

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 15th April 2025 at 7pm.

In attendance: Kimberley Jaynes (KJ) (Chair)
George Waterman (GW) (Vice-Chair)
Mary Cotton (MC)
Bob Rogers (BR)
Emily Forsdyke (EF)
Cllr Liz Sinfield (LS)
Cllr John Robertson (JR)
Sarah Villafuerte-Richards (SV-R)
Keith Kiddie (KK)

CA0525/1 Apologies

Apologies were received from Robert Ludkin (RL) & Cllr Collins.

CA0525/2 Minutes

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

Resolved: that the minutes of the meeting on 15th April 2025 were a true record and duly signed by the Chairman.

CA0525/3 Declarations of Interest

There were none.

CA0525/4 Public Participation

There were no members of the public in attendance.

CA0525/5 Items of URGENT Business

There were no items of urgent business.

CA0525/6 Stall Applications

a) Members received an update on stall applications. 50 stalls have confirmed – at maximum capacity. Office staff have chased up for outstanding payments and insurance due to expire prior to event. Little Treasures (toy stall) is no longer coming and Oxfam is attending instead.

We have already agreed to two candy floss stalls from Party in Box & Churches Together. Larry Gray, who provides the funfair, has also asked to sell candy floss probably alongside burgers. It was proposed that we agree to a third stall on condition that paperwork is provided by 16th May and that an email setting out the requirements would be sent. It was also noted that the gallopers attending the organ festival on 12th May were interested in Carnival so research could be undertaken for alternative provision in future.

(Action: KJ / committee; immediately / before next event)

The boats on the Mere have been confirmed. They will arrive first thing in the morning & gain access between the crockery smash & Foolhardy. Thank you to Melissa for chasing outstanding paperwork.

- b) The site map is the next task this week. KJ will send a second draft on email with the allocated pitches for stalls. Alex Rackham has confirmed the number of stalls attached to his generator.
(Action: KJ; w/c 12th May)

CA0525/7

Procession

Members received an update on procession entries. 25 entries confirmed in the parade (12 vehicles). Countries selected so far: UK, Italy, 2 x Egypt, India, USA, 2 x Mexico, Australia, Space, Brazil, Ukraine, Canada, Iraq (Garden Project Team) & Sweden. Also 'Find A Performer' Dance Trio – China, Brazil, Caribbean. Heywood Sports Club has entered a walking group & trailer with music. Duplicates are Egypt & Mexico but a good variety including a space theme.

Core Highways has confirmed 3 accredited operatives for traffic management of rolling road closures. May need to find an extra steward for Market Hill and we currently need a steward for Chapel St. All other stewards have been confirmed, and Sarah is awaiting volunteer confirmation from the Round Table. There are only two procession entrants who require access to the Park for the Funday – David Hines' military vehicle escorting Dinsdale & the Mayor at the front and the fire engine at the rear. The blood bikes are in the procession only this year.

(Action: SVR / KJ; by 20.05.25)

CA0525/8

Entertainment

Members received an update on entertainment. Voice Squad Diss has wound up unfortunately, so they have pulled out. Their slot in the pavilion will be covered by Park Radio, announcing the winners of the procession & window dressing competition. The arena schedule is looking good with the dog show to be finalised. They previously had 4 categories over two slots but with only one slot of 30 minutes, will need to consider just one category so as not to run over time. They have been scheduled towards the end of the day out of the warmest part of the day. There is also a query regarding which two of the three performances from Find A Performer will be scheduled in the first two slots. Emily received an email to accept a quote and terms, which she'll forward to Kim. Sarah agreed to follow up with Park Radio regarding confirmation of Manifest's performance in the pavilion so the programme can be sent to print.

(Action: KJ/EF/SVR/JG; immediately)

CA0525/9

Finances

Members received an update on finances for Diss Carnival 2025. The car boot, cake sale & raffle ticket sales went very well, raising £956 so far. Raffle tickets are usually sold in the town on Fridays leading up to Carnival. Given small lotteries licence, they need to be sold under a gazebo and Emily and Mary agreed to do so this Friday, 9.30 – midday. Kim will print some A3 posters of the prizes and the gazebo, table, chairs, sum up machine & cash box will be ready for collection at 9am on Friday. More volunteers needed for additional Fridays. Sarah has emailed Sue Kiddie to ask her to drum up support from councillors.

(Action: EF / MC / KJ / cllrs; up to 8th June)

CA0525/10

Volunteers & Staff

Members received an update on the volunteer and staffing schedule. Staff have met to discuss start and end times, tasks and lunch break. Emily & George are happy to there all day alongside Kim & Sarah. The remaining staff are doing shifts.

Members were asked to send any comments on allocated tasks to the office. Bob & Mary are needed to set up & man RBL stall but can be available from midday to help with stewarding near Park end of the route.

(Action: SVR to review steward allocations; by 20.05.25)

Sarah will do a short briefing at the start of the day & Keith is planning to do the procession briefing but Sarah will be back up. Dinsdale will be escorted by Emily and do 2 – 3 x 20 mins walkabouts. Sarah to ask High School for space for Dinsdale to change. Keith's house will be a back-up option.

The committee will look in more detail at the volunteer plan at next meeting / prior to event.

(Action: SVR / KK / KJ; by 20.05.25)

CA0525/11 Task List

Members reviewed the Roles & Responsibilities Task List. The completed actions have been removed and the remaining jobs are for May & June. Liz will liaise with Jim regarding letter delivery to neighbouring properties. 50 letters have been printed for each road & need to be popped into envelopes.

Bob & Mary will liaise with Oxfam to have their window dressing trophy returned at the end of May & check they have a representative to be one of the procession judges this year. The Platinum sponsor has a rep, the new Town Mayor and Honoured Citizens will meet cllr Goulder outside No. 8 Market Place. Merryfields will bring in their trophy soon. All other tasks are mainly in-house such as printing certificates.

(Action: BR / MC; by end of May)

CA0525/12 Member Updates

There were several updates from members not reported elsewhere on this agenda. Liz has several more raffle prizes to deliver to the office. Bob's sponsorship in memory of his parents will be announced at the event on on Park Radio rather than in print form as it didn't fit with the logos of the other sponsors. Kim is making her debut next week on Park Radio to promote the event. Keith delivered a prize from the Norfolk Tank Museum, can confirm the bin delivery date. It was

RESOLVED: That £200 would be allocated to MTM Youth Services to cover the cost of materials to decorate the DISS sign letters ready for Carnival.

(Action: KJ; immediately)

Kim updated the committee on the Carnival programme, which will be delivered from 19th May, taking two weeks. Promotion will switch from VE Day to Carnival from 9th May. Kim was thanked for all her efforts with Carnival as she is going above and beyond including making window dressing competition decorations on a bank holiday Monday!

(Action: KJ; immediately)

CA0525/13 Date of Future Meeting

Members noted the next meeting of this committee is scheduled for **Tuesday 20th May at 7pm** and a final briefing on **3rd June**.

The meeting closed at: 8pm.

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes