



**Town Clerk**  
Mrs S. Villafuerte-Richards (CiLCA)

**Our Ref:** E 10.02.26  
**Date:** 05.02.26

**Committee Membership:**

S. Brazier, M. Cotton, Cllr D. Craggs, Cllr C. Dente, E. Forsdyke, J. Grint, S. Hurst (Finance)  
K. Jaynes (Marketing & Promo), Cllr S. Kiddie, R. Ludkin (H&S), G. Pagan, A. Rackham,  
B. Rogers, Cllr L. Sinfield, S. Villafuerte-Richards, G. Waterman

**For Information:**

Councillors S. Browne, A. Kitchen, K. Murphy, R. Peaty, J. Robertson (ex-officio),  
J. Welch,

Diss Express

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

**Telephone:** 01379 643848  
**Email:** [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk)

## NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Events Sub-Committee** to be held in the **Council Offices** on **Tuesday 10<sup>th</sup> February 2026 at 7pm** to consider the business detailed below.

Town Clerk

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### Agenda

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**
  - a) To approve the minutes of the last meeting held on 20<sup>th</sup> January 2026 (copy details herewith).
  - b) To approve the notes of the Christmas Lights Switch-On debrief meeting held on 15<sup>th</sup> January 2026 (copy details herewith).
3. **Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
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 of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
6. **Infrastructure**  
To receive an update on infrastructure for Diss Carnival 2026 (copy details herewith).
7. **Applications and Forms**
  - a) To review the stallholder and procession entrant application form & risk assessment (copies herewith).
  - b) To note that the Terms and Conditions, Bar Tender Document & Entertainer Agreement will be considered by Full Council on 11<sup>th</sup> February.
  - c) To review the updated Sponsorship Form (copy herewith).

**8. Finance**

To review a full break down of income and expenditure from Diss Carnival 2025 (copy details herewith).

**9. Entertainment**

- a) To receive an update on entertainment for Diss Carnival 2026.
- b) To review a quote for an event compere (copy herewith).

**10. Committee Task List**

To review the committee task list and note outstanding tasks for members (copy details herewith).

**11. Dinsdale Duck Trail**

To consider a proposal for a Dinsdale Duck Trail (copy herewith).

**12. 'DISS' Letters**

To consider a request from Diss Youth Group to redesign the DISS letters on the MUGA to fit this year's sports theme (copy herewith).

**13. Christmas Lights Switch-On**

To agree a date for the Diss Christmas Lights Switch-On 2026 and discuss the format.

**14. Member Updates**

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

**15. Date of Future Meeting**

To note the next meeting of this committee is scheduled for Tuesday 10<sup>th</sup> March 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>

<https://disstowncouncil.sharepoint.com/sites/DTCDoc/Events/Agenda> and Minutes/Agendas/Events Committee  
10.02.26 NoM.docx

# 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 20<sup>th</sup> January 2026** at **7.00pm**.

In attendance:      Members:      S Brazier, M Cotton, Cllr D Craggs, Cllr C Dente, E Forsdyke, J Grint,  
S Hurst (Finance), K Jaynes (Marketing & Promo), Cllr S Kiddie,  
R Ludkin (H&S), A Rackham, B Rogers, Cllr L Sinfield,  
S Villafuerte-Richards, G Waterman

### **E0126/01      Election of Chairman**

Members considered the election of a Chair of the Events Sub-Committee 2026. It was

**Resolved:** to elect Cllr C Dente as Chair for 2026.

**(Action: immediately)**

### **E0126/02      Apologies**

Apologies were received from Gabrielle Pagan prior to the meeting although this email was read post meeting.

Members noted that Suzanne Kayne, previous Chair of the Christmas Lights Committee, has now resigned and was thanked for many years of dedication to this event for the town.

### **E0126/03      Election of Vice-Chair**

Members considered the election of a Vice-Chair of the Events Sub-Committee 2026. It was

**Resolved:** to elect Cllr L Sinfield as Vice-Chair for 2026. Members noted Cllr Sinfield can support in the lead up to the event but is unable to attend on the day of the event.

**(Action: immediately)**

### **E0126/04      Minutes**

Members received the minutes of the first Carnival meeting held on Tuesday 4<sup>th</sup> November 2025. It was

**Resolved:** To approve the minutes of the first Carnival meeting held on Tuesday 4<sup>th</sup> November 2025 as a true record and were signed by the Chair.

**(Action: KJ to undraft minutes on website, immediately)**

Members noted that the notes of the Christmas Lights Switch-On debrief meeting held on 15th January 2026 will be included on the next agenda.

### **E0126/05      Declarations of Interest**

There were none.

### **E0126/06      Public Participation**

There were no members of the public in attendance.

### **E0126/07      Items of Urgent Business**

There were no items of urgent business raised.

### **E0126/08      Committee Membership**

Members confirmed committee members for the Events Committee 2026. All members are present and Gabrielle Pagan will attend future meetings as a member of the committee.

### **E0126/09      Committee Roles**

Members considered committee roles for the Events Sub-Committee for 2026.

In addition to administrative, marketing, infrastructure and finance roles (covered by Diss Town Council office staff), the following roles remain to be filled: Community Partnerships Liaisons, Volunteer Coordinators, Entertainment Coordinators.

George Waterman and Emily Forsdyke agreed to be Entertainment Coordinators.

Cllr L Sinfield agreed to be a Community Partnerships Liaison, with support from Sue Brazier, Mary Cotton and Bob Rogers.

Cllr S. Kiddie will assist where possible remotely, particularly with procession guidance.

The Volunteer Coordinator role remains unfilled. Members were encouraged to consider whether they would be willing to take this role and advise at the next meeting.  
It was

**Resolved:** To appoint George Waterman and Emily Forsdyke as Entertainment Coordinators for Diss Carnival 2026.

To appoint Cllr Sinfield as Community Partnerships Liaison and Sue Brazier, Mary Cotton and Bob Rogers as support.

**(Action: immediately)**

**E0126/10**

**Finance**

Members noted the starting balance for Diss Carnival 2026 as £9,808.23. A more detailed break down of income and expenditure from Carnival 2025 will be included in the next agenda.

**(Action: SH, by 05.02.26)**

**E0126/11**

**Entertainment**

Members discussed entertainment ideas for Diss Carnival 2026.

Ideas included:

- Climbing wall (£750 for 6 hours)
- 2nd Diss Scout Group regarding archery equipment
- Approaching local sports/games clubs who may provide "have a go" activities
- Mini-golf, disco duck hunt, shooting range games packages
- Giant outdoor games/ MTM Youth Services\*, gladiator style, sumo wrestling (Man Vs Mayor)
- Hobby horse racing with adults ("Grand National" style)
- Giant stilt walkers with sporting themes
- Sports personality walkabout lookalikes

JG (Park Radio) agreed to lead on the Pavilion entertainment music schedule and will research performers.

**(Action: JG, by next meeting)**

\*SV-R suggested contacting Julia Fairbrother at MTM Youth Services regarding availability of giant games.

EF will explore quotes for giant games packages and report back to next meeting.

**(Action: EF, by next meeting)**

SV-R will speak to Diss Otters regarding potential involvement in the procession.

**(Action: SV-R, by end of Feb 2026)**

Members discussed the possibility of holding mini sports day activities in the arena and approaching local schools to put forward teams for arena. Could consider adults participating too.

Committee discussed alternative options to a traditional funfair, to be considered further at a future meeting.

Consideration was given to the Fun Dog Show and how this could possibly be set up in a different area of the Park. Members noted this is a popular attraction for visitors but it does take up a lot of time in the arena, leaving less time for other entertainment acts.

Heywood Sports / Amy Bobbins Tribe All usually do a themed dance performance in the arena.

**(Action: EF/GW to make entertainment enquiries, by next meeting)**

**E0126/12**

**Infrastructure**

Members considered infrastructure requirements for Diss Carnival 2026.

Robert Ludkin to review the infrastructure task list and begin sourcing quotes for security, radios, first aid provision and alternative options for traffic management.

**(Action: RL, by next meeting)**

James Grint to provide a quote for sound provision in the Pavilion and arena.

**(Action: JG, by next meeting)**

Andy Rackham advised that Alex can again provide contractor generator usage for food stalls, as per previous years. Food stalls requiring contractor generators should be grouped along Park Road, as this has worked well previously.

**E0126/13**

**Applications and Forms**

Members noted the review of updated application form, Ts & Cs, risk assessment form and bar tender form will be moved to the next meeting on 10<sup>th</sup> February. KJ to add logo in and review forms.

**(Action: KJ, by next meeting)**

**E0126/14**

**Sponsorship**

Members reviewed the existing sponsorship packages.

Members felt a digital programme would be better. A QR code could be printed on a which links to the digital programme with sponsor adverts included. This would reduce the amount of paper being printed and associated delivery costs.

Park Radio could do sponsor shoutouts in the lead up to event as an additional perk for platinum sponsors.

KJ to update sponsor packages form for review at the next meeting.

**(Action: KJ, by next meeting)**

**E0126/15**

**Promotion**

Members viewed the theme teaser video for social media, to be released in the next week.

KJ will replace the Carnival logo at the end of the teaser video with the circular logo created on Canva and update forms with new logo.

**(Action: KJ, by next meeting)**

**E0126/16**

**Member Updates**

There were none.

**E0126/17**

**Date of Future Meetings**

Members agreed the following future meeting dates with a 7pm start:  
10th Feb, 10th Mar, 14th Apr, 12th May, 2nd June 2026 (run-through).

**(KJ add meetings to calendars, immediately)**

Meeting closed:

20:37

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CLlr Catherine Dente  
Chair

## Christmas Lights Debrief Meeting

15<sup>th</sup> January 2026

Notes were made from some of the committee members on improvements and successes of previous Christmas Lights Events.

Attendees: -Suzanne Kayne, Andrew Rackham, Gabriel Pagan and Robert Ludkin.

### 1. Punch and Judy

Not to have Punch and Judy again in the URC Church but may be good at the Carnival.

### 2. Santas Grotto

Santas Grotto a big success with the children but could be held in the back room Lenton Room and not at the front in the Derry Room as previous years at the URC Church.

### 3. Santa

Matt from Park Radio was a great Santa but he did say that he will be away possibly at the end of November beginning of December so would need to check dates with him if wanted to use again this year as Santa.

### 4. Staging

There were issues with the new staging especially with sound quality and height of speakers and was mentioned that more lights on the performers on stage were needed so that they could be seen.

### 5. Performers

With several performers it was suggested that more setting up gaps were needed allowing performers to complete their session and not to have to cut them short.

### 6. Timing of Event

Last year's event was put on later but again it wasn't until about 4.30pm / 4.45pm it started to get busy which was sad for the earlier performers who were singing to themselves. Suggestion was to only have a about a 2-hour slot but costs for staging and getting stalls in for 2 hours would seem expensive for such a short event.

Suggestions were perhaps having singers at the top of the steps at No 8 performing with lights on them singing Christmas Songs etc with speaker's which would be set up higher because of the different height levels.

This would be a big cost saving and not such a health and safety issue especially with the weather and the staging setup.

### 7. Parade

All agreed that the children and parents loved the parade and seeing Santa arrive on the Fire Engine.

It was mentioned last year that the Fire Engine needs a lot of money spent on it so last year may be the last time it could be used.

Suggestions were to keep the parade and look for an alternative replacement for the Fire Engine or Rotary's sleigh.

It was mentioned that there was a tractor run last year where the tractors were decorated up with lights etc so perhaps a tractor could be used this year instead or something else to transport Santa. Normally The Mayor of Diss travels as well with Santa which he may not be able to do on a tractor.

### 8. Switch On

Switch on could be from the outside of No 8 as well.

### 9. Corn Hall Pantomime Cast.

It was mentioned that as part of their contract this year it was going to be written in that they attend the switch on and Parade. This would have to be sorted with Lee and the Ryan the director of the panto well before the event depending on this year's event arrangements.

#### 10. Stalls

Over the years due to the weather and safety nearly all stalls that attended were trailer or vehicle stalls which seemed to stay more grounded in the winds than gazebos and that was why food stalls were asked and not gift stalls plus in the busiest time due to the area getting so full with people the stalls have to be limited within the Market place area to accommodate them all.

It was also mentioned that feed back from stall holders would be good to get their views on trading times and if they made a profit at the busiest times.

#### 11. Security

Noted that security was good especially with more of them on site especially at the Parade.

Any major issues found on the day Police to be contacted as soon as possible.

#### 12. Radios

The radios and earpieces were not that good, and suggestions were to perhaps buy our own.

#### 13. South Norfolk Truck

The South Norfolk Truck was perfect for a base for lost children and green room and place to rest during the day with heaters etc if needed.

#### 14. Photographer

The photographer was found to be very good, but more photos were needed in the URC and St Marys Church.

#### 15. Meres Mouth

Larry Grays fair is normally at Meres Mouth, but every year seems to be a problem, and he hardly has anything turn up on the day and he leaves all his paperwork to the last minute.

Recommendations were to contact Eye Council who uses a different fairground family and see what they can offer if needed in the future.

#### 16. Charity Stalls in St Marys Church

Due to new Bishops being appointed at the Church permission would be needed if wanted to carry on with stalls in the Church on the event day and if so recommended better signage on the day for the stall holders.

#### 17. Road Closure

The road closure for this event is normally for 7.30am to stop cars parking within the area and on the sides of the road but by doing this someone has to attend all times to allow shop keepers to park and for emergency vehicles to get through.

So, if the event is later this needs to be addressed to save on labour times and the parking of vehicles on the day within the area.

# APPLICATION FORM

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

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

The theme this year is:

**GAME ON DISS!**

Please complete and return form to Diss Town Council Offices or email  
[carnival@diss.gov.uk](mailto:carnival@diss.gov.uk)



## PART 1: Your Information

Name:		Organisation:	
Address:			
Tel:		Email:	

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

## PART 2: Stallholders

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

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

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

## Stall Fees (prices inclusive VAT)

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

## Charity Pitches

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



## PART 3: Procession

	Yes /No	
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle taxed, insured and does it have a valid MOT?		Please provide signature as confirmation:
All participants are responsible for having their own Public Liability Insurance & Risk Assessment		Please provide signature as confirmation:

1. Procession entrants only: Throwing objects from vehicles is not allowed. Freebies/sweets must be handed out on foot. Only collection buckets for the organising committee are permitted on the parade route.
2. By attending, Carnival procession participants acknowledge that they and their floats may be photographed or filmed for Event promotion. You may opt out of promotional use by notifying the Council in writing prior to the Event, however no exemption can be granted for filming/photos by members of the public at the event.

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

**All stall applications will be reviewed on 10<sup>th</sup> March** and we will contact you to confirm if you have been successful.

**Procession entrants: Apply by 30<sup>th</sup> April 2026.**

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

**Telephone:** 01379 643848      **Email:** [carnival@diss.gov.uk](mailto:carnival@diss.gov.uk)

### **Privacy Notice**

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

Email ☐ Telephone / SMS ☐

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

For further information, please refer to our GDPR Policy at [www.diss.gov.uk](http://www.diss.gov.uk).

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

**Like our Facebook page for event updates:** [www.facebook.com/DissCarnival/](https://www.facebook.com/DissCarnival/)

## EVENT RISK ASSESSMENT FORM – DISS CARNIVAL 2026

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

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

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

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

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

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

<b>Signature:</b>		<b>Print Name:</b>		<b>Date:</b>	
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Risk assessments undertaken by Facilities & Buildings Manager and authorised by the Town Clerk.

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

## YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

Email:

## PAYMENT OPTIONS:

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



**Thank you for supporting Diss Carnival!**

	ESTIMATED GROSS	NET	VAT	TOTAL Gross INCOME	Date Paid	Receipt /Po No
<b>FUNDRAISING</b>						
Carnival Cake Sale 26.04.2025 (inc Card)	£ 391.50	£ 391.50	£ -	£ 391.50	28.04.2025	15346
Carnival Car Boot Sale 27.04.2025	£ 352.50	£ 352.50	£ -	£ 352.50	28.04.2025	15347
Carnival Raffles Ticket sales 26th/27th April 2025 (inc Card)	£ 212.00	£ 212.00	£ -	£ 212.00	28.04.2025	15348
Carnival Raffle Tickets 09.05.2025 (inc Card)	£ 230.00	£ 230.00	£ -	£ 230.00	09.05.2025	16114
Carnival Raffle Ticket Sales 23.05.2025	£ 86.00	£ 86.00	£ -	£ 86.00	09.06.2025	16115
Carnival Raffle Ticket Sales - Sue Kiddie	£ 192.00	£ 192.00	£ -	£ 192.00	09.06.2025	16116
Carnival Raffle Ticket Sales 06.06.2025 (inc Card)	£ 118.00	£ 118.00	£ -	£ 118.00	10.06.2025	16117
Carnival Raffle Ticket Sales 08.06.2025 (Inc Card)	£ 826.00	£ 826.00	£ -	£ 826.00	10.06.2025	16119
Carnival Donations Buckets	£ 119.04	£ 119.04	£ -	£ 119.04	12.06.2025	16120
Funfair Income - Larry Gray	£ 500.00	£ 500.00	£ -	£ 500.00	23.06.2025	16129
	£ 3,027.04	£ 3,027.04	£ -	£ 3,027.04		
<b>SPONSORSHIP</b>						
Pearce & Kemp Ltd	£ 100.00	£ 83.33	£ 16.67	£ 100.00	03.03.25	V-1166
Larter & Ford	£ 100.00	£ 83.33	£ 16.67	£ 100.00	07.02.25	V-1172
Beckford & Lewis	£ 100.00	£ 83.33	£ 16.67	£ 100.00	27.02.25	V-1171
Robert Rogers	£ 100.00	£ 83.33	£ 16.67	£ 100.00	14.02.25	V-1176
Phoenix Events (East) Ltd	£ 200.00	£ 166.67	£ 33.33	£ 200.00	Contra	V-1167
Reads Property Developments	£ 200.00	£ 166.67	£ 33.33	£ 200.00	28.02.25	V-1175
Adkins Opticians	£ 200.00	£ 166.67	£ 33.33	£ 200.00	07.03.25	V-1177
Priory Healthcare	£ 200.00	£ 166.67	£ 33.33	£ 200.00	25.04.25	V-1184
Baileys Fish & Chips	£ 450.00	£ 375.00	£ 75.00	£ 450.00	05.02.25	V-1168
King & Co Lettings	£ 450.00	£ 375.00	£ 75.00	£ 450.00	05.02.25	V-1169
Dipple & Conway	£ 450.00	£ 375.00	£ 75.00	£ 450.00	04.03.25	V-1173
Lexham Insurance	£ 450.00	£ 375.00	£ 75.00	£ 450.00	19.02.25	V-1174
Susan Whymark Funeral Directors	£ 450.00	£ 375.00	£ 75.00	£ 450.00	20.03.25	V-1179
Minors & Brady	£ 950.00	£ 791.67	£ 158.33	£ 950.00	11.03.25	V-1178
<b>TOTAL SPONSORSHIP</b>	£ 4,400.00	£ 3,666.67	£ 733.33	£ 4,400.00		
<b>STALLAGE</b>						
Prettys Wax	£ 60.00	£ 60.00	£ -	£ 60.00	20.03.25	16008
Susan Whymark Funeral Services	£ 120.00	£ 120.00	£ -	£ 120.00	20.03.25	16009
Café Espresso	£ 240.00	£ 240.00	£ -	£ 240.00	20.03.25	16010
Grannys Little Charms	£ 60.00	£ 60.00	£ -	£ 60.00	20.03.25	16011
Real Henna Tattoos	£ 120.00	£ 120.00	£ -	£ 120.00	20.03.25	16012
Simonds Transport Made Simple	£ 120.00	£ 120.00	£ -	£ 120.00	21.03.25	15345
Spie Jewels	£ 60.00	£ 60.00	£ -	£ 60.00	21.03.25	16014
Gilyatt Designs	£ 120.00	£ 120.00	£ -	£ 120.00	21.03.25	16015
Diss Bowls Club	£ 120.00	£ 120.00	£ -	£ 120.00	21.03.25	16016
Jens Bakes	£ 120.00	£ 120.00	£ -	£ 120.00	25.03.25	16021
Sniff, Snuggle & Tug	£ 60.00	£ 60.00	£ -	£ 60.00	26.03.25	16022
Suffolk Village Ciders	£ 120.00	£ 120.00	£ -	£ 120.00	28.03.25	16024
Bounce Fitness	£ 120.00	£ 120.00	£ -	£ 120.00	31.03.25	16029
RAFA	£ 60.00	£ 60.00	£ -	£ 60.00	31.03.25	16030
Wonky Donkey	£ 350.00	£ 350.00	£ -	£ 350.00	31.03.25	16031
Designer Farmer Cat Ltd	£ 120.00	£ 120.00	£ -	£ 120.00	02.04.25	16033
Rosedale Funeral Home	£ 180.00	£ 180.00	£ -	£ 180.00	04.04.25	16035
ADA Baby Ltd	£ 120.00	£ 120.00	£ -	£ 120.00	07.04.25	16040
Azure Bar Ltd	£ 350.00	£ 350.00	£ -	£ 350.00	10.04.25	16042
Diss SA Scout Group	£ 60.00	£ 60.00	£ -	£ 60.00	14.04.25	16045
Dyers Diner	£ 180.00	£ 180.00	£ -	£ 180.00	15.04.25	16047
Away with the Fairies	£ 60.00	£ 60.00	£ -	£ 60.00	08.05.25	16081
Brownie & the Bean	£ 120.00	£ 120.00	£ -	£ 120.00	06.05.25	16076
Classic ice cream bike	£ 180.00	£ 180.00	£ -	£ 180.00	02.05.25	16070
Giorgia Gilbey Churros	£ 120.00	£ 120.00	£ -	£ 120.00	25.04.25	16055
Harris Hog Roast	£ 120.00	£ 120.00	£ -	£ 120.00	09.05.25	16084
Yellow Door Eats	£ 120.00	£ 120.00	£ -	£ 120.00	13.05.25	16088
Party in a box	£ 120.00	£ 120.00	£ -	£ 120.00	06.05.25	16072
the Durban Grill	£ 120.00	£ 120.00	£ -	£ 120.00	27.05.25	16099
Tikka Tonic	£ 180.00	£ 180.00	£ -	£ 180.00	15.05.25	16089
Priory Healthcare	£ 120.00	£ 120.00	£ -	£ 120.00	12.05.25	16087
The Bucket list Chips	£ 180.00	£ 180.00	£ -	£ 180.00	29.05.25	16102
German Sausage S7K Tasty Treats	£ 120.00	£ 120.00	£ -	£ 120.00	06.05.25	16077
Sweets & Treats	£ 120.00	£ 120.00	£ -	£ 120.00	30.05.25	16103
Diss Churches Together	£ 60.00	£ 60.00	£ -	£ 60.00	02.06.25	16108
Oxfam	£ 60.00	£ 60.00	£ -	£ 60.00	07.05.25	16079
Karen Aris	£ 60.00	£ 60.00	£ -	£ 60.00	23.05.25	16096
<b>TOTAL STALLAGE</b>	£ 4,720.00	£ 4,720.00	£ -	£ 4,720.00		
<b>TOTAL INCOME Actual</b>	£ 12,147.04	£ 11,413.71	£ 733.33	£ 12,147.04		
<b>EMR from April 2025</b>	£ 5,441.93	£ 5,441.93	£ -	£ 5,441.93		

Council Contribution for 25-26	£	2,750.00	£	2,750.00	£	-	£	2,750.00		
<b>TOTAL INCOME to Budget so far</b>	£	<b>20,338.97</b>	£	<b>19,605.64</b>	£	<b>733.33</b>	£	<b>20,338.97</b>		
<b>EXPENDITURE</b>										
<b>PROMOTIONAL</b>										
Distribution of Carnival programmes - Falcon	£	660.00	£	550.00	£	110.00	£	660.00	15.05.25	DTC6827
Sponsor Banners x 6 - Fatstickman	£	504.00	£	420.00	£	84.00	£	504.00	30.04.25	DTC6822
Photographer - Charlie Scott Bell	£	200.00	£	200.00	£	-	£	200.00	15.11.24	Carried Over
Photographer - Charlie Scott Bell	£	50.00	£	50.00	£	-	£	50.00	30.06.25	DTC6789
Programmes x 5100 copies T&C Printers	£	719.00	£	719.00	£	-	£	719.00	30.04.25	DTC6789
<b>PROCESSION</b>										
Road Closure Application	£	45.00	£	45.00			£	45.00	01.04.25	N/A
Parade Plaque Engraving	£	14.00	£	14.00			£	14.00	31.03.25	DTC6795
East Angles Brass Band	£	675.00	£	675.00	£	-	£	675.00	13.06.25	DTC6792
Core Highways Traffic Management	£	1,032.72	£	860.60	£	172.12	£	1,032.72	13.06.25	DTC 6791
							£	-		
<b>FUN DAY</b>										
Mervyn Lambert Plant Ltd - Portaloo Hire	£	840.00	£	700.00	£	140.00	£	840.00	30.06.25	DTC6776
Mary Moppins Ltd - Additional Loo Cleaning	£	153.00	£	127.50	£	25.50	£	153.00	30.06.25	DTC6777
Mervyn Lambert Plant Ltd - Extra Portaloo Hire	£	120.00	£	100.00	£	20.00	£	120.00	30.06.25	DTC6781
Paul Preston Mills - Compere	£	240.00	£	240.00	£	-	£	240.00	02.06.25	DTC6782
F.A.S.T - First Aid	£	200.00	£	200.00	£	-	£	200.00	06.09.25	DTC6785
Phoenix Events East Ltd	£	1,185.00	£	987.50	£	197.50	£	1,185.00	02.06.25	DTC6786
Phoenix Events East Ltd - Credit for 3 faulty Radios	-£	39.78	-£	33.15	-£	6.63	-£	39.78	28.11.25	CREDIT
Diddy Long Legs Stilt Walker	£	150.00	£	150.00	£	-	£	150.00	13.06.25	DTC 6793
Tony Story Horsebox Photobooth	£	500.00	£	500.00	£	-	£	500.00	14.03.25	DTC 6794
Mikes Audio and Visuals Arena Sound Support	£	870.00	£	870.00	£	-	£	870.00	01.04.25	DTC 6802
Foolhardy Circus	£	600.00	£	600.00	£	-	£	600.00	15.05.25	DTC6803
Bollywood Sparkles	£	100.00	£	100.00	£	-	£	100.00	01.04.25	DTC 6797
Storm in a Teacup	£	450.00	£	375.00	£	75.00	£	450.00	15.04.25	DTC6809
Dan The Hat	£	600.00	£	600.00	£	-	£	600.00	02.06.25	DTC 6824
Kinetic Adventure	£	400.00	£	400.00			£	400.00	13.06.25	DTC6807
Find a Performer	£	989.00	£	989.00			£	989.00	02.06.25	DTC6829
Statue People	£	250.00	£	250.00			£	250.00	13.06.25	DTC 6834
Raffle Tickets 4U.com	£	39.54	£	32.95	£	6.59	£	39.54	08.04.25	DTC6806
Kenninghall Morris Dancers	£	70.00	£	70.00			£	70.00	02.06.25	DTC6825
Baptist Church Free Activities for children	£	100.00	£	100.00			£	100.00	13.06.25	DTC6821
Sakari the Juggler	£	181.39	£	181.39			£	181.39	13.06.25	DTC6830
Fair Green Neighbourhood Association	£	200.00	£	200.00	£	-	£	200.00	15.05.25	N/A
Park Radio Pavilion Hosting	£	250.00	£	250.00			£	250.00	02.06.25	DTC6839
Raffle First Prize Cash	£	250.00	£	250.00	£	-	£	250.00	08.06.25	CASH
Sue Kiddie - Refreshments for Volunteers	£	121.55	£	121.55			£	121.55	13.06.25	N/A
Sarah Expenses - Flags & Globes	£	172.07	£	172.07	£	-	£	172.07	23.05.25	N/A
Soundhouse Band	£	500.00	£	500.00	£	-	£	500.00	28.11.25	DTC6901
<b>TOTAL EXPENDITURE</b>	£	<b>13,391.49</b>	£	<b>12,567.41</b>	£	<b>824.08</b>	£	<b>13,391.49</b>		
<b>SUMMARY - Carnival 2025 Finances</b>										
<b>TOTAL INCOME</b>	£	12,147.04	£	11,413.71	£	733.33	£	12,147.04		
<b>EMR from April 2025</b>	£	5,441.93	£	5,441.93	£	-	£	5,441.93		
<b>Council Contribution for 25-26</b>	£	2,750.00	£	2,750.00	£	-	£	2,750.00		
<b>TOTAL EXPENDITURE</b>	£	13,391.49	£	12,567.41	£	824.08	£	13,391.49		
<b>REMAINING BALANCE GOING FORWARDS</b>	£	<b>6,947.48</b>	£	<b>7,038.23</b>	-£	<b>90.75</b>	£	<b>6,947.48</b>		



**From:** [REDACTED]  
**To:** [Carnival](#)  
**Subject:** 2026 Carnival  
**Date:** 16 January 2026 13:08:44

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Hi Kimberley,

I hope all's good with you in 2026 - cold, damp, wet, cold, hmmm...

Would I be correct in thinking that Diss Carnival is planned for June 7th this year?

Are you interested in confirming me to host the fun day again?

At the risk of over-assuming; I'd be asking for £250 as a fee for 2026. If that works for you and the committee, do let me know and I'll get it in the diary.

Have you decided upon a theme yet?

Thanks and best wishes

Paul

[REDACTED]

[REDACTED]



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Draft Roles and Responsibilities for Carnival 2026			
Task allocated to	Task detail	Date to be completed	Actions/notes
	<b>Operations</b>		
TBC	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	<b>Purchase orders to be created and emailed to the relevant suppliers below (quotes to be saved under Events /E Agenda/Meeting Date).</b>		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)	Jan-26	provisionally booked by RL via email to Sharon F.A.S.T. 22.1.26
	Order radios and security stewards (usually Phoenix - They drop off radios in the week before Carnival)	Jan-26	Quote received from Phoenix ready for committee review 22.1.26. Need at least one other quote as comparison (Clerk)
	Contact Core Highways to book in traffic management (£761.30 was 2025 quote)	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. Clerk comment - would like to explore quotes from other suppliers - TMO & Frontline are possibilities.
	Order 12 chemical toilets for Park (8) and High School (4) with transport	Jan-26	Quote received from Mervyn Lambert ready for committee review 22.1.26. Should consider a comparative quote (Clerk)
	Get quotes and book suitable sound support for the event. Enquire with Park Radio and Mike's Audio Visuals	Jan-26	RL emailed Mike's Audio Visuals & Park Radio for sound quotes 22.1.26. One quote received ready for committee review 21.1.26.
	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.
	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 (new contractor from 2026) on Carnival day	Jan-26	RL emailed new cleaning contractor C H Cleaning Services 22/01/2026 for quotes
	Book Photographer for Event (Charlie Scott Bell - 2025)	Jan-26	Sarah has contact Diss Camera Club regarding photography (they took good photos at Remembrance)
	Contact Morrisons and Tesco to get confirmation of free parking for event day	Jan-26	RL emailed Morrisons 22.1.26 to request car parking limits are taken off for Carnival day
	Source rope for main arena	Jan-26	Rope is in new cabin on park
	Buy red and white barrier tape, blue/red chalk paint and cable ties	May-26	
	Oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	Mar-26	

Task allocated to	Task detail	Date to be completed	Actions/notes
DTC ADMIN	Add the approved food stallholders & additional info to EMP	Mar-26	
Infrastructure/Health & Safety Officer	Give keys to staff to open toilet block first thing on Carnival day	Jun-26	
	Arrange for maintenance staff cleaning and jobs on the day.	Jun-26	
	Arrange for phs to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day	May-26	
	Get permission for a site that stallholders can leave their vehicles after unloading on park	Mar-26	fair green?
	Source 55 hay bales for Fun Day - Simon Callow used 2025 (North Lopham) to be delivered 7.30am on the day and collected first thing Monday	Apr-26	
	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	May-26	
Volunteer Coordinator	Organise and liaise with procession stewards for Carnival	May-26	
Volunteer Coordinator	Get permission for use of playgrounds at High School for parking	May-26	
DTC ADMIN	Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall.	Mar-26	
DTC ADMIN	Email all of the suppliers to confirm details of the day re arrivals, set up, parking etc	May-26	
	Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier	May-26	
<b>Volunteers &amp; Stewards</b>			
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	
<b>Stalls</b>			
Committee	Agree amount of pitches allowed and accept/decline applications, ensuring a good balance between charitable, commercial, food, drink and crafts (roughly 50 stalls).	Mar-26	
DTC ADMIN	Review and print stall applications, update master spreadsheet ready for committee consideration in March. Applicants will only be considered by committee when full paperwork received. Confirmation emails including payment details only to be sent to stallholders when full application, supporting paperwork has been received & with committee approval.	Feb/Mar-26	
	Update bar tender form and send out to all bar contacts	Feb-26	
	Chase up for stallholder paperwork	Apr-26	
	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Clerk	Apr-26	
	Create and laminate pitch number signs for stallholders and all other info signs needed for the park.	May-26	

Task allocated to	Task detail	Date to be completed	Actions/notes
	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	
	<b>Admin</b>		
DTC ADMIN & RFO	Complete NCC's Road Closure application form and send to streetworks. RFO to do payment	Feb-26	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.		
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	On agenda
	Arrange street collection agreement from SNC for carnival event and save permit when received	Mar-26	
	Book in Rialtus diary - cake stalls and car boot. Cake Sale 25th April, Car Boot 26th April.	Feb-26	2 people at least needed for running cake sales and car boot - Catherine, Sue K, Liz, George last year.
	Enquire with Park Radio (Matt & Katie were DBS in 2025) for the lost children's point at Carnival.	Feb-26	
	Letters to be updated and printed for Mount St residents x50, Walcot Road x50, Parkside Court x50 and Mere Street flats residents x50, ref Carnival parade / parking in car parks on the day	May-26	
Community Partnership Liaison Volunteers	Deliver above letters	May-26	
DTC ADMIN	Create road closure advanced notice signs to go up on individual parking bays on Market Place pre-warning people not to park there on Carnival day	May-26	
	Make sign to go on Park car park and display at least 14 days before the event at the Park Road Car Park, as per the licence from SNC. "This car park is closed to the public. Access for authorised vehicles only"	May-26	
DTC ADMIN	Order raffle tickets for prize raffle (instead of booze barrow). Check if lotteries license has been paid for raffle (usually covered by xmas lights one already)	Mar-26	
	Complete street collection return form after the event with proceeds of collection	Jul-26	form template saved on system
	Complete Statement of lottery Returns for Raffle	Jul-26	form template saved on system
	<b>ENTERTAINMENT</b>		
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	

Task allocated to	Task detail	Date to be completed	Actions/notes
	Create 2 x A3 laminated signs for 'children's pick up point' to go on MUGA for after procession	Jun-26	
Community Partnership Liaison Volunteers	Source a truck for escorting Mayor and Dinsdale in procession (Dave Hines chauffeured 2025)	Feb/Mar-26	
	Check Dave Hines' vehicle has correct insurance for chauffeuring passengers.	Jun-26	
	Invite Honoured Citizens, the Mayor (Declan) and Platinum Sponsor (if we have one) to judge the procession outside No.8, and inform of timings		Meet them on the day outside No.8 Marketplace at 12.20pm.
	Organise recovery of trophies from last year. Get Pete Gillings trophy engraved from 2025 winners.	May-26	
	To source prizes, vouchers or experiences for a prize hamper	Apr/May 2026	
	Create and print procession judging sheet x 5 copies to collect from OPS tent in morning of event	Jun-26	
Entertainment Coordinator	Research and get quotes from suitable entertainment acts for committee review. Add details to master spreadsheet. Chase for relevant paperwork from performers. Melissa to book with purchase order numbers etc	Mar-26	
	Book Compere	Jan-26	Quote received 21.1.26, advised will go to 10th Feb meeting, contact him after the meeting
	Timetable acts for the main arena	Apr-26	
Infrastructure/Health & Safety Officer	Ask Masonic Lodge if we can use their building as a changing area for acts (Confirmed with Neil Morley for 2025 in return for a free stall pitch)	Feb-26	
Entertainment Coordinators	Liaise with sound/lighting technicians and acts on the day and oversee entertainment on the day		
	Contact all entertainment acts before the event to run through any requirements, sound support requirements, send main arena schedule, inform of arrival times, performance timings, parking etc. (Main Arena Acts Letter saved on system)	May-26	
Infrastructure/Health & Safety Officer	Book Larry Gray's Funfair (Robert usually meets with him in Feb and again nearer to event)	Feb-26	remember to get his paperwork
Entertainment Coordinators	Confirm fun dog show host and find out categories etc. (4 paws fun dog training diss -Tina Williams 2025)	Mar-26	
	Update running order/briefing sheet for event compere and email over to him before the day	May-26	
<b>Finance</b>			
RFO	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-26	
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
RFO	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-26	
<b>Town Window Dressing</b>			
DTC ADMIN	Update window dressing entry form	Apr-26	
Community Partnership Liaison Volunteers	Email/Visit shops to enter competition 9th May - 9th June	Mar-26	Bob took forms round last year- started on 26th Feb
	To invite previous window winner & Honoured Citizens to judge the displays the week leading up to Carnival and escort them round when judging. Invite Mayor to join them.	May-26	Bob to liaise for a suitable judging date: possibly Weds 4th June 10am, meeting at Diss Sign (Mere's Mouth).
	Get window dressing trophy back from previous winner	end of May-26	
	2025 procession winner to bring back trophy	May/Jun-26	
DTC ADMIN	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	Jun-26	
	Print and laminate procession certificates		

Task allocated to	Task detail	Date to be completed	Actions/notes
	<b>Promotion</b>		
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	Jan-26	ongoing
	Promote when application form is 'live' and upload form to our website	Jan-26	forms go live from 12th 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 posters on social media - 2025 dates were: 25th April - Cake Sale 26th April - Car Boot Sale
	Add Carnival details to other online events listings and create event on Facebook	Mar-26	
	Complete all promo perks for all sponsors from checklist	Mar-26	
	Produce article for Diss Matters magazine to promote Carnival	Feb-26	
	Inform maintenance staff of date to collect banners, put up at agreed locations & remove	Apr-26	
	Liaise with Park Radio to arrange interview 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	
	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	
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

## **DINSDALE DUCK TRAIL**

Since before lockdown I had often spoken about having a 'Town trail' to generate interest in the town and something for children to participate in.

Other towns and cities have successfully used this idea as publicity promotion and a fundraiser.

So we would not be "re-inventing the wheel" just modifying and adjusting the concept to suit DTC requirements.

As there has been no possible money in any budget, this idea has been on the back burner until now.

The stars have aligned and it may now be possible at an affordable price.

James Rackham (my son) has received a SNDC business grant to expand and build on his business he has been granted a sum to allow him to purchase and set up a 3D printing workshop, he is able to produce items up to 1m high, which is a very large 3D printer.

### **PROPOSAL**

Committee to consider this proposal for James to produce a number of Dinsdale ducks height about 400mm. These would be in the 'raw' state ready to receive paint.

The models could be accessorised with the sports theme of the carnival.

The proposal requires approaching shops / associations / businesses to agree to have a decorated carnival-themed Dinsdale in their shop window or on a shelf within their premises.

The participants would be responsible for painting their Dinsdale - they could do it themselves or engage a local crafter/ artist to do it on their behalf.

The Dinsdale trail does not have to end on carnival day, it could finish at the end of summer holidays.

The trail may bring other visitors to the town (the person who organises the Eye one said they get many visitors from out of town, its something for the youngsters to do that's free during the holidays)

### **HOW THE TRAIL WORKS**

A trail map would need to be produced by DTC, participants would indicate on the paperwork where they located the Dinsdale and what sports theme was shown.

Name and home town location could be recorded - this gives feedback on non residents visits.

Completed trail maps could be used in some sort of prize draw and or a small gift for the children on successful completion.

The Dinsdale models could be sold or auctioned off after the event, raising funds for DTC or local charities.

**FUNDING**-- this is not an extensive list just proposals to be considered by committee.

Targeted sponsorship-- exclusive one or two businesses to fund the concept.

Allocated funds from carnival budget,-- if the costs associated with the production and delivery of the little brochure are not needed this year.

Get the participants to buy their Dinsdale so no costs to DTC only the costs associated with making this happen and trail map/ prize gift.

There maybe the possibility of other external funding or grants to 'promote' market towns/ high street regeneration projects

### **COSTINGS**

The detailed raw state models with a carnival sports themed accessory at the moment would be approximately £70 to £80 this is a guide as James is still working on the exact production method.

It may be that each one has to be printed individually, or a latex cast can be taken of the one he has produced, then a new model made in cast resin .

### **NUMBER OF DUCKS REQUIRED**

There are the number of regular participants who engage in the window dressing competition to consider. I would suggest 12 to 15 in number to make the trail worthwhile but open to suggestions on numbers.

James has produced a prototype model that will be brought along to the committee meeting- he has two sizes at the moment 400mm and one about 175mm.

The question has been asked and yes these can be produced in chocolate!!!

The production of the models will take a considerable amount of time so a decision needs to be made at the earliest opportunity or an 'agreement in principle' to pursue the idea further.

Regards, Andrew and James Rackham



**From:** [REDACTED]  
**To:** [Sarah Richards](#)  
**Cc:** [Kimberley Jaynes](#)  
**Subject:** Re: Carnival Letters 2026  
**Date:** 03 February 2026 16:22:36

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Hi Sarah

Thank you. I just thought if we can help, the more time the better to prep. We have the graffiti paint pens left from last time so as long as the board is painted white again the only cost would be for the sealing spray.

I will wait to hear.

Best wishes

Julia

On Tue, 3 Feb 2026 at 16:16, Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)> wrote:

Hi Julia

I hope all is well with you. Long time no see! Thanks for that offer again. Kim is putting together an agenda for next week's meeting so we will try and include. If not, we'll take it to the March meeting.

Kind regards

Sarah Villafuerte-Richards

Town Clerk

Diss Town Council

11-12 Market Hill

Diss, Norfolk, IP22 4JZ

Tel/Fax: 01379 643848 (Ext: #209)

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**From:** Julia [REDACTED]  
**Sent:** 03 February 2026 16:00  
**To:** Sarah Richards <[sarah.richards@diss.gov.uk](mailto:sarah.richards@diss.gov.uk)>; Kimberley Jaynes <[kimberley.jaynes@diss.gov.uk](mailto:kimberley.jaynes@diss.gov.uk)>  
**Subject:** Carnival Letters 2026

Hello Sarah and Kimberley

I hope you are both well. I have seen that the carnival theme has been announced and was wondering if you have anyone yet who will redo the new theme on the DISS letters in the park.

If you would like DYG to be involved again please let me know, though I know you may wish to give the opportunity to another group. We would be happy to help if needed.

Best wishes

Julia

[REDACTED]  
[REDACTED]  
[REDACTED]