

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 24th June 2025 at 7pm.

In attendance: Kimberley Jaynes (KJ) (Chair)
George Waterman (GW) (Vice-Chair)
Mary Cotton (MC)
Emily Forsdyke (EF)
Cllr John Robertson (JR)
Sarah Villafuerte-Richards (SV-R)
Andy Rackham (AR)
Sue Brazier (SB)
Robert Ludkin (RL)
Bob Rogers (BR)
Declan Craggs (DC)
James Grint (JG)

CA0625/1 Apologies

Apologies were received from Ruth Ward (RW).

CA0625/2 Minutes

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

Resolved: that the minutes of the meeting on 3rd June 2025 were a true record and duly signed by the Chairman.

CA0625/3 Declarations of Interest

There were none.

CA0625/4 Public Participation

There was one member of the public in attendance who spoke on various items on the agenda.

CA0625/5 Items of URGENT Business

There were no items of urgent business.

CA0625/6 Run Through Of The Day

Members discussed a run-through of the whole event. The event received overwhelmingly positive feedback overall with lots of constructive comments for next year.

a) Set Up

1. Additional volunteers are needed for set up all the required infrastructure as stalls always arrive earlier than expected.
2. Consider space in Park Road and / or Thatchers Needle car park to hold vehicles to avoid blocking other stallholder pitches and Park Road.
3. Additional stewards needed to direct vehicles from car park on site.
4. Chief event organiser needs to be floating.
5. Fewer stewards needed at DHS particularly if security stewards are supporting there.
6. Better communication from procession stewards. Don't start until key personnel were in place before procession starts. Always issues on the day however organised you are.

b) Procession

1. Better communication for procession stewards
2. Ensure key personnel are in place before parade starts
3. Numbers for procession entrants laminated and coloured for entrance onto park / bus station.

4. Resolve issue of re-opening Park Road before floats and people had cleared area (vehicles to drop off at Thatcher's Needle?)
5. Improve safety along Mere St where large vehicles and crowds merge (limit vehicle sizes? / rope barriers, more stewards particularly at the back)
6. Work with contractor to create higher fixing points for bunting.
7. Consider parade judging position so that Town Mayor & Dinsdale can enjoy more of procession – High School? Mere's Mouth? AR has a platform that could be used.

c) Fun Day

1. Thatcher's Needle had offer on encouraging attendees to beat the queues which wasn't very supportive of the event and traders attending. Check off sales licence and could they donate / sponsor Carnival?
2. Inform the parade winners to attend the Pavilion at the announcement time for awards to save time waiting & delaying entertainment programme
3. The free have a go activities (Baptist Church) and low-cost entertainment (Dan The Hat) were well received so big expensive acts are not necessary.

d) Clear Down

1. Arena entertainment finishing earlier worked well so clear down could start.
2. Cabin storage made much lighter work of set up and clear down.

e) Volunteers

1. Better use of existing volunteers & focused in certain locations.
2. Start and finish are key times.
3. Traffic management team to only re-open road when instructed by event staff
4. Source working radios as many didn't work and impacted on safety for procession and coordination of fun day. Complaint was made and small reduction received.
5. Consider using earpieces for future events
6. Improve security briefing
7. Source several security quotes & additional security given Martyn's Law
8. Meet with Phoenix Security to brief them following briefing.
9. Ask for support from community groups.

(Action – All, by June 2026)

CA0625/7

Finances

Members received an update on the final financial figures for Carnival 2025. Larry Gray paid £500 again and the starting balance for 2026 is £7,182.48 excluding £500.

CA0625/8

Feedback

Members reviewed other feedback from Carnival 2025. Really heartwarming comments. Learnings for next year.

1. The fundraising stalls did really well and overall stallholders were happy. Stallholders welcome to organise a fundraising activity to help cover cost of stall.
2. Move several toilets from pavilion to arena.
3. Food stalls should provide small bins and at least one commercial bin should be positioned there.
4. Order two more commercial sized bins given rubbish overflow.
5. Issues with toilet rolls being stolen and consider provide urinal blocks to free up space for ladies
6. Entertainers were very happy.
7. Compere asked for trophy presentation results to share with arena audience.
8. A third category 'rescue' could have been added to dog show within 30 mins as much quicker this year with two doing it together (8-10 in each category).
9. Prize raffle could have been positioned in the main hub and not stuck in ops tent.
10. Some sound issues – require use of sound support microphones only.
11. JG offered the Park Radio VE Day set up for Carnival arena as well as Pavilion.
12. Consider presence of protesters at events & clever use of potential platforms.
13. Lots of complaints regarding the speed boats on the Mere – need to consider a different option for future years.
14. Update application form on generators so they can be positioned separately. If unsure, tick yes.

15. Parking marshalling can be undertaken by community group volunteers – retain key staff & councillors for key duties.

(Action – All, by June 2026)

CA0625/9 Member Updates

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

The window dressing competition worked really well and Youbie Yarns had a free pitch to showcase her wares. Suggested doing the same for the Christmas Lights Switch-on event. Father Christmas to judge. JG offered 3 months free advertising on radio prize for winner. Will also look to decorate the Post Office in Christmas theme.

(Action – RL; by 08.07.25)

CA0625/10 Date of Future Meeting

Members considered a provisional date for the committee to start planning for Carnival 2026. It was agreed that the focus is now on the Switch-on so a series of dates would be considered from January 2026. May require one meeting in September to agree the date, start researching themes and booking infrastructure. It was also acknowledged that these events require a huge time commitment for Council staff.

(Action – KJ; by 31.07.25)

The meeting closed at: 8.45pm.

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes