

# Diss Town Council

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## Minutes

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 2<sup>nd</sup> June 2026** at **7pm**.

In attendance: M Cotton, Cllr C Dente (Chair), Cllr D Craggs, E Forsdyke, J Grint, K Jaynes, R Ludkin, B Rogers, G Waterman, Cllr T Knights, Cllr P Wilson, A Rackham, S Villafuerte-Richards.

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**E0626/01**

### **Apologies**

Apologies were received from Gabrielle Pagan, Cllr L Sinfield, Cllr T Shava and Corn Hall. No apologies from Sue Brazier.

**E0626/02**

### **Minutes**

Members reviewed the minutes of the last meeting held on 12<sup>th</sup> May 2026. It was

**Resolved:** to approve the minutes of the events meeting held on Tuesday 12<sup>th</sup> May 2026 as a true record and were signed by the Chair.

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

**E0626/03**

### **Declarations of Interest**

There were none.

**E0626/04**

### **Public Participation**

There were no members of the public present. Matt and Louis were in attendance to support James as Park Radio representatives.

**E0626/05**

### **Items of Urgent Business**

There were no items of urgent business.

**E0626/06**

### **Run Through Of The Day**

Members discussed a run through of the whole event and noted roles on the volunteer schedule.

- **Set up** – Sarah will lead a briefing on the Park at 6.30am. Members will set up decorations on the Park and put out stall pitch cards ready for stallholder arrivals between 9am & 11am. The Scouts will arrive at 8am to set up the crockery smash.
- **Procession** - Sarah will lead the next briefing at 11am at the High School for procession stewards. Parade to depart at 12.30pm prompt.

SV-R to email the floats needing to unload at the end of the procession to make sure they do so at the Bus Station (Heywood, Girlguiding).

**(Action: SV-R, immediately)**

AR to bring barriers on the day for Fraser to block off balcony area on Market Place for judges.

**(Action: AR, 07.06.26)**

KJ to email Robert Powell from Fire Brigade to chase as Harry no longer there.

**(Action: KJ, immediately)**

- **Raffle** – Doreen is unable to help Tina to sell raffle tickets on the day – Tina to check if her friend can assist. Bob Rogers/Mary Cotton will help & RBL representative also offered services.

- **(Action: TK/BR/MC/MG, 07.06.26)**

- **Fun Day/ Entertainment -**

Members discussed teams for the Tug of war competition - 3 teams have confirmed so far – Diss Round Table, Diss Athletics Club and a team of present/past Councillors – Declan, Paul, George and Junior. All participants to come to arena by 1.45pm ready to take part. There is potential for another team if Tina's Brother and friends take part. TK to confirm.

**(Action: TK, immediately)**

Teams can join in on the day if they report to the OPS tent by 1.30pm to sign a disclaimer form to take part at 1.55pm. George has a suitable Tug Of War rope borrowing from Quaker Wood- he will collect this on Saturday. George happy to ref the tug of war in the arena.

**(Action: GW, 07.06.26)**

- KJ suggested a light-hearted "Dad Dance Off" fitting with Father's Day if we have any time to fill. Park Radio would play suitable Carnival themed songs and Dads & kids can show off their moves – audience to cheer for their favourite.

**Pavilion entertainment** – Committee agreed PRTY to do 1 x 1hr 30 min slot instead of 1hr. PRTY to start at 5.30pm when Fun Day arena area finishes and they will continue playing until 7pm. George to find out additional cost for the extra performance time and inform office.

**(Action: GW, immediately)**

KJ will amend timings schedule on digital programme and any documents these are mentioned on. KJ to update entertainment timings on Park Radio promo screen slides for Matt -Save as high resolution for Matt. He will convert to video.

**(Action: KJ / Matt, immediately)**

Bike Show meet and greet to take place at 4pm at pavilion in between their shows at 3.10pm and 4.45pm.

Emily to email any entertainment acts that need to set up in advance to confirm their arrival times for setting up equipment – RPM Bike Show and Suelala.

**(Action: EF, immediately)**

KJ to reply to email Tai Chi (Emma Huang) to let her know her performance time will be 4.30pm for a 20 minute slot.

**(Action: KJ, immediately)**

Catherine will park her vehicle in Park car park to use for running anyone around if needed.

- Clear Down – Once Fun Day main arena area finishes at 5.30pm, clear down can commence on this part of the Park. Stalls will clear away and stewards can escort off the Park safely. Park Radio will encourage Carnival crowd to move over to Pavilion for PRTY's set. Event will finish at 7pm.

**E0626/07**

**Finance**

Members received an update on Diss Carnival 2026 Finances. Income £8,639.16. Expenditure: £12,930.61. Money leftover £5,516.78. A final figure for the whole event will be shared at the De-Brief meeting on 16<sup>th</sup> June.

**E0626/08**

**Entertainment**

Members reviewed and finalised the entertainment schedule and timings: Already covered above.

Park Radio promo screens – 2 screens confirmed. – 1 by pavilion and 1 by arena.

**E0626/09**

**Promotion**

Members received an update on publicity for Diss Carnival. KJ to send Emily the Instagram login again.

**(Action: KJ, immediately)**

KJ and Declan promoted the event on Park Radio. Digital programme is available on our Carnival webpage for people to share via social. Facebook and Instagram posts are ongoing - KJ encouraged members to share.

**E0626/10**

**Task List**

Members noted outstanding jobs on the task list. Sarah will order 15 pizzas from Dominos for the day (enough for 3 pizza slices for each volunteer + 1 slice for each cadet).

**(Action: SVR, immediately)**

Final documents still needed from Funfair – RL to check outstanding documents.

**(Action: RL, immediately)**

RL informed members that the bunting was installed today by Pearce & Kemp.

**E0626/11**

**Member Updates**

Members received updates from committee members not reported elsewhere on this agenda.

AR said Palestinian flag protestors will not be turning up on Market Place this year like last year – Ray Bryant has confirmed.

**E0626/13**

**Date of Future Meetings**

Members noted the next meeting of this committee is scheduled for Tuesday 16<sup>th</sup> June for a de-brief post event.

Meeting closed: 20:25

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Cllr Catherine Dente  
Chair