



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 20.01.26
Date: 15/01/2026

Committee Membership:

Sue Brazier, Mary Cotton, Cllr Declan Craggs, Cllr Catherine Dente, Emily Forsdyke, James Grint, Sue Hurst (Finance) Kimberley Jaynes (Marketing & Promo), Cllr Sue Kiddie, Robert Ludkin (H&S), Gabrielle Pagan, Andy Rackham, Bob Rogers, Cllr Liz Sinfield, Sarah Villafuerte-Richards, George Waterman, Colin West (Admin)

For Information:

Cllrs Browne, Kitchen, Murphy, Peaty, Robertson & Welch
Office Administrator
Diss Express

Diss Town Council
Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

All Members of the Events Committee

Dear Members,

You are invited to attend a meeting of the **Events Committee** to be held in the **Council Offices** on **Tuesday 20th January 2026 at 7pm** to consider the business detailed below.

Town Clerk

Agenda

- 1. Election of Chairman**
To elect a Chairman of the Events Sub-Committee.
- 2. Apologies**
To consider apologies for absence.
- 3. Election of Vice-Chairman**
To elect a Vice-Chairman of the Events Sub-Committee.
- 4. Minutes**
 - a) To approve the minutes of the first Carnival meeting held on 4th November 2025 (copy details herewith).
 - b) To note the minutes of the Christmas Lights Switch-On debrief meeting held on 15th January 2026 will be included on the next agenda.
- 5. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 6. 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).*
- 7. 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).
- 8. Committee Membership**
To confirm committee members for the Events Committee 2026.
- 9. Committee Roles**
To consider committee roles for the Events Committee 2026 (copy details herewith).

10. Finance

To note the starting balance for Diss Carnival 2026 (copy details herewith).

11. Entertainment

To explore entertainment ideas for Diss Carnival 2026.

12. Infrastructure

To consider infrastructure requirements for Carnival 2026 (copy details herewith).

13. Applications and forms

- a) To review a revised application form (copy details herewith).
- b) To review a revised bar tender form (copy details herewith).
- c) To review a draft Event Stallholder Terms & Conditions of Booking (copy herewith).

14. Sponsorship

To review the existing sponsorship packages form for businesses (copy details herewith).

15. Promotion

To receive an update on the theme teaser video for social media to be promoted at the end of January 2026 including an event name.

16. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

17. Date of Future Meeting

To review the following list of proposed future meeting dates for this committee: 10th Feb, 10th Mar, 14th Apr, 12th May, 2nd June 2026 (run-through).

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 Council's 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 available (unless marked confidential) for public inspection at the Council Offices during normal opening hours or on our website at <https://www.diss.gov.uk/>

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 4th November 2025 at 7pm.

In attendance: Kimberley Jaynes (KJ)
George Waterman (GW)
Emily Forsdyke (EF)
Cllr John Robertson (JR)
Sarah Villafuerte-Richards (SV-R)
Sue Brazier (SB)
Robert Ludkin (RL)
Bob Rogers (BR)
Cllr Declan Craggs (DC)

CA1125/1 **Apologies**

Apologies were received from Mary Cotton. Cllr Liz Sinfield not in attendance.

CA1125/2 **Election of Chair**

Members noted that the election of Chair will be considered at a future meeting due to a review of a new proposed events committee for all town events.

CA1125/3 **Election of Vice-Chair**

Members noted that the election of Vice-Chair will be considered at a future meeting.

CA1125/4 **Minutes**

Members considered the minutes from the last meeting of the carnival committee. It was

RESOLVED: that the minutes of the meeting on 24th June 2025 were a true record and duly signed by the Chairman.

CA1125/5 **Declarations of Interest**

There were none.

CA1125/6 **Public Participation**

There was one member of the public in attendance - Andy Rackham.

CA1125/7 **Items of URGENT Business**

There were no items of urgent business.

CA1125/8 **Date of Carnival 2026**

Members agreed a date for Diss Carnival 2026. It was

RESOLVED: To propose Sunday 7th June as the date for Diss Carnival 2026. The date will be promoted in January.

**(Action – SV-R, add to Facilities agenda for 26th Nov
KJ, add to Outlook calendar for staff)**

CA1125/9 **Theme**

Members discussed and agreed a theme for Diss Carnival 2026. KJ proposed a sports theme, which members supported, noting its variety and potential to involve local sporting clubs and businesses. The theme was also seen as a good opportunity to promote health, wellbeing, and fitness within the community.

BR shared that the theme fits well with the 60th anniversary of England's 1966 World Cup victory.

Members were asked to research entertainment ideas between now and January.

KJ suggested Carnival 2026 could be named 'Game On Diss!' but encouraged members to think of other possible names too. The theme and a name will be promoted at the end of January 2026. It was

RESOLVED: Committee agreed the sporting theme for Carnival 2026.

(Action – Committee, by January 2026)

CA1125/10 Member Updates

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

Members noted that Cllr Catherine Dente will be joining the committee from January onwards.

SV-R shared an idea of introducing a new events committee from January 2026 to oversee the key town events, mainly Diss Carnival and Diss Christmas Lights Switch-On. Members were encouraged to register their interest if they would like to be involved.

SV-R suggested drafting a timeline/plan to schedule tasks between January- June so members can make the best use of time in the run up to the event.

(Action – KJ to add Cllr Dente to committee membership, January 2026

- KJ draft a timeline for January - June)

CA1125/11 Date of Future Meeting

Members considered a date in January for the next meeting. It was

RESOLVED: The next meeting of the Diss Carnival Sub-Committee is scheduled to take place on **Tuesday 20th January 2026 at 7pm.**

(Action – KJ add to Outlook calendar, immediately)

The meeting closed at: 19.33hrs.

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes

1. **Carnival - June**
2. **Christmas Lights Switch On – November/ Dec**
3. ***Remembrance kept separate**

Proposed Events Committee

There is currently overlap in membership and tasks between the Carnival and Christmas Lights Switch-on sub-committees. It is proposed to create one events committee that oversees both events to reduce duplication & workload, improve planning and provide opportunities for cost efficiencies.

Summary: The Events Committee to be chaired and vice-chaired by Town Councillors to ensure consistent oversight, effective coordination, and alignment with the Council's wider events strategy.

Operational responsibilities - including finances, infrastructure, health & safety, stall applications and marketing will remain managed by DTC staff, as these areas are best handled in-house.

Six volunteer positions will be introduced to provide focused support across key areas of event delivery:

- 2 x Volunteer Coordinators
- 2 x Entertainment Coordinators
- 2 x Community Partnerships Liaisons

This structure is designed to strengthen collaboration between councillors, staff, and the community, while ensuring the effective management of key town council events.

If all positions attended a meeting, committee membership would total 12 but positions 3 – 5 will attend as required. Therefore, there is capacity for a few extra volunteers to join the committee in a general support capacity.

Carnival already has a dedicated email address for correspondence. It is proposed to set up a separate Christmas one to be used by all to ensure effective communications.

1. Chairperson / Committee Lead – Town Councillor role

- Chairs the meetings
- Oversees the committee and ensures events are planned and delivered effectively.

2. Vice-Chair / Deputy Lead - Town Councillor role

- Supports the Chairperson and chairs when needed.
- Helps coordinate between sub-groups or event-specific teams.

3. Finance & Budget Officer – DTC Staff Role – RFO (only attends meetings when relevant)

- Manages event budgets, expenses, and income.
- Places orders, processes invoices.

4. Marketing & Promotion Officer – DTC Staff Role – Marketing & Events Administrator (only attends meetings when relevant)

- Develops promotional campaigns for events (social media, flyers, posters, programmes, deals with local press, radio).
- Coordinates public engagement and advertising.

5. **Infrastructure / Health & Safety Officer – DTC Staff Role – Facilities & Buildings Manager (only attends meetings when relevant)**
 - Oversees event setup, equipment and transport needs.
 - Coordinates with suppliers and contractors.
6. **Entertainment Coordinator (2 volunteers)**
 - Researches performers, activities or attractions & brings proposals / costs to meetings.
 - Manages performance timings schedule.
7. **Community Partnerships Liaison (2 volunteers)**
 - Develops relations with local businesses, schools, and community groups.
 - Coordinates parade entries.
 - Seeks sponsorship.
 - Organise window dressing competitions.
8. **Volunteer Coordinator (2 volunteers)**
 - Recruits and manages volunteers for each event.
 - Maintains volunteer schedules and communications.
9. **Administration & Minutes Officer – DTC Staff Role – Office Administrator / DTC Admin**
 - Handles meeting agendas, minutes, correspondence, and record-keeping.
10. **Stall Applications – DTC admin team** will send out usual email to stallholder mailing list and process applications/paperwork as usual.

Confirmed on committee:

Mary Cotton, Bob Rogers, Sue Brazier (general support), Gabrielle Pagan, James Grint, Andy Rackham (general support), George Waterman, Emily Forsyke, Kimberley Jaynes (Marketing & Promo), Robert Ludkin (H&S), Sarah Villafuerte-Richards, Cllrs Craggs, Dente, Kiddie & Sinfield, Sue Hurst (Finance), Colin West (Admin)

Total = 14

Sarah Richards

From: Susan Hurst
Sent: 15 January 2026 12:43
To: Sarah Richards
Subject: RE: Carnival.

Hi Sarah,

Carnival starting position is £7,058.23 in the EMR, along with £2,750 in next years budget, so they have £9,808.23.

Thanks
Sue 😊

Susan Hurst
Responsible Finance Officer
Working days: Tuesday to Friday

Diss Town Council
11/12 Market Hill
Diss, IP22 4JZ
Tel: 01379 643848 (Ext #206)
Email: susan.hurst@diss.gov.uk
Website: www.diss.gov.uk



From: Sarah Richards <sarah.richards@diss.gov.uk>
Sent: 15 January 2026 11:51
To: Susan Hurst <susan.hurst@diss.gov.uk>
Subject: Carnival.
Importance: High

Hi Sue

Please provide the Carnival financial starting position for 2026. Agenda going out today 😊 ...

Thanks!

Kind regards
Sarah Villafuerte-Richards
Town Clerk

Diss Town Council
11-12 Market Hill
Diss, Norfolk, IP22 4JZ

Draft Roles and Responsibilities for Carnival 2026			
Task allocated to	Task detail	Date to be completed	Actions/notes
	Operations		
TBC	Carnival Lead, responsible for all aspects of Carnival completion	Mar-26	
TBC	Chair - Managing the meetings with oversight of event	Jan-26	
TBC	Vice Chair - Deputising for Chair	Jan-26	
RFO	<i>Purchase orders to be created and emailed to the relevant suppliers below (quotes to be saved under Events /E Agenda/Meeting Date).</i>		Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet
Infrastructure/Health & Safety Officer (supported by admin)	Sort first aid for event (A11 medical services used for 2024, F.A.S.T used 2025)	Jan-26	
	Order radios and security stewards (usually Phoenix - They drop off radios in the week before Carnival)	Jan-26	
	Contact Core Highways to book in traffic management (£761.30 was 2025 quote)	Feb-26	
	Order 12 chemical toilets for Park (8) and High School (4) with transport	Jan-26	
	Get quotes and book suitable sound support for the event. Simply Sound no longer offer hire service but outsource from Mike's Audio Visuals	Jan-26	
	Inform sound support (Mike's audio visuals) of any additional requirements for performers.	May-26	
	Get quote from Park Radio to host the pavilion 1.15pm to 5.30pm play music for the theme and decorate as necessary	Jan-26	
	Organise 6 x 1100l refuse bins with SNC (Keith Kiddie 2025), FOC	Jan-26	
	Contact SNC (Lee Webster) to get permission for Bus Station for large procession vehicles after parade	Jan-26	
	Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	Jan-26	
	Book cleaning (new contractor from 2026) on Carnival day	Jan-26	
	Book Photographer for Event (Charlie Scott Bell - 2025)	Jan-26	
	Contact Morrisons and Tesco to get confirmation of free parking for event day	Jan-26	
	Source rope for main arena	Jan-26	rope is at DYCC
	Buy red and white barrier tape, blue/red chalk paint and cable ties	May-26	
	Oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	Mar-26	
DTC ADMIN	Add the approved food stallholders & additional info to EMP	Mar-26	
Infrastructure/Health & Safety Officer	Give keys to staff to open toilet block first thing on Carnival day	Jun-26	
	Arrange for maintenance staff cleaning and jobs on the day.	Jun-26	
	Arrange for phs to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day	May-26	
	Get permission for a site that stallholders can leave their vehicles after unloading on park	Mar-26	
	Source 55 hay bales for Fun Day - Simon Callow used 2025 (North Lopham) to be delivered 7.30am on the day and collected first thing Monday	Apr-26	
	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	May-26	
Volunteer Coordinator	Organise and liaise with procession stewards for Carnival	May-26	
Volunteer Coordinator	Get permission for use of playgrounds at High School for parking	May-26	
DTC ADMIN	Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall.	Mar-26	
DTC ADMIN	Email all of the suppliers to confirm details of the day re arrivals, set up, parking etc	May-26	
	Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier	May-26	
	Volunteers & Stewards		
	Recruit volunteers and stewards to help run the Carnival Procession and Fun Day. Send out email to request help.	Apr-26	

Task allocated to	Task detail	Date to be completed	Actions/notes
Volunteer Coordinator	Find someone who can chauffeur performers/staff from Park to High School and be a 'run around'	Apr-26	
	Ask Cadets if they are willing to litterpick again	Apr-26	
	Find marshalls for Fair Green car park.	Apr-26	
	Update volunteer briefing pack- email to all with site map and volunteer info sheet	May-26	
	Go through volunteer and staff rota to allocate all jobs and timings on the day	Jun-26	
	Print & laminate volunteer schedules, site map copies & info sheets for all volunteers & committee members to have on the day	Jun-26	
	Organise refreshments for volunteers & entertainment acts who require food. 300 bottles of water - 22.05.25 Alex bought hand foods, crisps, bananas, snacky stuff people can pick up when they want or carry in their pockets etc. Morrisons provided £25 gift card toward refreshments/water.	May/Jun-26	
	Stalls		
Committee	Agree amount of pitches allowed and accept/decline applications, ensuring a good balance between charitable, commercial, food, drink and crafts (roughly 50 stalls).	Mar-26	
DTC ADMIN	Review and print stall applications, update master spreadsheet ready for committee consideration in March. Applicants will only be considered by committee when full paperwork received. Confirmation emails including payment details only to be sent to stallholders when full application, supporting paperwork has been received & with committee approval.	Feb/Mar-26	
	Update bar tender form and send out to all bar contacts	Jan-26	On agenda
	Chase up for stallholder paperwork	Apr-26	
	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Clerk	Apr-26	
	Create and laminate pitch number signs for stallholders and all other info signs needed for the park.	May-26	
	Email all stallholders 1-2 weeks before Carnival with final details for the day (arrivals between 9am - 11am & parking at Fair Green). Vehicles back on at 5.30pm to take down stalls	2 weeks before event	
	Admin		
DTC ADMIN & RFO	Complete NCC's Road Closure application form and send to streetworks. RFO to do payment		
RFO	Create purchase order numbers for anything else booked for Carnival (including entertainment acts and extras) and email suppliers their numbers to include on their invoices. Check when they want payment and update spreadsheet.		Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet
Marketing & Promotion Officer	Display official section notice for road closure once received from NCC		
	Update all carnival forms with new date and new logo. Create new folders on system for 2026	Jan-26	
DTC ADMIN	Manage Carnival email inbox - stall queries to be put into separate stalls folder in the inbox for DTC to review and reply.		
Administrations & Minutes Officer	Put together agenda packs and send out to committee		
	Print copies of the agendas for committee meetings and the undrafted previous minutes to be signed		
	Create minute template for meetings and write the minutes at the meetings, send minutes to committee afterwards and upload signed minutes to website		
DTC ADMIN	Update sponsorship packages form and send out to all local businesses in an email	Jan-26	On agenda
	Arrange street collection agreement from SNC for carnival event and save permit when received	Mar-26	
	RFO to book in Rialtus diary - cake stalls and car boot. Cake Sale 26th April, Car Boot 27th April.	Feb-26	2 people at least needed for running cake sales and car boot - Catherine, Sue K, Liz, George last year.
	Enquire with Park Radio (Matt & Katie were DBS in 2025) for the lost children's point at Carnival.	Feb-26	
	Letters to be updated and printed for Mount St residents x50, Walcot Road x50, Parkside Court x50 and Mere Street flats residents x50, ref Carnival parade / parking in car parks on the day	May-26	

Task allocated to	Task detail	Date to be completed	Actions/notes
Community Partnership Liaison Volunteers	Deliver above letters	May-26	
DTC ADMIN	Create road closure advanced notice signs to go up on individual parking bays on Market Place pre-warning people not to park there on Carnival day	May-26	
	Make sign to go on Park car park and display at least 14 days before the event at the Park Road Car Park, as per the licence from SNC. "This car park is closed to the public. Access for authorised vehicles only"	May-26	
RFO/DTC Admin	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-26	
DTC ADMIN	Order raffle tickets for prize raffle (instead of booze barrow). Check if lotteries license has been paid for raffle (usually covered by xmas lights one already)	Mar-26	
	Complete street collection return form after the event with proceeds of collection	Jul-26	form template saved on system
	Complete Statement of lottery Returns for Raffle	Jul-26	form template saved on system
	ENTERTAINMENT		
Entertainment Coordinator	Source a band for front of procession (East Angles 2025)		
Community Partnership Liaison Volunteers	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-26	
	Create procession running order	May-26	
	Send emails out to all procession entrants with arrival time & info on children's pick up point (in the MUGA). Arrive between 10am-11.30am	2 weeks before	
	Oversee Procession on the day - at High School	Jun-26	
DTC ADMIN	Print and laminate colour cards for procession	2 weeks before	
	Create 2 x A3 laminated signs for 'children's pick up point' to go on MUGA for after procession	Jun-26	
Community Partnership Liaison Volunteers	Source a truck for escorting Mayor and Dinsdale in procession (Dave Hines chauffeured 2025)	Feb/Mar-26	
	Check Dave Hines' vehicle has correct insurance for chauffeuring passengers.	Jun-26	
	Invite Honoured Citizens, the Mayor (Declan) and Platinum Sponsor (if we have one) to judge the procession outside No.8, and inform of timings		Meet them on the day outside No.8 Marketplace at 12.20pm.
	Organise recovery of trophies from last year. Get pete gillings trophy engraved from 2025 winners.	May-26	
	Create and print procession judging sheet x 5 copies to collect from OPS tent in morning of event	Jun-26	
Entertainment Coordinator	Research and get quotes from suitable entertainment acts for committee review. Add details to master spreadsheet. Chase for relevant paperwork from performers. Melissa to book with purchase order numbers etc	Mar-26	
	Book Compere	Jan-26	
	Timetable acts for the main arena	Apr-26	
Infrastructure/Health & Safety Officer	Ask Masonic Lodge if we can use their building as a changing area for acts (Confirmed with Neil Morley for 2025 in return for a free stall pitch)	Feb-26	
Entertainment Coordinators	Liaise with sound/lighting technicians and acts on the day and oversee entertainment on the day		
	Contact all entertainment acts before the event to run through any requirements,sound support requirements, send main arena schedule, inform of arrival times, performance timings, parking etc. (Main Arena Acts Letter saved on system)	May-26	
Infrastructure/Health & Safety Officer	Book Larry Gray's Funfair (Robert usually meets with him in Feb and again nearer to event)	Feb-26	remember to get his paperwork
Entertainment Coordinators	Confirm fun dog show host and find out categories etc. (4 paws fun dog training diss -Tina Williams 2025)	Mar-26	

Task allocated to	Task detail	Date to be completed	Actions/notes
Coordinators	Update running order/briefing sheet for event compere and email over to him before the day	May-26	
	Finance		
Community Partnerships Liaison	To source prizes, vouchers or experiences for a prize hamper	Apr/May 2026	
RFO	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-26	
	Town Window Dressing		
DTC ADMIN	Update window dressing entry form	Apr-26	
Community Partnership Liaison Volunteers	Email/Visit shops to enter competition 9th May - 9th June	Mar-26	Started 26th Feb- forms were given to Bob in 2025.
	To invite previous window winner & Honoured Citizens to judge the displays the week leading up to Carnival and escort them round when judging. Invite Mayor to join them.	May-26	Bob to liaise for a suitable judging date: possibly Weds 4th June 10am, meeting at Diss Sign (Mere's Mouth).
	Get window dressing trophy back from previous winner	end of May-26	
	2025 procession winner to bring back trophy	May/Jun-26	
DTC ADMIN	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	Jun-26	
	Print and laminate procession certificates		
	Promotion		
DTC	Respond to all Facebook page private message queries and relevant comments	as required	
Marketing & Promotion Officer	Design logo to go on all paperwork	Jan-26	
	Write press releases	Jan-26	
	Promote when application form is 'live' and upload form to our website	Jan-26	
	To release Carnival date and theme to the press, on social media and update website	Jan-26	End of Jan- release forms
	Create and schedule all Facebook posts on Diss Carnival page, ensuring shoutouts are done for everyone, all event info is shared etc.	May-26	
	Create posters to promote cake stalls and car boot sale & share on social	Mar/April-26	Share posters on social media - 2025 dates were: 26th April - Cake Sale 27th April - Car Boot Sale
	Add Carnival details to other online events listings	Mar-26	
	Complete all promo perks for all sponsors from checklist	Mar-26	
	Produce article for Diss Matters magazine to promote Carnival	Feb-26	
	Inform maintenance staff of date to collect banners, put up at agreed locations & remove	Apr-26	
	Liaise with Park Radio to arrange interview slotsin May & June to promote the event	Apr-26	
	Create carnival programme and promo poster, and organise print x 5000 copies and distribution to 4,400 Diss residents - Town & Country Printers quoted (£719 for print), Falcon Publications to distribute (£550)	May-26	For 2025: Kim sent programme artwork to printers w/c 6th May. Town & Country delivered to Falcon w/c 12th May. Falcon distributed w/c 19th May.
	Info about event photography to be included in programme and on social media. “We will have an event photographer taking photos on the day and these will be shared on our social media sites, website and to local press contacts on request”	Feb-26	
Community Partnership Liaison Volunteers	Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc. CC in RFO for invoicing. Sponsors to be chased for relevant artwork	as required	
Infrastructure/Health & Safety Officer	Arrange decoration of the town including bunting, banners and flags. Pearce & Kemp put up 3rd June last year at considerable cost. Flags are put up by Rob/Photo Elite	May-26	McCann did bunting
DTC ADMIN	Update buckets with Carnival fundraising label	May-26	
	Update A-Boards with main arena schedule and other key info	Jun-26	Andy said they may be in the pavilion from VE Day? Check with Steve if they're in the cabin

APPLICATION FORM

Thank you for your interest in getting involved with this year's Diss Carnival on
Sunday 7th June 2026 from 12.30 – 6pm

Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is:

Game On Diss?

Please complete and return form to Diss Town Council Offices or email
carnival@diss.gov.uk

NEW LOGO

PART 1: Your Information

Name:		Organisation:	
Address:			
Tel:		Email:	

✓	"I'd like to..."	More information:
	Have a Stall <i>Please include the size of your stall and what you'll be offering. Standard pitch size is 3m x 3m.</i> Complete Part 2 below.	
	Enter the Procession <i>Tell us: Walking group? Vehicle?</i> <i>Please use one application form per vehicle and confirm the size of the vehicle.</i> Complete Part 3 on next page.	

PART 2: Stallholders

- There is no electricity supplied for stallholders.
- We may offer use of a contractor's generator for an additional £20 fee, paid to the contractor. Please tick if interested ☐

	Please tick to confirm enclosures
Will your stall/activity produce sound? <i>If yes, please provide details</i>	
Please enclose copies of: <ul style="list-style-type: none"> Public Liability Insurance (to value of £2 million) Food hygiene certificate (food vendors only) 	
Please read through, sign and return our Risk Assessment and Terms & Conditions (see attached)	

Payment: To be made by BACS or via card payment at Diss Town Council Offices. Please await confirmation of your stall before making payment. BACS details: Please note Diss Town Council has changed its bank to: Unity Trust Bank Plc, Sort Code: 60-83-01, Account: 20535144	
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Stall Fees (prices inclusive VAT)

Stalls up to 3m x 3m	£120
Stalls over 3m x 3m and up to 5m	£180
Stalls over 5m	£240
Charities & Craft Stalls (3m x 3m)	£60

Charity Pitches

We have 3 free pitches (3m x 3m) available for locally based small charities & Not for Profit community groups. Please return form by 6th March and note your request for a free pitch. You will receive an email from us to confirm if you are successful. Please note: Due to an increase in charity applicants, if you have been given a free pitch before, you may be unsuccessful. A £60 charge will be requested from unsuccessful applicants.

PART 3: Procession

	Yes /No	
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle taxed, insured and does it have a valid MOT?		Please provide signature as confirmation:

Procession entrants: Throwing objects from vehicles is not allowed. Freebies/sweets must be handed out by foot. Only collection buckets for the organising committee are permitted on the parade route. You are welcome, however, to collect monies on the park at the Fun Day.

Please return your application form and all required documentation by **Friday 6th March 2026**. Only fully completed applications will be considered.

All applications will be reviewed on 10th March and we will contact you to confirm if you have been successful.

Address: C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

Telephone: 01379 643848

Email: carnival@diss.gov.uk

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of future Diss Carnivals and other town events of interest to you. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email ☐ Telephone / SMS ☐

If you prefer not to be contacted with details of Diss Carnival and other events, then please tick this box. ☐

For further information, please refer to our GDPR Policy at www.diss.gov.uk.

Any questions? If you have any questions, please get in touch with the Carnival Crew

Like our Facebook page for event updates: www.facebook.com/DissCarnival/

EVENT RISK ASSESSMENT FORM – DISS CARNIVAL 2026

Please add any risks relevant to your stall not listed below, then sign and return with your application form.

Organisation:	Diss Events Committee	Contact Person:	Facilities & Buildings Manager
Site:	Diss Town Park	Date and time:	Sunday 7 th June 2026 - 12.30pm - 6pm

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/Med/Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Vehicles & Movement	Public, event organisers and staff	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall.</p> <p>Be especially vigilant for pedestrians.</p> <p>Vehicles must be supervised at all times.</p> <p>All vehicles going onto the Park must adhere to the Carnival stewards at all times.</p> <p>All vehicles must adhere to the entry and exit times included within stallholder information email.</p>	<p>Vehicles should park at Fair Green after set up unless authorised to remain on site.</p> <p>Parking Marshalls are on site to utilise as banksman when required.</p> <p>Parking marshalls to check that stallholders have been allocated a pitch on the site plan.</p> <p>Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>An Event Management Plan detailing all event information is available from the OPS tent.</p> <p>Stallholders will be provided with all relevant information.</p>	1 x 4 = 4 Low Risk	<p>Immediately on the day of Carnival</p> <p>1 week before the event.</p>	<p>Vehicle owner</p> <p>Vehicle owner in conjunction with Parking Marshalls</p> <p>Parking Marshalls</p> <p>Parking Marshalls</p> <p>Chair of Carnival Committee</p>
Setting up & dismantling stalls	Public, event organisers and staff	<p>Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.</p> <p>All gazebos or tent must be weighted down at each corner to avoid any accidents due to adverse weather.</p>	<p>F&B Manager to check all stalls once set up and prior to event.</p> <p>F&B Manager to check all stalls have the required weights attached to their legs.</p>	<p>2 x 2 = 4</p> <p>Low Risk</p>	Immediately on day of Carnival	<p>Stallholder</p> <p>F&B Manager</p>

Stall Tables	Public, event organisers and staff	<p>All tables must be in a good condition and constructed of suitable materials. Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface or adjusted as necessary.</p>	F&B Manager to check all tables are safe and not overloaded.	2 x 2 = 4 Low Risk		<p>Stallholder</p> <p>F&B Manager</p>
Trip hazards	Public, event organisers and staff	<p>Regularly ensure floor area and walkways are clear of debris and cables.</p> <p>Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.</p> <p>Cables that are over walkways must have rubber matting to ensure no trip hazards.</p> <p>All boxes or goods to be stacked and stored in a safe manner.</p>	<p>Check no obvious trip hazards before event.</p> <p>Check no obvious trip hazards during event.</p>	2 x 2 = 4 Low Risk	Immediately and during the event.	<p>Stallholder</p> <p>F&B Manager</p> <p>Event Marshalls</p>
Medical Incident	Public, event organisers and staff	<p>Report any emergencies immediately to event marshalls who will direct people to the first aid tent or contact the emergency services.</p> <p>First aid tent and first aiders available on site. The tent is clearly identified by a flag.</p> <p>The PA system will mention the first aid tent clearly throughout the day.</p>	Check radios are working correctly for reporting incidents.	1 x 4 = 4 Low Risk	Immediately and during event.	<p>Carnival Chair</p> <p>First Aiders</p>
Removal of rubbish	Public, event organisers and staff	All food vendors must provide their own litter bin & take rubbish away post event.	Extra bins to be sited around the park to ensure that there is no hazards from rubbish collected.	1 x 1 = 1 Low Risk	Immediately and during event.	Stallholders, DTC to provide extra bins.

Fire Safety	Public, event organisers and staff.	Stalls posing a fire risk must have their own appropriate control measures	<p>Each stall posing a first risk will provide a fire extinguisher/blanket.</p> <p>Safety Officer to check that the stalls meet the above requirements.</p> <p>All stewards/marshalls to have walkie talkies which are connected with the main arena PA to ensure crowd safety.</p>	2 x 4 = 8 Medium Risk	During set up before event.	<p>Stallholders</p> <p>Nominated safety officer</p> <p>Carnival Chair</p>
Food Safety and Hygiene	Public, event organisers and staff.	<p>All stallholders handling food must have an up to date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p> <p>The event team reserves the right to request a trader to turn off a generator if complaints are received.</p>	1 x 4 = 4 Low Risk	Stallholders	<p>Nominated safety officer</p> <p>Nominated safety officer</p> <p>Stallholders</p> <p>Stallholders</p> <p>Carnival Chair/Safety Officer</p>
Toilets	Public, event organisers and staff.	Permanent and portable toilets will be available on site.	Toilets will be monitored and cleaned during the event.	1 x 1 = 2	Throughout the event	Contract cleaners (TBC)

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9-12-16 = High Risk	Consider not running the event

Signature:		Print Name:		Date:	
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Risk assessments undertaken by Maintenance Manager and authorised by the Town Clerk.

Tender Document for Bar Provision at Diss Carnival 2026

- **Event Name:** Diss Carnival
- **Date:** Sunday 7th June 2026
- **Location:** Diss Park, Park Road
- **Event Duration:** 12 noon – 5.30pm

NEW LOGO

Overview: Diss Town Council is seeking proposals from experienced and reputable bar operators to provide bar services at our upcoming carnival event. This document outlines the requirements, expectations, and selection process for interested applicants.

Name:		Company:	
Address:			
Tel:		Email:	

1. Scope of Services The successful tenderer will be required to:

- 1.1 Operate and manage bar services during the event, including setup, operation, and teardown.
- 1.2. Supply and serve a range of alcoholic and non-alcoholic beverages.
- 1.3. Ensure all staff are appropriately trained and licensed to serve alcohol.
- 1.4. Adhere to all relevant health and safety regulations.
- 1.5. Manage waste generated from the bar area responsibly.
- 1.6. Provide all necessary equipment, furniture, and supplies for the bar operation.
- 1.7. Ensure bar operations are professional, efficient, and customer-focused.

2. Application Requirements

- 2.1. Proof of relevant licenses and permits to operate a bar and serve alcohol in Diss Park.
 - 2.2. Evidence of public liability insurance to a minimum of £2 million.
 - 2.3. Experience in providing bar services at events of a similar scale.
 - 2.4. A proposed menu with pricing structure, size of bar frontage and serving area.
 - 2.5. A plan for ensuring responsible service of alcohol.
 - 2.6. Details of the team, including qualifications and experience of key personnel.
 - 2.7. A waste management plan for the bar operation.
 - 2.8 Signature of Park Licensing agreement with DPS – please arrange appointment with the office.
E: towncouncil@diss.gov.uk T: 01379 643848
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3. Selection Criteria

Proposals will be evaluated based on the following:

- 3.1. Compliance with the scope of services and requirements.
 - 3.2. Experience and track record in delivering similar services.
 - 3.3. Quality and variety of the proposed menu.
 - 3.4. Competitive pricing structure.
 - 3.5. Commitment to sustainability and waste management.
 - 3.6. References from previous clients.
 - 3.7. Ability to incorporate the Carnival theme within your bar set up or beverages sold.
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4. Key Dates

- **Tender Release Date:** Friday 30th January 2026
 - **Submission Deadline:** Friday 6th March 2026
 - **Selection Notification:** w/c 23rd March 2026
 - **Event Date:** Sunday 7th June 2026
-

5. Risk Assessments, Terms & Conditions

Please read through, sign and return our **Risk Assessment** and **Terms & Conditions** (see attached)

6. Fee

The pitch fee of £350 is payable to Diss Town Council upon acceptance of the application.

A donation of profits from the event is also gratefully received to help support future events.

7. Declaration

I have read the conditions and confirm my agreement. If my application is successful, I agree to pay the fee above. A binding agreement only occurs when there is written acceptance of the application by Diss Carnival.

Signed: _____

Dated: _____



Draft Event Stallholder Terms & Conditions of Booking

Effective date: January 2026

Acceptance of these terms is a condition of participation. By applying for and attending the event, stallholders agree to comply with the following Terms and Conditions.

Definitions

“Council” means Diss Town Council. “Event” means any market, fair, carnival, or other activity organised or managed by the Council. “Stallholder” means the individual or business allocated a pitch at the Event. “Pitch” means the trading space allocated to a Stallholder.

Booking, Payment & Refunds

1. All stallholders must pay for their pitch by the deadline shown on the application form via BACS.
2. No refunds will be provided for cancellations after the payment deadline.
3. Failure to arrive within the allocated setup window may result in pitch forfeiture without refund.
4. Pitches are non-transferable and may not be sublet without prior written consent from the Council.

Documentation & Compliance

5. All stallholders must hold Public Liability Insurance with a minimum cover of £2 million. A copy of the insurance certificate must be submitted to the Council at least 14 days prior to the Event and available on-site for inspection.
6. All stallholders must provide a written risk assessment covering setup, operation, and breakdown, including wind-loading/anchoring of structures, electrical safety, manual handling, and fire risks. This must be submitted at least 14 days prior to the Event.
7. Stallholders selling food or drink must comply with applicable food legislation and guidance and provide relevant documentation (e.g., Food Safety and Hygiene Rating Certificates). Documents must be submitted before, and be available for inspection at, the Event.
8. Stallholders selling alcohol must sign onto the premises licence at least 1 month prior to the Event in the presence of the Designated Premises Supervisor (Town

Clerk). The Council reserves the right to reject proposals and to inspect bar setup and operations.

Health & Safety Requirements

9. All boxes, bags, and other items must be cleared prior to opening to ensure public walkways are unobstructed.
10. All electrical equipment must be PAT-tested and used with appropriate RCD protection. Cables must be safely routed, covered, and secured to prevent trip hazards.
11. Use of LPG or gas-powered appliances requires current certification. Cylinders must be stored and used in accordance with safety standards. Suitable fire blankets and extinguishers must be provided.
12. Each Stallholder must provide appropriate fire safety equipment (e.g., extinguishers/blankets) suitable for the hazards of their operation and ensure staff are trained in its use.

Infrastructure & Equipment

13. Stallholder infrastructure must be safe and fit for purpose. Gazebos must be securely anchored/weighted, positioned to avoid trip hazards, and suitable for expected weather conditions. Tables must be sturdy, secured, and appropriate for the intended load.
14. Use of generators must be pre-approved by the Council. Generators must be operated safely, appropriately placed, secured to prevent public access, and accompanied by a suitable fire extinguisher. Exhaust fumes must not endanger others. The Council may disable any generator that fails to meet requirements or causes a nuisance.
15. In designated areas, stakes may be restricted. The Council may specify alternative anchoring methods to protect ground conditions and buried services.
16. Public toilets are located in the park and at the Mere's mouth. Additional facilities may need to be planned dependant on expected event footfall.

Pitch Allocation & Operations

17. Pitch dimensions and locations will be confirmed in advance. The Council may adjust pitch location or size for safety, crowd flow, or operational needs.
18. Vehicles may access the site for setup/breakdown only within designated time window. Late arrival may result in forfeiture of the pitch without refund. Departure must occur within designated breakdown times.
19. The Council does not guarantee exclusivity to stallholders at Events.

Trading & Merchandise Standards

20. All goods must be clearly priced to comply with Trading Standards Regulations.
21. The Council may require removal of goods deemed unsuitable. Prohibited items include counterfeit goods, weapons or replicas, and age-restricted items sold

without proper controls. The Event is family-friendly; content and goods must be appropriate.

22. Stallholders are solely responsible for product liability and must provide clear allergen information and compliant food labelling at the point of sale.

Conduct, Noise & Nuisance

23. The Council reserves the right to remove anyone exhibiting inappropriate behaviour from the Event without refund.
24. Stallholders must not cause excessive noise, smoke, or odours. Amplified sound requires prior approval. Directions from Environmental Health or Event Control must be followed.

Vehicles & Procession

25. Vehicles are prohibited from moving within the Event area during opening hours. When allowed on-site, vehicles must not exceed 5 mph, must use hazard lights, and be supervised by an identifiable parking marshal who will escort vehicles on/off site. Only one vehicle is permitted on site for setup per stall due to space restrictions.
26. Procession entrants: Throwing objects from vehicles is not allowed. Freebies/sweets must be handed out by foot. Only collection buckets for the organising committee are permitted on the parade route.

Waste, Stock & Income Loss

27. Stallholders must keep their area clean and remove all waste. Leaving rubbish on-site is prohibited; any disposal costs incurred by the Council will be charged to the Stallholder.
28. Stallholders are responsible for safeguarding their stock. The Council is not liable for loss or theft.
29. The Council disclaims responsibility for any loss of income resulting from events outside the control of the Event organisers.

Event Adjustments & Force Majeure

30. The Council may postpone, cancel, relocate, or shorten the Event. If such actions are necessary due to circumstances beyond reasonable control (e.g., severe weather), the Council will not be liable for any loss or damage and will not issue refunds beyond what is set out in these Terms.
31. The Council may temporarily suspend or terminate trading where structures or operations become unsafe due to adverse weather conditions. Stallholders must follow instructions from Event Control.

Liability & Indemnification

32. Stallholders are solely responsible for their activities and for ensuring adequate insurance coverage for equipment and personnel. The Council will not be held responsible for accidents caused by stallholder negligence.

33. Stallholders agree to indemnify and hold harmless the Council against any claims, losses, or damages arising from their actions, omissions, goods, services, or equipment.

Data Protection & Photography

34. Personal data will be processed in accordance with UK GDPR and the Council's Privacy Policy (see www.diss.gov.uk). Booking information will be retained only as long as necessary for the purposes of administering the Event.
35. By attending, Stallholders acknowledge that they and their stalls may be photographed or filmed for Event promotion. Stallholders may opt out of promotional use by notifying the Council in writing prior to the Event.

Termination & Breach

36. The Council may terminate a stallholder's participation immediately for material breach of these Terms, for non-compliance with licensing or safety directions, or where an operation is deemed unsafe. No refund will be provided in such cases.

Governing Law & Jurisdiction

37. These Terms are governed by and construed in accordance with the laws of the United Kingdom. Disputes shall be subject to the jurisdiction of the courts of England and Wales.

Acceptance & Signature

Stall/Business name: _____

Signature: _____

Print name: _____

Date: _____

Diss Carnival 2026

SPONSORSHIP PACKAGES 2026	Bronze £100	Silver £200	Gold £450	Platinum £950
Your Company name & logo inclusion on Diss Carnival webpage & Facebook page.	✓	✓	✓	✓
Dedicated social media "Thank You" post (with links to your Company's website.)	✓	✓	✓ + hyperlink	✓ + hyperlink
Your Company name/logo mentioned in the Diss Carnival 2025 programme.	✓ name	✓ name	✓ logo	✓ logo
Publicly thanked via tannoy system at the event.	✓	✓	✓	✓
Advert within the Diss Carnival 2025 programme. Artwork must be print ready.		✓ 1/4 page	✓ 1/2 page	✓ Full Page- prominent position
720mm x 1400mm Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from April until June 2026.			✓	Choice of town or park ✓
Use of the "Proud Sponsor of Diss Carnival 2026" logo on all your business stationery and websites.			✓	✓
Press release stating Company support.				✓
Free 3m x 3m stall pitch on the park at the Carnival Fun Day.				✓
Opportunity to be one of our Carnival judges - be part of the Procession or Window Dressing judges' panel.				✓
Please tick your chosen sponsorship package:				

YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

Email:

PAYMENT OPTIONS:

By BACS: Please note Diss Town Council has changed its bank to:
 Unity Trust Bank Plc, Sort Code: 60-83-01, Account: 20535144


 New logo

Thank you for supporting Diss Carnival!