



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 16.06.26
Date: 11/06/2026

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

For Information:
Councillors S. Kiddie, A. Kitchen, R. Peaty, J. Welch, Office Administrator.

Diss Express

Diss Town Council
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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 16th June 2026** at **7pm** to consider the business detailed below.

Town Clerk

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 2nd June 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. Carnival Debrief**
 - a) To review feedback received from Diss Carnival 2026 (copy details herewith).
 - b) To receive an update on finances for Diss Carnival 2026 (copy details herewith).
 - c) To consider a cost and benefit analysis of Diss Carnival (to be tabled).
- 7. Christmas Lights Switch-On**
 - a) To review and discuss a proposal for the Diss Christmas Lights Switch-On event 2026 (copy herewith).
 - b) To confirm infrastructure and entertainment acts for DTC to book.
 - c) To consider a proposal from St Mary's church for five carols at 5pm.
- 8. Member Forum**
To consider information or issues relevant to this sub-committee from members for brief discussion, action or inclusion on a future agenda.

9. Date of Next Meeting

To note that the next meeting of the Events Sub-Committee is scheduled for Tuesday 21st July 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 Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 2nd June 2026** at **7pm**.

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

E0626/01 Apologies
Apologies were received from Gabrielle Pagan, Cllr L Sinfield, Cllr T Shava and Corn Hall. No apologies from Sue Brazier.

E0626/02 Minutes
Members reviewed the minutes of the last meeting held on 12th May 2026. It was

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

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

E0626/03 Declarations of Interest
There were none.

E0626/04 Public Participation
There were no members of the public present. Matt and Louis were in attendance to support James as Park Radio representatives.

E0626/05 Items of Urgent Business
There were no items of urgent business.

E0626/06 Run Through Of The Day
Members discussed a run through of the whole event and noted roles on the volunteer schedule.

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

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

(Action: SV-R, immediately)

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

(Action: AR, 07.06.26)

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

(Action: KJ, immediately)

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

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

- **Fun Day/ Entertainment -**

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

(Action: TK, immediately)

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

(Action: GW, 07.06.26)

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

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

(Action: GW, immediately)

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

(Action: KJ / Matt, immediately)

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

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

(Action: EF, immediately)

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

(Action: KJ, immediately)

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

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

E0626/07

Finance

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

E0626/08

Entertainment

Members reviewed and finalised the entertainment schedule and timings: Already covered above.
Park Radio promo screens – 2 screens confirmed. – 1 by pavilion and 1 by arena.

E0626/09 **Promotion**
Members received an update on publicity for Diss Carnival. KJ to send Emily the Instagram login again.
(Action: KJ, immediately)

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

E0626/10 **Task List**
Members noted outstanding jobs on the task list. Sarah will order 15 pizzas from Dominos for the day (enough for 3 pizza slices for each volunteer + 1 slice for each cadet).
(Action: SVR, immediately)

Final documents still needed from Funfair – RL to check outstanding documents.
(Action: RL, immediately)

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

E0626/11 **Member Updates**
Members received updates from committee members not reported elsewhere on this agenda.

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

E0626/13 **Date of Future Meetings**
Members noted the next meeting of this committee is scheduled for Tuesday 16th June for a de-brief post event.

Meeting closed: 20:25

Cllr Catherine Dente
Chair

Positive Feedback

No.	Comment
1	<p>(Matt / Fenland Adventure) I just wanted to say congratulations to you and all involved with the organisation of the carnival yesterday, it was absolutely fantastic!</p> <p>The climbing wall was busy from start to finish, it was great to see so many people wanting to have a go.</p>
2	<p>(Mark Clouting) Fantastic. Well done Diss! A lot of work from very few people. You all deserve a congratulations. Now you will find the haters and the ones who do nothing but criticise – Sod em. Well done to everyone involved. A special thanks to the sunshine for putting in a welcome appearance!</p>
3	<p>(Emma Huang / Tai Chi) It was fun. I enjoyed it. Thank you very much for giving me the chance to perform.</p> <p>The people at Park Radio are very kind and helpful. I forgot to say thanks to them before I went. It would be very kind of you if you could help to pass my appreciation to them. Thank you.</p>
4	<p>(David Whatley) Dear Robert, may I congratulate you and all the DTC staff for organising a great event.</p> <p>The parade was well led from the front, and your team were in evidence all over the park.. Like a Five ring circus..... it was a success.. It must have taken a lot of planning.</p>
5	<p>(Phil Catchpole) Just wanted to say ‘what a brilliant Carnival’ well done to you and your team, hard work much appreciated.</p>
6	<p>(Rosedale) We want to say a massive thank you to everyone who came to see us at our Teddy Tombola at Diss Carnival, and to those who kindly donated soft toys to be rehomed, our colleagues who ran the stand (and Diss Town Council for placing us next to Brownie and the Bean 😊) Thanks to you, we raised over £200 🙌 for Waveney SHIMS, Suffolk Help in MS, we couldn't do it without you!</p>
7	<p>(Beckford & Lewis) The Town was heaving today for Diss Carnival. Fabulous to see so many people lining the streets for the procession. We were proud to sponsor the event again this year.</p>
8	<p>(Diss Swim Centre/Otters) What a fantastic day at the Diss Carnival!</p>
9	<p>(Fully Loaded Fries) Thank you to @disscarnival for having us and for everyone who came to say hi and bought some #loadedfries from us!</p> <p>We had a year off last year due to scheduling conflicts, but we were so glad to be back in our hometown for the Carnival yesterday! Finished off perfectly by an awesome set by @prtyfunctionband 🎵 perfect end to a perfect day!! Diss, you didn't Diss-appoint!!</p>
10	<p>(Park Radio) A massive thank you to everyone who came along to Diss Carnival 2026.</p> <p>It was a great day and amazing to see so many people and friendly faces!</p> <p>Massive thank you to all involved and especially the event organisers who did an amazing job!!</p>
11	<p>Oxfam-Diss had a blast at Sunday's Diss Carnival!</p>

	Thank you to the organisers & stewards who run everything so well, thank you to everyone who came & supported and of course our wonderful team of shop volunteers-without whom nothing would be possible at our shop! ❤️
12	(South Norfolk Police) What a great time we had at the Diss Carnival at the weekend! We spoke to many of you about local issues and what we do, and had some protest gear the children could try on. It was wonderful to see so many members of the community turn out for it.
13	(Tilly/ DissCovered) I'm feeling extremely honoured that I won the Window Dressing Competition! It wouldn't be possible without the hard work and dedication of those amazing children of DISScovered Home-Ed Group! Well done boys and girls! Amazing effort ❤️ ❤️ ❤️ ❤️
14	Sonia Elvin – My puppy won most Handsome Dog. Thanks everyone for a great time at Diss Carnival!
15	(Marie/ Sniff Snuffle & Tug) Diss you are amazing 😊 we've had a fabulous day 🥰 it was so busy I didn't have time to take photos 🙈 Thank you so much to the carnival committee for such a well organised day and to each and everyone one of you who visited my stand and made a purchase for your doggo. I absolutely loved judging the dog show it was so hard to choose the winners but remember you all went home with the best dog 🐕 😊
16	(4 Paws Fun Dog Training Diss) What a brilliant day! Well done Diss Carnival! Thanks for asking me to organise the dog show. Entries were a total of £68, rounded up to £70 by Marie at Sniff Snuffle & Tug. All money will be taken to Suffolk Animal Rescue in the next week. Thank you so much!
17	(Roella Trudgill) Another great Diss Carnival – well done to all involved!
18	(Diss High School) Well done to all the organisers – it was a brilliant day!
19	(Nathan Howe) Fantastic day, glad to have been part of it with Park Radio
20	(Granny's Little Charms/ Keith Fatty) Brilliant day. Well organized as always- thank you for having us again!
21	(M&M Sweet Treats) Absolutely brilliant – thank you for a lovely day!
22	(Roger Shepherd) Well done everyone!
23	(Denise Elyot) So glad that the weather gods were happy today, great turn out, great atmosphere! Another successful Carnival day in Diss!
24	(Kuk Sool Won) A great afternoon for our first demo at Diss Carnival . Everyone did a fantastic job and a massive thank you again for coming and helping.
25	(Heywood Sports & Fitness) We had another fun day at Diss Carnival. Just wanted to say a massive thank you to everyone involved in the day.
26	(Vivien Matthews) It was a huge parade, great turnout and big fun day!
27	(Will Porteous / County Councillor for Diss and Roydon) Diss Carnival was most excellent this year. Loved the imaginations of some of the floats.

28	(Diss & District Camera Club / John Hutton) Congratulations to you and your team on another successful Carnival day. We are sifting through our hundreds of photos to select the best shots.
29	(Mark/ Dyers Diner & Coffee Shack) Just wanted to email you and say well done, yet again you have managed to put on a great carnival with a great turn out. Us at dyers diner and coffee shack have always loved the way it's run and supported. I feel us traders sometimes are quick to complain when something isn't right yet not to quick to say well done so please pass it on from us to all the volunteers and staff. Looking forward to working with you next year.
30	Baptist Church said it felt more relaxed this year... not as frantic.
31	(Society Alive) We at Society Alive want to say thank you for allowing us to participate in your Carnival. It was great fun and we look forward to joining you next year!
32	(Azure Bars) Thank you for having us at the Carnival this year. The staff when we arrive are always so helpful. We had a great time, and it was glorious weather! We would love to be a part of it again next year. Great feedback was given by everyone we spoke to, I hope you received the same too!
33	(Red Panda Crafts Norfolk) What an absolutely amazing day at Diss Carnival! We want to say a huge thank you to everyone who came along, stopped by our stall, and supported us with your purchases. We were so busy all day and are incredibly grateful for the support shown by our wonderful community. It was fantastic to be part of such a great event, with an amazing atmosphere from start to finish. Thank you to the organisers, volunteers, and everyone who attended and helped make the day such a success.
34	(Clerk) I felt that most members of the security team did a professional job. The steward allocated to the front of the procession had to manage traffic at Heywood Road as there was not Highways marshal in situ as we approached from Walcot Road. He then cleared the route in Mere St where several members of the public were blocking the path as well as the balloon seller and had to close the A1066 by Morrisons as again there were insufficient Highways personnel. When needing to escort a vehicle (M&M Sweet Treats) off the park, blocked in by a tree & vehicles by the Pavilion (they should have been next to pitch 47), security cleared the way alongside the trader. Note for future: consider cordoning off a vehicular exit route from Pavilion to Park Road.
35	(Clerk) The radios provided by Tripleguard were better, more reliable with a good range.
36	(Merryfields) All of our school leavers proudly represented Merryfields in this years Carnival. We had a wonderful time, blowing whistles and waving at our community. Huge thanks must go to Diss Town Council and the Carnival Committee. It was (as always) our favourite event of the year. Thank you for all your hard work. It was a triumph.
37	(PRTY Thank you to everyone that joined us at Diss Carnival on Sunday!

	<p>We had a great time and appreciate you dancing and singing with us as we closed the event! 😊</p> <p>Special thanks to Diss Town Council for having us and to Park Radio for helping with the sound!</p>
38	<p>(Cam's Creations) Wow, what an amazing day yesterday at Diss Carnival!!!!</p> <p>I am so happy that I have done really well and thank you to all my customers for truly one of the best days so far for this year!!!</p>
39	<p>(Jewellery Workshop) The Carnival was a great success!</p>
40	<p>(Stefan/ Hus Estates) The Carnival was great. You all done a really good job!</p>

Negative/Constructive Feedback

No.	Comment
1	<p>(Police) Experience has shown us that having a police presence close to a licensed premises/bar may not be positively received and our presence may have an impact or adverse effect on people's behaviour.</p> <p>Whilst we always try to commit our time to events such as these, and 99% of the time they go without issue, we can never fully foresee demand locally and if an incident requires our attendance, we may have to leave to assist. At other events we have attended, we have often been catered for to be close to an exit for this circumstance, so if this can be considered, it would be greatly appreciated.</p>
2	<p>Main Arena needs to be moved further away from funfair as this restricted space around the back of the arena for access to First Aid.</p>
3	<p>Unless we have been told about additional vehicles for stallholders, there should only be 1 car per stall for setting up. Oxfam had 4 cars on site to set up their stall.</p>
4	<p>Security was asked multiple times to move 'Spiderman' from impacting other entertainment acts but stood back watching, doing nothing. One of them actually took his mobile phone out and was laughing/filming Spiderman dancing close in front of PRTY during their performance after we had flagged this up. 'Spiderman' also gatecrashed the main arena during the Tug of War Competition – he climbed the entry rope and started taking over the competition - not one security guard removed him from the arena. This should not have been allowed to happen. It could have happened during the bike show which would've been a serious health and safety issue! For future reference, security steward needed by entrance to main arena and pavilion areas at all times during performances.</p>
5	<p>Balloon Occasions stall who were positioned behind Wonky Donkey's bar and pimms bike was not happy about the generator set up right behind their pitch. He complained it was very noisy and unsafe. He was very rude to Wonky Donkey and Kimberley during the set up, despite our attempts to adjust his pitch so he could park his van in between to block the sound. He also complained to Sue when Fraser asked him to move his van as it was in the way. He also joined the procession crowds on Mere St to sell his wares. We will not be accepting his stall in future.</p>
6	<p>End of procession route needed security/marshalls to stop crowds standing on Park Road outside Thatchers Needle to watch the parade. Merryfields said they always park in the Bus Station after the</p>

	parade but we hadn't been notified of this. There were big crowds at the end of the procession causing difficulties to manoeuvre lorries into the Bus Station. RBL had two vehicles going onto the park next to the MUGA at end of parade but were only meant to have 1. They blocked the fire engine's space. Great difficulties keeping crowds back to get fire truck on park once RBL had moved. Security steward needed at entrance and exit to bus station for future.
7	Elsie's Pizza didn't turn up – we received an email the day before saying their van had broken down but they would see us in the morning.
8	Funfair ride owners completely changed what had already been agreed with Robert and Larry. They insisted rides were put onto the grass area next to the car park (behind main arena) which we had not factored in on our site map as this wasn't agreed in advance.
9	Tikka Tonic said their set up was 5m x 2.2m but with the tow bar, they are larger than this. Andy Rackham commented that they should've paid for a larger pitch as the measurements are not accurate. We were fortunate that they were positioned on an end so we could accommodate them but if they were 'penned in' between two stalls, this would not have fitted in the marked space.
10	When some stallholders arrived, they parked their vehicle over someone else's marked pitch rather than next to it. Stewards should have checked that they were not impacting anyone else's pitch as they arrived. Kimberley had to ask several to move.
11	Fire Engine insisted they needed to be parked in the procession entrance to the park for a quick getaway if required (as per Police). Consider stall positioning in this area as there was an insufficient gap between the 'open' appliance and the neighbouring stall which also had haybales surrounding it.
12	Kingsley Homecare and Palgrave Players did not arrive for the procession. Total entrants 16 versus 25 in 2025.
13	16 local businesses entered the window display competition versus 20 last year.
14	8 Carnival sponsors totaling £1,854 in 2026 versus 14 in 2025 totaling £3,667.
15	Income generated through car boot, cake sale, raffle & bucket collections totaled £1,377 versus £2,527 in 2025.
16	The parade missed the brass band at the front which can be heard from a distance marking the procession is on its way. Unfortunately, the usual entrant was unavailable this year & Park Radio kindly stepped in but it was not the same. Ensure we source an equivalent live 'band' in future years early.
17	Stallholder paperwork and payments were still being chased far beyond the deadline given on the application form. For future, make it clear on the form that stalls are not confirmed until all documentation and payment is received. Stalls will be allocated on a first come first serve basis.
18	First of all I would like to congratulate Diss town council on a fantastic community event that was enjoyed by so many people. I however would like to bring a few things to your attention that I unfortunately wasn't happy with. Although this event is supported and enjoyed by many people and families, I feel the number of food vendors that were present was unnecessary, we all paid a large pitch fee to attend and too have so many other vendors fighting for business is unfair on us all.

I feel extremely disappointed that our truck, serving burgers and hot dogs was placed almost next door to another burger van serving the same food.

I also feel that we were placed so far away from the other food trucks that we missed out on the footfall of business that was clearly around the main arena.

I have worked out our costing, we made a very small profit of around £50 after our pitch fee, food costs and staff costs. I do feel extremely disappointed, that had I of known there had been so many other vendors i wouldn't of committed to the event.

I would appreciate you looking into this matter for me and considering a partial refund of my pitch fee.

Many thanks

Hannah mayhew / What The Truck

From: [Amy Bobbins](#)
To: [REDACTED]
Subject: Constructive Feedback Following Diss Carnival 2026
Date: 09 June 2026 14:51:02

Dear Carnival Team and Town Council,

Following the conclusion of this year's Carnival, I would like to offer some constructive feedback from both a procession participant and performer perspective.

Firstly, I would like to acknowledge the enormous amount of work that goes into organising an event of this scale. I appreciate that many hours are invested by staff and volunteers throughout the year, and I recognise that delivering a community event presents significant logistical and financial challenges.

Having supported Diss Carnival for seven consecutive years (with the exception Covid) of, providing professional performances in the arena free of charge, I feel I am in a unique position to comment on some of the changes I have observed over time.

My feedback is offered in the spirit of helping the Carnival continue to grow and succeed.

Sound Quality

The most significant issue for us this year was the sound system within the arena.

As performers, we rely heavily on the quality and reliability of the audio equipment provided. Unfortunately, the sound quality this year was noticeably poor. Throughout our performance, speakers crackled, distorted and failed to deliver clear sound. This had a significant impact on the overall presentation, Tribe atmosphere and overall audience experience.

A professional feeling/looking performance needs the equipment supporting it to be great quality and to work well for the performers, I understand we were not the only performers to feel that sound set up wasn't up to the standard of past years.

As you will appreciate considerable time and effort goes into rehearsals,

choreography and preparation, yet much of that work felt undermined by technical issues that were beyond our control.

In all the years we have participated, I cannot recall the sound quality being as problematic as it was this year. It was disappointing for performers, frustrating for audiences, and ultimately detracted from what should have been one of the highlights of the day's entertainment.

Lack of Atmosphere Within the Arena

Another noticeable difference this year was the atmosphere within the arena.

Historically, the arena has felt vibrant, engaging and exciting. This year, there appeared to be little continuity between performances and activities.

The absence of a dedicated compère or presenter was particularly noticeable. A good compère keeps energy levels high, introduces acts, engages the crowd and creates momentum throughout the day. Without this, there were periods where the arena felt flat and disconnected.

Entertainment alone cannot create atmosphere. It requires someone actively drawing people together and creating excitement around what is happening.

Arena Space

The arena itself also appears to become smaller each year. (I'm not sure if this is correct or just that it's situation was different this year...)

Whilst I appreciate there may be logistical reasons for this, the reduced footprint impacts both performers and spectators. It creates limitations for displays, demonstrations and performances and reduces the sense of occasion that the arena once provided.

The arena should feel like the heart of the Carnival. Increasingly, it feels constrained. Again... it may have just been location and not physically smaller than last year?

Business and Community Engagement

It was also noticeable that there appeared to be fewer local businesses participating and supporting the event - mainly the procession.

As a local business owner myself, I believe there is an opportunity to review how businesses are engaged and what incentives exist for them to become involved.

Strong local business participation not only supports the event financially but also contributes significantly to atmosphere, community spirit and visitor experience.

Preserving the Magic of the Carnival

On reflection - perhaps the overarching observation is that some aspects of the event felt as though corners had been cut in an effort to reduce costs.

Whilst I fully understand the financial pressures faced by community events, some of these decisions appeared to come at the expense of atmosphere, presentation and visitor experience.

The Carnival has always been more than a collection of stalls and activities. It has traditionally felt magical, exciting and special.

This year, some of that magic felt diminished.

As someone who has proudly supported the Carnival for seven years, entirely free of charge, bringing professional performances, significant energy and enthusiasm year after year, I found this particularly disappointing.

My intention in providing this feedback is not to criticise but to contribute positively to future discussions about how the Carnival can continue to evolve and remain a flagship community event that people are excited to attend and support.

I remain passionate about Diss Carnival and hope these comments are received in the constructive spirit in which they are intended.

Carnival Budget 2026

Start With	£	9,808.23	£2750 from DTC, £7058.23 EMR Apr 26
Money In	£	9,960.84	Income from Carnival 2026
Money Out	£	13,679.87	Expenditure from Carnival 2026
Left over	£	6,089.20	balance for 2026

Event Date: Saturday 5th December 2026

Location: Diss Market Place

Event Times: 4.30pm – 7pm

Site Plan



Road Closure

- Market Place road closure from **2pm**.
- Parking spaces within the Market Place to be blocked off by Highways from **7.30am**.

Stage Location

- Stage to be positioned **in front of the Post Office**.

Market Place Trading Area

- Maximum capacity for **7 food and drink traders**.
- Food and drink vendors only (trucks where possible) – exceptions: Harris Hog Roast, First Aid

Charity and Community Stalls

- No charity stalls proposed within the main event area this year.
 - Churches and community groups wishing to undertake activities may do so independently but will be responsible for: Their own permissions and paperwork, Promotion and marketing of their activities.

Santa's Grotto

Proposed Change

Investigate relocating Santa's Grotto from the United Reformed Church to **No. 8 Market Place in downstairs café area / alcove.**

Potential benefits:

- Better integration with the main event.
- Reduced movement between venues.
- Increased footfall within the Market Place.
- Warm and dry waiting area
- Draws more footfall into No.8
- Café nearby to grotto

Actions

- **SR and RL** to speak with Alan Franks regarding available space within No. 8 Marketplace.
-

Running Order

4.30pm

- Event officially opens.
- Food and drink stalls commence trading.
- Santa's Grotto opens.
- Live entertainment on stage – recommended performer to contact: Graeme Syed/My Choir Rocks

5pm – "5 Carols at 5"

- Community carol singing led by church
- Location: Near to the Christmas tree

5.30pm

- Santa departs Grotto via the back of No. 8 Marketplace, getting straight into parade vehicle.
- Santa and the Mayor travel in a Christmassy-decorated RBL Jeep (subject to availability).
- Parade route to proceed via Mere Street into the Market Place.

Parade to include: Santa, Mayor, Dinsdale (walking), Panto cast (walking)

6pm

- Christmas Lights Switch-On, on stage.
- Santa returns to Grotto at No. 8 Marketplace immediately following switch-on.

6pm – 7pm

- Live music from Soundhouse (provisionally booked)
- Santa's Grotto continues operating in No.8.

7pm

- Event closes.

Christmas Tree & Lighting Opportunities

Christmas Tree Sponsorship

Approach Myhills to determine whether they would be willing to sponsor the Market Place Christmas tree, similar to their previous sponsorship of the tree outside the URC.

Additional Lighting Enhancements

Explore:

- Projection of Christmas light effects onto the frontage of No. 8 Marketplace.
- Positioning the Christmas tree on the veranda/balcony area outside the upper floor of No. 8 Market Place, subject to feasibility and safety considerations.

Actions Required

Stallholder Availability

Contact and confirm availability of:

- Harris Hog Roast
- Florencos
- Zaket Potato
- Debbie's Dinky Donuts
- Wonkey Donkey Bar
- Glow Lights & Balloons (walkabout seller)
- One additional food truck

Operational Checks

- Confirm First Aid provider availability.
- Check availability of:
 - Matt Smith (Santa)
 - RBL Jeep
 - Dinsdale, Mayor
 - Panto cast

Summary of Key Changes

1. Event concentrated within the Market Place.
2. Stage relocated to front of Post Office.
3. Food and drink traders only.
4. No charity stalls within main event footprint.
5. Santa's Grotto potentially relocated to No. 8 Marketplace.
6. Enhanced visual opportunities through tree placement and building illumination.

These changes aim to create a more compact, engaging and visitor-friendly Christmas Lights Switch-On event while simplifying event management and logistics.