



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 14.04.26
Date: 09/04/2026

Sub-Committee Membership:

S. Brazier, M. Cotton, Cllr D. Craggs (ex-officio), Cllr C. Dente, E. Forsdyke, J. Grint, K. Jaynes, R. Ludkin, G. Pagan, A. Rackham, B. Rogers, Cllrs T. Shava & L. Sinfield, S. Villafuerte-Richards, G. Waterman, P. Wilson

For Information:

Councillors S. Kiddie, A. Kitchen, T. Knights, R. Peaty, J. Robertson (ex-officio), J. Welch, Office Administrator.

Diss Express

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

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Notice of Meeting

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Events Committee** to be held in the **Ceremony Room** at the **Diss Town Council offices** on **Tuesday 14th April 2026** at **7pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Minutes**
To confirm as a true record, the minutes of the Events Sub-Committee held on Tuesday 10th March 2026 (copy herewith).
- 3. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to all – volunteers and councillors).
- 4. 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*).
- 5. Items of Urgent Business**
To discuss any item(s) of business which the Chairman has previously been informed at least 24 hours before the meeting and decides should be considered as a matter of urgency (*a reminder that no resolutions can be made under this agenda item*).
- 6. Sub-Committee Membership**
To confirm additional sub-committee members for the Events Sub-Committee 2026.
- 7. Applications**
 - a) To review and confirm additional stallholder applications received (copy herewith).
 - b) To receive an update on procession applications (copy herewith).
- 8. Finance**
To note the current income & expenditure for Diss Carnival 2026 to date (copy herewith).

9. Entertainment

- a) To consider a proposal to include a Tug of War competition in the Carnival Events schedule (copy herewith).
- b) To consider a draft events programme for the main arena including a quote for Pavilion music entertainment (copy herewith).

10. Dinsdale Duck Trail

To receive an update on the Dinsdale Duck Trail.

11. Infrastructure

- a) To consider a plan for traffic management of Diss Carnival 2026 (copy herewith).
- b) To consider a draft site plan (copy herewith).
- c) To receive an update on volunteers.
- d) To review the first draft event management plan (to be tabled).

12. Promotion

- a) To confirm volunteers for the car boot sale on 26th April and raffle ticket sales on 15th May and 6th June.
- b) To receive an update on the window dressing competition including the Post Office display.
- c) To receive an update on the raffle.
- d) To receive an update on publicity for Diss Carnival (copy herewith).
- e) To approve a recommendation that there will not be a cake sale or tombola this year.

13. Christmas Lights Switch-On

To consider the format and date for the Christmas Lights Switch-On.

14. Task List

To note progress of allocated tasks (copy herewith)

15. Progress Report

To note progress on decisions made at the last meeting (copy herewith).

16. Member Forum

To consider information or issues relevant to this sub-committee from members for brief discussion, action or inclusion on a future agenda.

17. Date of Next Meeting

To note that the next meeting of the Events Sub-Committee is scheduled for Tuesday 12th May 2026.

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/events>

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 plus travel costs from Fenland Adventure, bike show from RPM Display for £1,700 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

No.	Stall Name	Contact / Email	Type of Stall & Measurements	App Form, Ts & Cs	RA	PL	Food Hygiene Cert	Contractor Generator	Payment	Notes
PENDING APPLICANTS										
1	YooHoo Donuts		7m trailer Donuts & milkshakes	No paperwork					Requested £180 due to small range of stock?	unconfirmed
2	Diss Guild of Weavers, Spinners and Dyers		4.5m x 4.5 m gazebo, changed from 3ft at last minute- gazebo. Themed Craft Demonstration	Y	Y	Y	n/a	N/A	FOC? As a display this was what happened last year	Form expected for meeting on 14.4.26
3	Diss Air Cadets		Stall and willing to help at the event	Forms sent 05.03.26					FOC? - volunteer support	unconfirmed - awaiting paperwork for stall
4	Jen Bakes & Creates								£120	Original form never received, new form awaited 19.03.26
BAR APPLICANTS										
1	Azure Bars		Horsebox trailer - 3m x6m Bar	Y	Y	Y	Y	Y interested in using this for an additional £25 paid to contractor	£350	CONFIRMED - Digital licence acceptable await signed copy sent 27.3.26
2	Wonkey Donkey Bar		2 Horsebox Bars -each 6m frontage, serving at rear and side. Split up pitches to spread out queues.	Y	Y	Y	TBC	2x Y interested in using this for an additional £25 paid to contractor	£700 - Paid 31.03.26	CONFIRMED- digital licence acceptable await signed copy sent 27.3.26
FOOD & DRINK APPLICANTS										
1	Amor Street Food		7m x 4m Airstream trailer Fried Chicken	Y	Y	Y	Y	Y interested in using this for an additional £25 paid to contractor	£240	CONFIRMED
2	Designer Farmer Cat		3m x 3m Chinese cuisine	Y	Y	Y	Y	Y	£140	CONFIRMED
3	Dyers Diner and Coffee Shack		3m x 4m Burgers? & Coffee	Y	Y	Expires 18/05/26 Will send once renewed	Y	N/A	£180 - Paid 30.03.26	CONFIRMED
4	Elsie's Pizza		3m x 3m wood fired pizza van	Y	Y	requested	Requested	N/A	£120	CONFIRMED
5	Fully Loaded Fries		3m x 3m and up to 5m Chips	Y	Y	Y	Y	Y interested in using this for an additional £25 paid to contractor	£180 - Paid 23.03.26	CONFIRMED
6	Harris Hog Roast		3m x 3m gazebo Hog roast	Y	Y	Y	Y	N/A	£120 - Paid 16.03.26	CONFIRMED
7	S&K Tasty Treats		3m x 3m German Sausage	Y	Requested 13/03/26	Y	Requested 13/03/26	N/A	£120	CONFIRMED
8	Society Alive		3m x 3m Afro-Caribbean Street Food	Y	Y	Y	Y	Y interested in using this for an additional £25 paid to contractor	£120	CONFIRMED
9	The Asian Pantry		3m x 3m Spring rolls & Dumplings	Y	Y	Y	Y	Y interested in using this for an additional £25 paid to contractor	£120 - Paid 17.03.26	CONFIRMED
10	Brownie & The Bean		3m X 3m Brownies & Blondies	Y	Y	renews March 26	Y	N/A	£120 - Paid 16.03.26	CONFIRMED
11	Café Espresso		6m x 3m Toasted Sweet Waffles, Barista Coffees, juice	Y	Y	Y	Y	N/A	£240 - Paid 26.03.26	CONFIRMED
12	Classic Ice Cream Bike Co		3m x 5m Ice Cream	Y	Y	Expires 31/05/26	Y	N/A	£180	CONFIRMED
13	HG Catering Churros		3m x 3m gazebo Churros	Y	Y	Y	Y	N/A	£120	CONFIRMED
14	M&M Sweet Treats		3m x 3m Sweet Bakes & Cakes Has requested a van to be parked behind the stall which would become a 3m x 6m stall Committee to decide due to space requirements.	Y	Y	Expires 3.5.26	Y	N/A	£120 - Paid 20.03.26	CONFIRMED
OTHER STALL APPLICANTS										
1	Balloon Occasions Limited		3m x 3m Helium balloons, ball, hats, toys, bubble guns, trend toys	Y	Y	Y	N/A	N/A	£120 - Paid 16.02.26	CONFIRMED
2	Bounce Diss		3m x 3m Trampoline fitness	Y	Y	requested 13/03/26	N/A	N/A	£120 - Paid 16.03.26	CONFIRMED
3	Creation Crafts Norfolk		2 x 3m x 3m Candles, wax melts & diffusers and unique jewellery and resin makes	Y	Y	Y	N/A	N/A	£60	CONFIRMED
4	Gilyatt Designs		3m x 3m Facepainting, glitter bar, body marbling	Y	Y	Y	N/A	N/A	£120 - Paid 17.03.26	CONFIRMED
5	Grannys Little Charms		3m x 3m Craftstall	Y	Y	Y	N/A	N/A	£60 - Paid 16.03.26	CONFIRMED - Requests next to Hog Roast
6	Handmade Galore		3m x 3m Handpainted Glassware and handmade Jewellery, was melts & candles	Y	Y	N - requested 13/03/26	N/A	N/A	£60	CONFIRMED - Requests next to Toyden
7	Kingsley Homecare		3m x 3m Services offered, goodie bags & raffle	Y	Y	Y	N/A	N/A	£120 - Paid 27.03.26	CONFIRMED
8	Minors & Brady		3m x 3m Promoting business and fun activities	Y	Y	Due for renewal March 2026	N/A	N/A	£120 - Paid 17.03.26	CONFIRMED
9	Norfolk Constabulary (Police)		3m x 3m Stickers, crime prevention advice	Y awaiting Ts & Cs - requested 13/03/26	Y	Y	N/A	N/A	FOC	CONFIRMED
10	Pretty Wax		3m x 3m Wax melts	Y	Y	Y	N/A	N/A	£60 - Paid 19.03.26	CONFIRMED
11	Rosedale		3m x 5m Tombola charity fundraiser	Y	Y	Y	N/A	N/A	£180 - Paid 25.03.26	CONFIRMED
12	Seaman's Laser and 3 dimension-SL3D		3m x 3m laser engraved plaques, coasters , laser cut wood, acrylic earrings, 3d printed animals, dragons, controller holders/skins lamps and other items	Y	Y	Expires 28.05.26	N/A	N/a	£60 - Paid 13.03.26	CONFIRMED
13	Simonds Coach		3m x 3m Gazebo for advertising trips etc	Y	Y	Y	N/A	N/A	£120	CONFIRMED
14	Sniff Snuggle & Tug		3m x 3m Enrichment toys for dogs	Y	Y	Y	N/A	N/A	£60 - Paid 16.03.26	CONFIRMED

No.	Stall Name	Contact / Email	Type of Stall & Measurements	App Form, Ts & Cs	RA	PL	Food Hygiene Cert	Contractor Generator	Payment	Notes
15	Spie Jewels and Accessories		3m x 3m silver and semi precious stone jewellery, scarves and gifts	Y need signed Ts & Cs - requested 13/03/26	Y	Expires 22.5.26	N/A	N/A	£60 - Paid 17.03.26	CONFIRMED
16	The Toy Den		3m x 3m Toys & sweet gifts, handmade hair accessories & kids jewellery	Y	Y	Y	N/A	N/A	£60	CONFIRMED - Requests next to Handmade Galore
CHARITY STALL APPLICANTS										
1	Diss Athletics Road Runners		Raise fitness awareness. Promote club	Y	Y	Y Expires 31/03/26	N/A	N/A	FOC	CONFIRMED
2	Diss and District Churches Together		3m x 3m requested - applying for 1 free space and 1 paid charity pitch Inform community of what they do, donate free candy floss	1/2 app form, no Ts & Cs - requested 17/03/26	Y	Requested 17/03/26	?	N/A	x1 FOC & x1 £40	CONFIRMED
3	Diss and District Royal British Legion		3m x 3m Gazebo & space for Jeep	Y	Y	Y	N/A	N/A	£40	CONFIRMED
4	Oxfam		3m x 3m Pre-loved clothing, bric-a-brac, books & toys	Y	Y	Y Expires March 2026	N/A	N/A	£40	CONFIRMED
5	RAFA Diss Royal Air Force Association		3m x 3m Aviation / RAF themed items	Y	Y	Y	N/A	N/A	£40 - Paid 26.03.26	CONFIRMED
6	2nd Diss Scouts		Crockery Smash	Y	Y	Y Expires 31.3.26	N/A	N/A	FOC	CONFIRMED
7	1st Diss Scouts		3m X 3m Children/Adult dice game	1/2 app form, no Ts & Cs - requested 14.4.26	Y	expected	N/A	N/A	£40 - Paid 30.03.2026	CONFIRMED
RESERVE STALL APPLICANTS										
1	The Bucket List		4.3m x 2m Loaded chips	Y	Y	Y	Y	N/A	£180	UNAPPROVED BY COMMITTEE 10.03.26 Emailed 18.3.26
2			3m x 3m Dog treats and toys							RESERVE LIST
3	Yellow Door Eats		Not willing to fill in the application. Would like to be considered if no other application for pizza comes forward and only wants to trade from the same spot as last year							RESERVE LIST

Procession

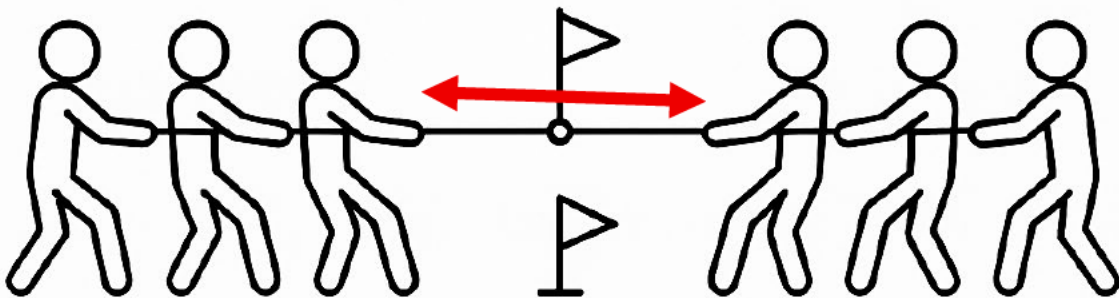
No. in Parade	Entry Name	Procession Group Type	Phone	Email	Notes	COLOUR CARD FOR AFTER
1	Diss Town Mayor and Dinsdale Duck	Royal British Legion's Jeep			Dave's son to drive confirmed 30.3.26	
2	Kingsley Homecare	5 door hatchback			emailed for theme 20.03.26	
3	Diss Athletics Road Runners	Walking group			Running - wearing club kit	
4	Simonds Coach	12m Bus/Coach			emailed for theme 20.03.26	
5	Diss Stroke Group	Walking group - some in wheelchairs & mobility scooters			Snakes and Ladders	
6	2nd Diss Scouts	Lorry with flatbed trailer			emailed for theme 20.03.26	
7	Diss Primary Academy Partnership	Walking group			Sports Day	
8	Diss Red Hatters	Walking group			emailed for theme 20.03.26	
9	David Hines (RBL)	Vehicle 1944 GMC truck Registration - [REDACTED]			Escape to Victory (war/football)	
10	1st Diss Scouts	Vehicle			theme still undecided	
FORMS AWAITED						
11	Palgrave Players	Walking group			Chess - The Musical	
12	Heywood Sports & Fitness				emailed for theme 20.03.26	
13	Florence School of Dance	Walking Group	Form expected 25.3.26		Cheerleading	
14	Merryfields [REDACTED]				chased entry 25.3.25	
15	High Altitude ?				initial contact nothing received so far	
16	Tribe All ?				chased entry 25.3.25	
17	Diss Fire Brigade ?				chased entry 1.4.26	
18		Kim did a further email drop for procession entrants 1.4.26				

	ESTIMATED GROSS	NET	VAT	TOTAL Gross INCOME	Date Paid	Receipt /Po No
FUNDRAISING - Estimates						
Car Boot Sale 26.4.26	£ 355.00	£ 355.00		£ 355.00		
Raffle Tickets	£ 1,664.00	£ 1,664.00		£ 1,664.00		
Carnival Bucket Donations	£ 100.00	£ 100.00		£ 100.00		
Funfair income - Larry Gray	£ 500.00	£ 500.00		£ 500.00		
Ducktrail x5	£ 750.00	£ 750.00		£ 750.00		
	£ 3,369.00	£ 3,369.00	£ -	£ 3,369.00		
SPONSORSHIP						
Larking & Gowen - Gold	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1192
Reads Property Development Ltd	£ 200.00	£ 166.67	£ 33.33	£ 200.00		V-1193
The Wonky Donkey Bar Company	£ 200.00	£ 166.67	£ 33.33	£ 200.00		V-1194
Pearce & Kemp Ltd	£ 100.00	£ 83.33	£ 16.67	£ 100.00		V-1195
Larter & Ford Ltd	£ 100.00	£ 83.33	£ 16.67	£ 100.00		V-1196
Kings & Co Lettings	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1197/8
Beckford & Lewis	£ 200.00	£ 166.67	£ 33.33	£ 200.00		V-1199
Adkins Opticians	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1200
TOTAL SPONSORSHIP	£ 2,225.00	£ 1,854.16	£ 370.84	£ 2,225.00		
STALLAGE						
Balloon Occasions Ltd	£ 120.00	£ 120.00	£ -	£ 120.00	16.02.26	16397
Seamans Laser	£ 60.00	£ 60.00	£ -	£ 60.00	13.03.26	16421
Harris Hog Roast	£ 120.00	£ 120.00	£ -	£ 120.00	16.03.26	16422
Grannys Little Charms - K.Kincarr	£ 60.00	£ 60.00	£ -	£ 60.00	16.03.26	16423
Bounce Diss - Popa G	£ 120.00	£ 120.00	£ -	£ 120.00	16.03.26	16425
Brownie & the Bean	£ 120.00	£ 120.00	£ -	£ 120.00	16.03.26	16426
Sniff, Sniggle & Tug - M.Preston	£ 60.00	£ 60.00	£ -	£ 60.00	16.03.26	16428
The Asian Pantry	£ 120.00	£ 120.00	£ -	£ 120.00	17.03.26	16430
Gilyatt Designs	£ 120.00	£ 120.00	£ -	£ 120.00	17.03.26	16431
Spie Jewels - S.Caves	£ 60.00	£ 60.00	£ -	£ 60.00	17.03.26	16432
Prettys Wax - T.Pretty	£ 60.00	£ 60.00	£ -	£ 60.00	19.03.26	16436
A.Painter - MM Sweet Treats	£ 120.00	£ 120.00	£ -	£ 120.00	20.03.26	16437
Fully Loaded Fries	£ 180.00	£ 180.00	£ -	£ 180.00	23.03.26	16438
Rosedle Funeral Services	£ 180.00	£ 180.00	£ -	£ 180.00	25.03.26	16442
Peter Bensley - RAFA	£ 40.00	£ 40.00	£ -	£ 40.00	26.03.26	16443
Mayne JS - Café Espresso	£ 240.00	£ 240.00	£ -	£ 240.00	26.03.26	16444
Kingsley Homecare Ltd	£ 120.00	£ 120.00	£ -	£ 120.00	27.03.26	16445
Mr M Dyers - Dyers Diner	£ 180.00	£ 180.00	£ -	£ 180.00	30.03.26	16446
S. Brazier - 1st Diss Scouts	£ 40.00	£ 40.00	£ -	£ 40.00	30.03.26	16449
L.Waters - Wonky Donkey Bar	£ 700.00	£ 700.00	£ -	£ 700.00	31.03.26	16450

Estimated remaining stallage	£	2,110.00	£	1,666.66	£	2,110.00		
TOTAL STALLAGE	£	4,930.00	£	4,486.66	£	-	£	4,930.00
TOTAL INCOME Actual	£	10,524.00	£	9,709.82	£	370.84	£	10,524.00
EMR from April 2026	£	7,058.23	£	7,058.23	£	-	£	7,058.23
Council Contribution for 26-27	£	2,750.00	£	2,750.00	£	-	£	2,750.00
TOTAL INCOME to Budget so far	£	20,332.23	£	19,518.05	£	370.84	£	20,332.23
EXPENDITURE								
PROMOTIONAL								
Ducks and Trial - The Garden Project Team	£	2,640.00	£	2,200.00	£	440.00	£	2,640.00
Raffle Tickets	£	39.54	£	32.95	£	6.59	£	39.54
Fatstickman Banners X3	£	252.00	£	210.00	£	42.00	£	252.00
PROCESSION								
Road Closure Application	£	46.35	£	46.35	£	-	£	46.35
Core Highways 4 marshals	£	1,200.00	£	1,000.00	£	166.67	£	1,200.00
FUN DAY								
Park Radio	£	420.00	£	350.00	£	70.00	£	420.00
JML Pavilion / Arena	£	1,500.00	£	1,250.00	£	250.00	£	1,500.00
Tripleguard Security + radios	£	1,444.80	£	1,204.00	£	240.80	£	1,444.80
Extra Toilet Cleaning C&H Cleaning Services	£	141.60	£	118.00	£	23.60	£	141.60
Extra Toilets Latta Toilet Hire	£	1,500.00	£	1,250.00	£	250.00	£	1,500.00
Insurance Cover for Toilets whilst on site	£	134.40	£	112.00	£	22.40	£	134.40
Fast First Aid Cover 6 staff Donation	£	200.00	£	200.00	£	-	£	200.00
Fair Green Parking Donation	£	200.00	£	200.00	£	-	£	200.00
Fenland Adventure	£	1,051.20	£	876.00	£	175.20	£	1,051.20
Foolhardy Circus (arena & workshops)	£	816.00	£	680.00	£	136.00	£	816.00
RPM Bike Show	£	1,700.00	£	1,700.00	£	-	£	1,700.00
TOTAL EXPENDITURE	£	13,285.89	£	11,429.30	£	1,823.26	£	13,285.89
SUMMARY - Carnival 2025 Finances								
TOTAL INCOME	£	10,524.00	£	9,709.82	£	370.84	£	10,524.00
EMR from April 2026	£	7,058.23	£	7,058.23	£	-	£	7,058.23
Council Contribution for 26-27	£	2,750.00	£	2,750.00	£	-	£	2,750.00
TOTAL EXPENDITURE	£	13,285.89	£	11,429.30	£	1,823.26	£	13,285.89
REMAINING BALANCE GOING FORWARDS	£	7,046.34	£	8,088.75	£	-1,452.42	£	7,046.34

Tug-of-War Programme

- Aim to recruit 8 teams of adults - £10 deposit per team to contribute to the final prize? Teams of either four or six?
- Depending on teams applying, either randomly pair or match by estimated ability
- Start with four rounds of **quarter** finals (knockouts) in between the first and second main entertainment acts.
- This round is not best of three, only one round per pair of teams due to volume of participants.
- All rounds have top time limit of one minute, but primary objective is to pull the centre-point of the rope furthest from the centreline (see diagram below). If one team manages to pull the other team over the centreline then they instantly win.



- Estimated total time of Quarter final section is 20 minutes
- Then move onto **semi**-final rounds. These are best of three.
- Hold semi round between third and fourth main entertainment acts

- Same rules to win/lose apply
- Estimated time for this section is 20 minutes
- Then near the very end of the entertainment programme hold the **Grand Final**.
- This is also best-of-three, but rounds are more open-ended (top limit is five minutes per round instead of one)
- Twist with this round is each team has the opportunity to call for **Backup**.
- This is a volunteer from the committee (perhaps myself or Declan or Junior?) that jumps in to help the team. Two are available, one for each team
- Backup is called by a member of the team either blowing a sports whistle or ringing a bell provided by the Committee
- Any team that calls for backup and wins the tournament loses **half the prize and any potential physical trophy**, which is donated back to the Entertainment Committee. If this is money it goes into the Mayor's Charity, if it's food or drink then it's shared by volunteers at the end of the day.
- Could the trophy be one of the Dinsdales from the trail? Or another bespoke trophy that the winning team get to keep for a year.
- Dinsdale could be referee if we can find him a large enough referee's shirt?
- Recruit teams prior to Carnival Day by promoting the event online but also directly approaching local teams and sports groups.

- Ideal mix of four teams from local groups and four teams from local residents?
- Post video teasing the tournament in mid-April, reach out to local groups late April then do a final public callout early May?
- Look to secure deposits a month prior to the event

Main ARENA schedule:	Pavilion schedule:
1.30 – 1.50 ACT ONE - FOOLHARDY CIRCUS SHOW (20 mins)	<i>At the end of the day, announce prize raffle winners.</i>
1:55 – 2.15 - ACT TWO - TUG OF WAR ROUND 1 (20 mins)	5.40 – 6.10 - PRTY*** (30 mins)
<i>Announce procession / window dressing comp winners?</i>	6.15 – 6.45 - TBC**** (30 mins)
2.20 – 2.40 - ACT THREE - TRIBE ALL FITNESS (20 mins)*	6.50 – 7.20 - PRTY (30 mins)
2.45 – 3.10 - ACT FOUR - BIKE SHOW (25 mins)	
3.15 – 3.45 - ACT FIVE - TUG OF WAR ROUND 2 (20 mins)	*** George has sought a quote of £600 from PRTY for 1 x 60 min set or 2 x 30 min sets.
3.50 – 4.05 - ACT SIX - KUK SOOL WON (15 mins)	
4.10 – 4.40 - ACT SEVEN - DOG SHOW (30 mins)	**** James is researching other music acts.
4.45 – 5.10 - ACT EIGHT - BIKE SHOW 2 (25 mins)	
5.15 – 5.30** - ACT NINE - TUG OF WAR FINALE (15 mins)	

Notes

*Reduced from 25 to 20 minutes

**End time 25 minutes later than 2025 excluding announcement of procession / window dressing competition winners (30 mins allocated in 2025)

1. I've allowed a 5-minute change over between acts
2. I've allowed 20 mins for the Tug of War rounds 1 and 2 and 15 for finale – could be less
3. I have not included Tai Chi (10 – 15 mins – may not return home from China in time). Perhaps she could do a display somewhere on park and have it announced rather than being in the main programme?
4. Emily was contacting Sue LaLa (aerial performer)
5. As we're paying for the Bike Show all day (£1,700), they can also take part in procession and do meet and greet elsewhere on the Park?

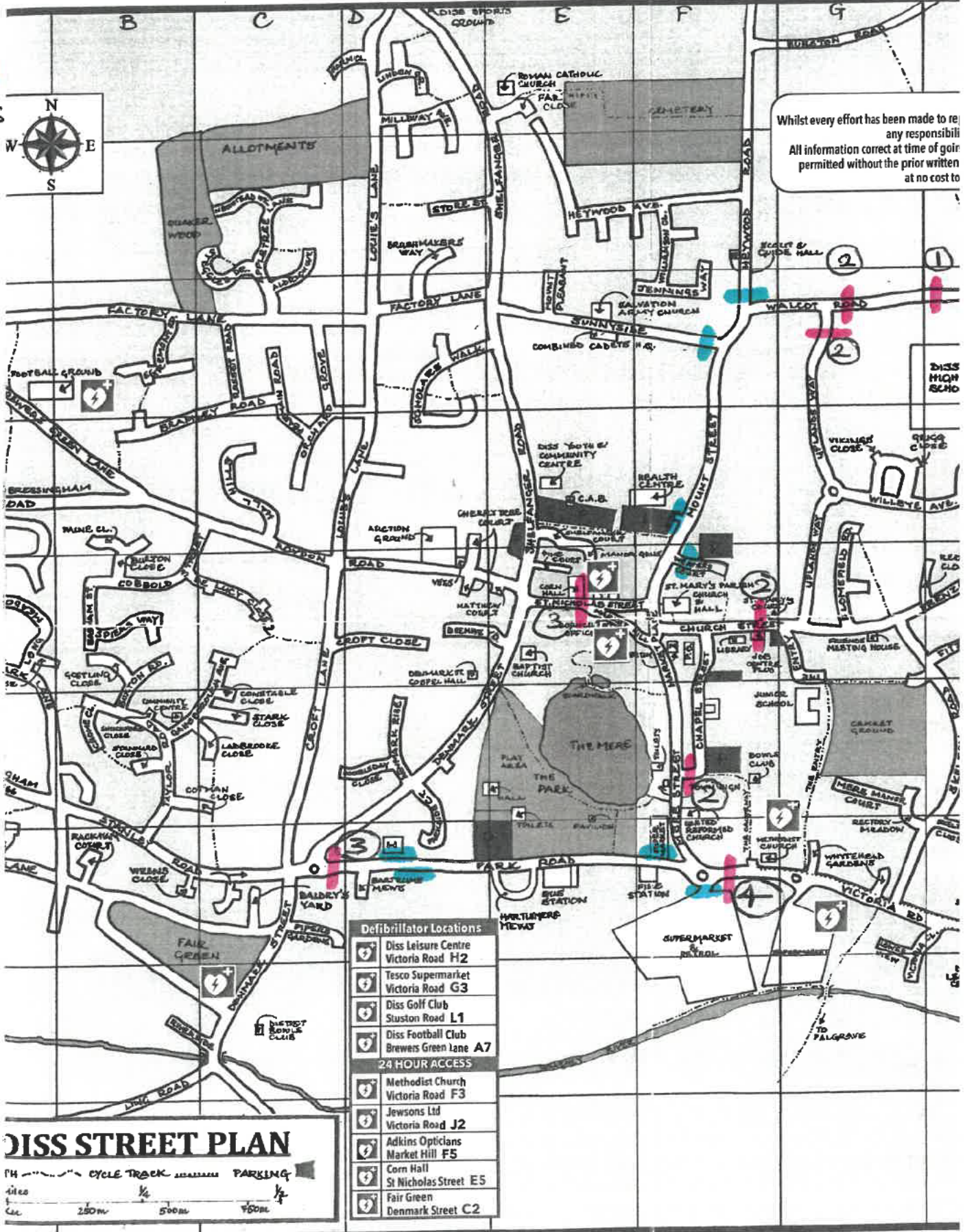
CORE
Highways

Marshalls

Diss Auction Rooms
Auctions Tuesday, Thursday & Friday
www.twgaze.co.uk 01379 650 306

www.bressingham.co.uk
Item 11a
Bressingham Steam Museum
Open Daily from 28th March - 3rd November
Go to www.bressingham.co.uk for more details

An



DISS STREET PLAN
CYCLE TRACK PARKING
Scale: 1:5000
250m 500m 1000m

Defibrillator Locations	
	Diss Leisure Centre Victoria Road H2
	Tesco Supermarket Victoria Road G3
	Diss Golf Club Stuston Road L1
	Diss Football Club Brews Green Lane A7
24 HOUR ACCESS	
	Methodist Church Victoria Road F3
	Jewsons Ltd Victoria Road J2
	Adkins Opticians Market Hill F5
	Corn Hall St Nicholas Street E5
	Fair Green Denmark Street C2

Dartington

ORCHARD FRAMES
Quality Picture Framing Service & Gallery

CLAS 4

Briefing Sheet for Core Highways Stewards and Marshalls

1. Total of 4 Core Highways stewards
2. 12.15 – close roads to prevent traffic coming up Walcot Road towards school entrance at start (1 X Core Highways Steward) Following behind procession and picking up cones etc
3. 12.15 – Walcot Road near Sunnyside Junction (1 x Core Highways Steward 2) when Parade starts at 12.30 block off Sunnyside. Once passed Sunny side to block off the junction at bottom of Sunnyside and Church Street.
When Parade gets to The Sarasons Head Pub to then go and block off at junction near Gregs on Chapel Street until the end of the Parade has got to B&M.
4. 12.30 Parade Departs High School On Walcot Road
Marshalls to be in place at:
 - 1) Heywood Road
 - 2) Sunnyside
 - 3) Doctors Car Park
 - 4) Weavers Car Park
5. No 3 Highway Steward blocking junction at St Nicholas Street and Market Hill from Albrights and the Grey Hound Pub until No 1 Core Highways following the procession blocks off Market Place.
Move to roundabout at bottom of Demark Street blocking off Park Road.
6. No 4 Highway Steward to work in with Steward no 3 to close off Victoria Road.

With Marshalls placed at:
 - 1) Morrisons Carpark
 - 2) B&M Carpark
 - 3) Aldi Carpark
 - 4) Entrance to Park Hotel
 - 5) Entrance Thatcher's Needle
 - 6) Exit Thatcher's Needle

Stewards 3 & 4 and marshals not to let any traffic through until all parade vehicles have passed approx. 13.30. N.B. It is expected that the parade will arrive at the park from approx. 13.15.

Needed for Rolling Road Closure for Carnival Procession

4 x Core Highways Stewards

10 x Marshalls

Carnival Procession Volunteers 2026

Site No	Road Name	Type of Volunteer	Notes	Volunteers from 2025 (green means confirmed for 2026)	Contact details passed to cllr Shava with Privacy Notice extract
1	Walcot Road / DHS	CH accredited Steward 1 Security Stewards 1-4	Accredited steward will follow parade & roads will open behind it 1 x Sec Stewards at front, 2 in centre & 1 at rear		
2	Uplands Way	Volunteer 1		Ex Royal Engineer (Keith contact)	
3	Heywood Road / Mount Street	Volunteer 2			
4	Sunnyside	CH accredited Steward 2	Accredited steward in the area has power to stop vehicles if needed	Jacko (Keith contact)	
5	Medical Centre Car Park	Volunteer 3		John Ward	Yes
6	Weavers Court	Volunteer 4		John Maskell	Yes
7	St Nicholas Street	Volunteer 5		Graham Minshull	Yes
8	Uplands Way / Church Street junction	Security Steward 5	Blocking off near Uplands Way to provide an opportunity for vehicles to turn around then moving towards Church St to allow traffic to go east once roads re-open		
9	Market Place	CH accredited Steward 2	Discussed time implication with installing bollards in busy area. Recommend using CH vehicle to block MP once procession passed		
10	Market Hill	Volunteer 6	This was an extra in 2025 - Robert?	Jim Welch	Yes
11	Chapel Street	Security Steward 6		Julian Mason	Yes
12	Morrisons Roundabout (A1066)	CH accredited Steward 3	Will re-open road to traffic moving east once procession passed roundabout but keep traffic stopped westwards towards Park until safe to re-open road	George (Keith's son) + George	
13	Morrisons Roundabout (supermarket entrance)	Volunteer 7			
14	B&M Car Park	Volunteer 8		Richard Peaty	Yes
15	Park Hotel (A1066)	CH accredited Steward 4	Keep traffic stopped from the west until safe to re-open		
14	Spare marshall to assist girlguiding tractor for additional safety.		Check if girlgudes are bringing tractor	Fraser	
15	Spare marshall to assist girlguiding tractor for additional safety.		Check if girlgudes are bringing tractor	Kieran	Yes
16	Park	Security Stewards 7 & 8	2 x Security Stewards to remain on Park during procession near each bar		
All Volunteer to meet Sarah / Robert / Junior for briefing at High School at 11am					
N.B.	Core Highways will be providing 4 x accredited traffic marshalls to manage the procession. These will be supplemented by 2 x Tripleguard Security marshalls & 7/8 stewards from above. Paul Wilson following up with Round Table at their AGM in April as he is an honorary member.				
	Rotary was unable to help last year due to other commitments.				

G - Use of contractor's generator

STALLS

1M GAP ALLOWED BETWEEN STALLS

Pitch Number

Pitch Number

BARS

Azure Bars (6m x 3m - G)	6
Wonkey Donkey Bar 1 (6m frontage serving side & rear - G)	1
Wonkey Donkey Bar 2 (6m frontage serving side & rear - G)	43

CHARITY

1st Diss Scouts (3m x 3m)	22
2nd Diss Scouts Crockery Smash	50
Diss Atheltics Road Runners (3m x 3m)	
Diss Churches Together (2 x 3m x 3m)	6
Oxfam (3m x 3m)	24
RAFA Diss Branch (3m x 3m)	19
Royal British Legion (3m x 3m & Jeep)	7

FOOD & DRINK

Amor Street Food (7m x 4m Airstream - G)	
Brownie & The Bean (3m x 3m)	9
Cafe Espresso (6m x 3m)	31
Classic Ice Cream Bike Co. (3m x 4.5m)	17
Designer Farmer Cat Ltd - Chinese (3m x 3m)	5
Dyers Diner & Coffee Shack (5m x 3m)	10
Elsie's Pizza (3m x 3m)	
Fully Loaded Fries (3m x 3m - G)	
Harris Hog Roast (3m x 3m - needs flat ground)	11
HG Catering - Churros (3m x 3m)	15
M&M Sweet Treats (3m x 3m - w/ van 3m x 6m)	45
S&K Tasty Treats - German Sausages (3m x 3m)	14
Society Alive - Afro Caribbean (3m x 3m - G)	
The Asian Pantry (3m x 3m - G)	

GENERAL

Balloon Occasions Limited (3m x 3m)	
Bounce Diss (3m x 3m)	47
Creation Crafts Norfolk (2 x 3m x 3m)	
Gilyatt Designs (3m x 3m)	33
Grannys Little Charms (3m x 3m)	12
Handmade Galore (3m x 3m)	
Kinglsey Homecare (3m x 3m)	
Minors & Brady (3m x 3m)	13
Norfolk Constabulary (3m x 3m)	
Prettys Wax (3m x 3m)	17
Rosedale Funeral Home (3m x 5m)	8
Seaman's Laser & 3D (3m x 3m)	
Simonds Transport (3m x 3m)	21
Sniff Snuffle & Tug (3m x 3m)	30
Spie Jewels (3m x 3m)	26
The Toy Den (3m x 3m)	



Promotion summary for April Events meeting:

Social posts have been done from the Diss Carnival Facebook & Instagram pages including promo of:

- Window dressing competition
- Car Boot Sale
- Procession entry applications / Stall Applications – how to get involved
- Diss Youth Group- decoration of DISS carnival letters for MUGA
- Theme Announced

STILL TO PROMOTE:

- Announcement of Carnival Sponsors and separate individual social posts for each one
- Carnival Prize Raffle
- More general promo for Window Dressing Competition, parade entry encouragement
- Diss Carnival Event Poster – to be designed and promoted once we have all info
- Promotion of things happening at the Fun Day

I am working on the sponsorship package perks for our sponsors, I've written an article for Diss Matters for Carnival although there may still be additional bits to include following the next meeting (we can add these before it goes to print), I will start work on the digital programme on my return after annual leave.

Kind regards,

Kimberley Jaynes – Marketing & Events Administrator

Draft Roles and Responsibilities for Carnival 2026

Task allocated to	Task detail	Date to be completed	Actions/notes
	Operations		
Kim	Carnival Lead, responsible for all aspects of Carnival completion	Jan-26	
Catherine	Chair - Managing the meetings with oversight of event	Jan-26	
Liz	Vice Chair - Deputising for Chair	Jan-26	
RFO	Purchase orders to be created and emailed to the relevant suppliers below (quotes to be saved under Events /E Agenda/Meeting Date).		Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet
Infrastructure/Health & Safety Officer (supported by admin)	Sort first aid for event (F.A.S.T used 2025/26)for a donation	Jan-26	COMPLETE
	Order radios and security stewards (They drop off radios in the week before Carnival) (Triple Guard)	Jan-26	Quote received from Phoenix ready for committee review 22.1.26. Need at least one other quote as comparison (Clerk) E-mail sent for another quote to Norse Security 11.02.2026 Also looked at options to buy our own to be agreed by committee members at next meeting 12.1.26 Quote from Norse arrived 17/02/2026 needs to go to committee for approval with other quotes Quote received from Tripleguard 23/02/2026 to go to next meeting with nother two quotes . COMPLETE
	Book in traffic management (£1250 2026 quote) (Steve Dungar Core Highways)	Feb-26	Sent e-mail to operations diss@corehighways.com 30/01/2026 as not had any reply from previous e-mail addresses care of Nigel Broom. E-mail sent to TMO Highways and Steve Dungar Core Highways for quotes 11.02.026 Received quote for £750.00 of £1250 from Steve Dungar Core Highways 12.02.2026 COMPLETE
	Quote for 12 chemical toilets for Park (8) and 1x accessible plus High School (4) with (Latta Hire Limited)	Jan-26	Quote received from Mervyn Lambert ready for committee review 22.1.26. Should consider a comparative quote (Clerk) E-mail sent to Broadland Toilet Hire for second Quote 12.02.2026 COMPLETE
	Get insurance Quotes to cover the portable toilets whilst in situ (Zurich)	Jan-26	Quote from Zurich cheaper than insurance from company. COMPLETE
	Get quotes and book suitable sound support for the event. (Park Radio)	Jan-26	RL emailed Mike's Audio Visuals & Park Radio for sound quotes 22.1.26. One quote received ready for committee review Waiting for quotes from James Park Radio requested at meeting 10.02.2026 COMPLETE
	Once sound support is confirmed and booked, inform them of any additional requirements for arena performers (once they have been decided).	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	RL emailed Park Radio for quote 22/01/2026. Quote sent back for approval 17/02/2026 COMPLETE
	Organise 6 x 1100l refuse bins with SNC (Tallulah Crouch 2026), FOC	Jan-26	DONE- confirmed free of charge again this year 23.1.26
	Contact SNC (Lee Webster) to get permission for Bus Station for large procession vehicles after parade	Jan-26	DONE - permission confirmed 03.02.26
	Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day (6am-7.30pm)	Jan-26	DONE - Signed licence returned to SNC 26.01.26
	Book cleaning (CH Cleaning Services 2026) on Carnival day	Jan-26	RL emailed new cleaning contractor C H Cleaning Services 22/01/2026 for quotes COMPLETE
	Book Photographer for Event	Feb-26	DONE - Diss Camera Club confirmed they can take photos of the event- credit the Camera Club DONE

Task allocated to	Task detail	Date to be completed	Actions/notes
	Contact Morrisons and Tesco to get confirmation of free parking for event day	Jan-26	DONE - RL emailed Morrisons 22.1.26 to request car parking limits are taken off for Carnival day E-mailed Tesco Tim Gillam 11.02.2026 for permission for parking limits to be taken off on the day. E-mail sent 16/02/2026 confirming parking will be ok
	Source rope for main arena	Jan-26	DONE -Rope is in new cabin on park
	Buy red and white barrier tape, blue/red chalk paint and cable ties	May-26	
	Contact Suzanne Kayne for car parking for stall holders at Fairgreen	Feb-26	DONE-mailed Suzanne to request parking for stall holders 11.02.2026 E-mail sent back 16/02/2026 confirming parking will be ok at a cost of £200.00 same as last year COMPLETE
	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	in progress - draft plan still needs details regarding entertainment before it can be completed
DTC ADMIN	Add the approved food stallholders & additional info to EMP	Mar-26	ongoing
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	
	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	May-26	DONE
Community Partnership Liaison Volunteers	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	DONE
Volunteer Coordinator	Organise and liaise with procession stewards for Carnival	May-26	Clerk briefed Volunteer Coordinators (Cllr Shava & Paul W) late March.
Volunteer Coordinator	Get permission for use of playgrounds at High School for parking	May-26	Sarah to check with Keith Kiddie 8.4.26
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			
Volunteer Coordinator	Recruit volunteers and stewards to help run the Carnival Procession and Fun Day. Send out email to request help.	Apr-26	
	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	

Task allocated to	Task detail	Date to be completed	Actions/notes
	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	in progress
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	COMPLETE
	Update bar tender form and send out to all bar contacts	Feb-26	COMPLETE
	Chase up for stallholder paperwork	Apr-26	ongoing
	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Clerk	Apr-26	Digital copies forwarded 27.3.26, as previously used no visit necessary. Get DPS to sign when received and scan back to bars on email
	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	Feb-26	DONE - Application sent to NCC 22.01.26. Sue paid on 30.01.26
DTC ADMIN	Display official section notice for road closure once received from NCC		
Marketing & Promotion Officer	Update all carnival forms with new date and new logo. Create new folders on system for 2026	Jan-26	DONE
DTC ADMIN	Manage Carnival email inbox - stall queries to be put into separate stalls folder in the inbox for DTC to review and reply.		ongoing
Administrations & Minutes Officer	Put together agenda packs and send out to committee		ongoing
	Print copies of the agendas for committee meetings and the undrafted previous minutes to be signed		ongoing
	Create minute template for meetings and write the minutes at the meetings, send minutes to committee afterwards and upload signed minutes to website		ongoing
DTC ADMIN	Update sponsorship packages form and send out to all local businesses in an email	Feb-26	DONE - Amendments made and sent 05.03.2026
	Arrange street collection agreement from SNC for carnival event and save permit when received	Mar-26	DONE Permit received 30.03.26 MH
	Book in Rialtus diary - cake stalls and car boot. Cake Sale 25th April , Car Boot 26th April.	Feb-26	DONE Cake sales not going ahead 2026, volunteers needed for car boot sale, ask at next meeting on 14.4.26 - emailed committee 23.3.26
	Enquire with Park Radio (Matt & Katie were DBS in 2025) for the lost children's point at Carnival.	Feb-26	Emailed Katie to ask if this is ok 20.03.26 MH
	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	
Community Partnership Liaison Volunteers	Deliver above letters	May-26	Liz and team to deliver when ready
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	

Task allocated to	Task detail	Date to be completed	Actions/notes
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	DONE ordered and checked 1.4.26 ratified@ next meeting 14.04.26
	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 Brass Band used in 2025)	Feb/Mar-26	
Community Partnership Liaison Volunteers	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-26	Carnival will be on Diss Otters Swim Club committee agenda tomorrow.
	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	confirmed Dave's son will drive the jeep 30.03.26 DONE
	Check Dave Hines' vehicle has correct insurance for chauffeuring passengers.	Jun-26	confirmed insured as long as no payment is made for the service DONE
	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	Liz to investigate
	To source prizes, vouchers or experiences for a prize hamper	Apr/May 2026	Liz to source 23.3.26 social media graphic saved in Carnival social media folder
	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	ongoing
	Book Compere (Park Radio)	Jan-26	Quote received 21.1.26, advised will go to 10th Feb meeting, contact him after the meeting. Another compere quote being considered 10.03.26 - COMPLETE
	Timetable acts for the main arena	Apr-26	On agenda 14.4.26
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	RL requested but no reply yet 11.02.26. RL to chase.
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	2 dog show hosts working together...
	Update running order/briefing sheet for event compere and email over to him before the day	May-26	

Task allocated to	Task detail	Date to be completed	Actions/notes
	Finance		
RFO	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-25	ongoing
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 ongoing
RFO	Process any monies from Carnival cake sale , car boot, raffle and money made on the day from tombola	Jun-26	ongoing
	Town Window Dressing		
DTC ADMIN	Update window dressing entry form	Apr-26	DONE
Community Partnership Liaison Volunteers	Email/Visit shops to enter competition 9th May - 9th June	Mar-26	Liz collected the forms 23.3.26
	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	Adkins - Liz to retrieve 23.3.26
	2025 procession winner to bring back trophy	May/Jun-26	Heywood Sports
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	ongoing
Marketing & Promotion Officer	Design logo to go on all paperwork	Jan-26	DONE
	Write press releases	Apr/May 2026	ongoing
	Promote when application form is 'live' and upload form to our website	Jan-26	DONE - forms went live 11th feb
	To release Carnival date and theme to the press, on social media and update website	Jan-26	DONE end of Jan
	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-26	Share poster on social media - April for Car Boot Sale. (poster completed) Cake stall not going ahead.
	Add Carnival details to other online events listings and create event on Facebook	Apr-26	
	Complete all promo perks for all sponsors from checklist	Apr-26	
	Produce article for Diss Matters magazine to promote Carnival	Feb-26	drafted by KJ but needs more specific info adding to it by committee on 14.4.26
	Inform maintenance staff of date to collect banners, put up at agreed locations & remove	Apr-26	
	Liaise with Park Radio to arrange interview slots in May & June to promote the event	Apr-26	
	Create carnival digital programme and promo poster (see below info to include in programme)	May-26	For reference: 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.
	Create a promo flyer with a QR code that links to the digital programme. Get quotes to print x 5000 copies of single flyers and distribution to 4,400 Diss residents - Town & Country Printers to print, Falcon Publications to distribute?	Apr/May 2026	

Task allocated to	Task detail	Date to be completed	Actions/notes
	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"	Mar/Apr	
DTC ADMIN	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	ongoing
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 in 2025
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

Progress Report

Committee	Minute Ref	Subject	Action	Assigned to	Timescale	Comments or further action
	E0326/02	Minutes	Un-draft the February minutes on the website.	Admin	Immediately	Completed
	E0326/05	Dinsdale Duck Trail	Coordinate implementation of the expanded Dinsdale Duck Trail by working with The Garden Project Team to deliver 20 ducks, publicity and site liaison, and secure financial commitments from participating businesses in line with the approved £2,200 budget.	FBM / RFO	30.04.26	18 ducks secured with businesses, logos sent for map completion 08.04.26
	E0326/07	Sub-Committee Membership	Update the committee membership records to include Clir Shava and Paul Wilson and circulate the revised list to officers and members.	Admin	Immediately	Complete
	E0326/08a	Infrastructure	Following comparison of traffic-management quotes and assessment of previous issues, appoint Core Highways to deliver Carnival 2026 traffic management with four accredited marshals and arrange an operational briefing.	FBM/Clerk	Immediately/ 01.05.26	Booking Complete. Briefing pending.
	E0326/08b	Infrastructure	Given the review of three security suppliers and noted budget constraints, appoint Tripleguard Security Services Ltd for Carnival 2026 and arrange a briefing to confirm event requirements.	FBM/Clerk	Immediately/ 01.05.06	Booking Complete. Briefing pending.
	E0326/08c	Infrastructure	After considering purchase versus hire options and the reliability needs for radio equipment, arrange hire of 25 radios (charged as 20) from Tripleguard and ensure all units are fully tested before issue.	FBM/RFO	Immediately	Booking Complete. Testing pending.
	E0326/08d	Infrastructure	Following review of toilet hire options and the requirement for an additional disabled unit, book 17 portable toilets including one accessible facility from Latta Hire Ltd for Carnival 2026.	FBM/RFO	Immediately	Complete
	E0326/08e	Infrastructure	After evaluating sound and lighting quotes and addressing past technical issues, appoint Park Radio & JML Hire to provide arena and pavilion sound, lighting, big screen and compere support.	FBM/RFO	Immediately	Complete
	E0326/09a	Applications & Forms	Following consideration of duplicate food offers and last year's generator-payment issue, approve all stall applications except Bucket List, place Yellow Door on reserve, and allocate free charitable pitches to three local groups.	Admin	Immediately	Complete
	E0326/09b	Applications & Forms	As members agreed to replicate last year's bar layout, approve three bar pitches (Wonky Donkey x2, Azure Bar x1) and request an additional trailer from Wonky Donkey.	Admin	Immediately	Complete
	E0326/09c	Applications & Forms	Because only six procession entries had been received and the target is around twenty, email previous participants inviting them to join the 2026 parade.	Admin	Immediately	Complete
	E0326/11a1	Entertainment	After reviewing the cost of paid football acts, contact Football Fun Factory to explore providing a free alternative performance for the arena.	DC	Immediately	Sarah contacted Nick to see if they would be interested in running a Beat the Goalie activity in the MUGA as well as elicit interest in tug of war, procession & stallholder. Declan has an update.
	E0326/11a2	Entertainment	Given the interest in the aerial act and its technical implications, obtain detailed rigging and space requirements from the aerial performer supplier.	EF	Immediately	Followed up await response
	E0326/11a3	Entertainment	Following discussions on involving local sports groups, prepare a Tug of War event proposal, publish a social-media interest post, and assess whether a new trophy is required.	EF/GW	14.04.26	Proposal on Agenda
	E0326/11a4	Entertainment	After agreeing the concept of a Man vs Mayor boxing match, develop the detailed format and safety considerations for review at the next meeting.	DC/GW	14.04.26	Main arena schedule already full including proposed 3 rounds of tug of war so unlikely to have time
	E0326/11a5	Entertainment	Because pavilion entertainment and ride layouts affect site capacity, review the Carnival site plan and contact Larry Gray regarding zorbs and related equipment.	DC/GW	14.04.26	pending
	E0326/11a6	Entertainment	As the pavilion entertainment is planned to finish around 6.30pm, notify the cleaner so the evening cleaning schedule can be arranged accordingly.	FBM	14.04.26	Complete
	E0326/11a7	Entertainment	Now that an initial suite of acts is confirmed, prepare the draft programme of paid and free arena items for approval.	EF	14.04.26	On Agenda
	E0326/11b	Entertainment	Building on the entertainment decisions taken, book the climbing wall, RPM bike show and Foolhardy circus (including workshop) and continue investigating the aerial performer's	Admin/RFO EF	Immediately 14.04.26	Climbing Wall, RPM and Foolhardy booked
	E0326/11c	Entertainment	After reviewing the available quotes for an event compere and noting the need for further committee consideration, ensure the compere item is added for immediate follow-up and agenda inclusion.	Admin	Immediately	Completed
	E0326/12a	Christmas Lights Switch-On	In light of Santa's limited weekend availability and pending confirmation from Harleston, consider the option of holding the 2026 Switch-On on Friday 4 December and prepare comments for the next meeting.	All	14.04.26	On agenda
	E0326/12b	Christmas Lights Switch-On	Following review of potential locations and timing dependencies, evaluate Market Place suitability and gather information on Harleston's date to inform scheduling recommendations.	JG/Admin	14.04.26	On agenda
	E0326/13	Post Office Display	After reviewing differing views on artwork style and community involvement, inform Diss Heritage Trust that the four window coverings are approved but request a more modern design approach.	Clerk	Immediately	Completed - following discussion between Andy R & Heritage Trust, proposal is now for removable boards so that we can still use all boards to promote key events.
	E0326/14	Member Updates	Following members' offers to assist with arena seating and bubble entertainment, contact the haybale supplier and bubble performer and distribute volunteer liaison responsibilities to Clirs Shava and Sinfield.	LS EF Clerk	Immediately	LS confirmed haybales Clerk has briefed volunteer coordinators & forwarded contact info for past volunteers.