and optional entertainment costs. It was noted that the infrastructure total does not exclude the radio purchase cost and that following discussion, the total infrastructure costs now amount to just over £5k.

E0326/11 Entertainment

- a) Members received an update on entertainment options for Diss Carnival 2026. Acts for the arena include the bike show who are willing to perform for 20 minutes up to 4 times for £1,360. It was suggested that the slackline is not very good value for money. Football Freestylers cost £600 for 15 minutes and Cllr Craggs agreed to contact Football Fun Factory to see if they could provide something similar for free.

(Action: DC; immediately)

Tribal Fitness will do their usual dance act & Dan the Hat is unavailable. The Foolhardy circus can perform for 30 minutes and provide their workshop by Mere for £680. There's the option of a ladder act at £400 and local aerial performer for £520 but aerial rig would need to stay in position. Emily agreed to find out more about the latter.

(Action: EF; immediately)

The two dog show providers are willing to work together and programme times to be decided. Kuk Sool Won, a local martial arts group is very keen to do a 10–15-minute display in the arena with a combination of children from age 8 and adults. It was agreed that Emily & George would work on a proposal and social post to gauge interest from local sports clubs for the tug of war competition and an additional trophy may need to be sourced.

(Action: EF / GW; by 14.04.26)

The Man versus Mayor boxing match will last around 15 minutes and will be developed for consideration at the next meeting.

(Action: DC / GW; by 14.04.26)

It was noted that funds need to be set aside to cover music entertainment in the Pavilion. Given the high costs of the alternative ride options, Robert will review the site plan to determine space requirements and follow up with Larry Gray regarding provision of zorbs and other equipment.

(Action: DC / GW; by 14.04.26)

The climbing wall provided by Fenland Adventure requires 10m² provides 2 instructors and costs £750. Members discussed whether the supplier would consider charging for use negating the payment or whether we could allocate a volunteer to take payment to recoup some costs. There was a suggestion to use a wrist band system should several rides require monitoring. Quotes for stiltwalkers and archery, fencing and target shooting are expensive.

It was agreed that pavilion entertainment would conclude around 6.30pm following the arena programme and Robert would provide these times to the cleaner.

(Action: RL; by 14.04.26)

It was agreed that a draft programme of paid for and free acts for the main arena can now be produced.

(Action: EF; by 14.04.26)

b) Members reviewed entertainment quotes. It was

Resolved: To book the climbing wall for £750 from Fenland Adventure, bike show from RPM Display for £1,360 for up to four 20-minute slots, Foolhardy circus for £680 to include an arena show of 30 minutes and Mere side workshop and further investigate the requirements for their aerial performer.
(Action: Office Admin / RFO; immediately, EF; by 14.04.26)

c) Members reviewed quotes received for an event compere. See minute reference E0326/08e.
(Action: Office Admin; immediately)

E0326/12

Christmas Lights Switch-On

a) Members considered the date for the Christmas Lights Switch-On. Saturday 5th December is the only Saturday that Santa is available. Harleston has not confirmed its date yet but it is on a Friday evening starting at 6.30pm. There was discussion regarding the possibility of hosting Diss' Switch-On Friday 4th December evening given the existing market road closure. Members agreed to consider this for next meeting.

(Action: All; by 14.04.26)

b) Members discussed the event format. George summarised his review of the Park location versus the Market Place and concluded that the latter is the most practical location for the event given the time of year and weather conditions. There was discussion regarding the installation of a good-sized tree on the raised platform between Co-Op travel agenda and Holland & Barratt. It was noted that the icicle lights would already impact on light pollution for the residential window above H&B. Most members agreed that a shorter evening event on the Market Place would be the starting point for future discussions given the low footfall in the afternoon. It was

Resolved: to postpone confirmation of an early December date for the Diss Christmas Lights Switch-on 2026 subject to further information on Harleston's evening event at the next meeting.

(Action: JG / Office Administrator; by 14.04.26)

E0326/13

Post Office Display

Members considered a proposal to install window coverings on the former Post Office alongside event displays. There were very mixed reviews. Around 50% of members felt that the displays should be allocated solely to children's artwork, however it was acknowledged that this is resource intensive for the schools particularly with changing displays and a volunteer is needed to coordinate these efforts and no one was forthcoming. Members also felt that the proposed historic artwork is already in use at other locations in the town and a more modern display with more community involvement would be preferred. Given that the two smaller spaces are still proposed for community artwork, it was

Resolved: to approve the proposal of the Diss Heritage Trust to install four window coverings on the four larger Post Office windows with a request to modernize the artwork given its previous and current use.

(Action: Clerk; immediately)

E0326/14

Progress Report

Members noted the progress since the last meeting.

E0326/15

Member Updates

Cllr Sinfield offered to contact the supplier of haybales for arena seating. Emily will contact the bubble man and the responsibilities of the volunteer and community liaison coordinators would be forwarded to Cllr Shava and Sinfield respectively.

(Action: LS / EF / Clerk; immediately)

E0326/16

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 14th April 2026.

Meeting closed: 21.25.

Cllr Catherine Dente
Chair