

**TOWN CLERK**

Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**

11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
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Please ask for: Sarah Villafuerte-Richards  
Our ref: CA 26.11.24  
Date: 13.11.24

**NOTICE OF MEETING**

Dear Members of the Public and Press,  
You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Tuesday 26<sup>th</sup> November 2024** at **7pm** to consider the business detailed below.



Town Clerk / Chief Executive Officer

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**AGENDA**

- 1. Apologies**  
To consider apologies for absence.
- 2. Minutes**  
To approve the minutes of the last meeting held on 12<sup>th</sup> November 2024 (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. Committee Membership**  
To confirm committee members for Diss Carnival 2025.
- 7. Theme**  
To confirm a theme for Diss Carnival 2025.
- 8. Infrastructure**  
To discuss infrastructure for Carnival 2024 and review outstanding tasks on roles and responsibilities list (copy details herewith).
- 9. Entertainment**
  - a) To discuss entertainment ideas for Diss Carnival 2025.
  - b) To approve Park Radio's proposal for 'Battle of the Bands'
- 10. Finance**  
To receive an update on finances for Diss Carnival 2025 (copy details herewith).
- 11. Sponsorship**  
To review existing sponsorship packages form for businesses (copy details herewith).
- 12. Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
- 13. Date of Future Meeting**  
To agree a date for the next meeting.

<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr D Collins</u>	<u>D. Craggs</u>
<u>Cllr S Kiddie (Chair)</u>	<u>L. Sinfield</u>
<u>S. Villafuerte-Richards</u>	<u>A. Kitchen</u>
<u>K. Jaynes</u>	<u>E. Taylor</u>
<u>Al. Rackham</u>	<u>J. Welch</u>
<u>Cllr J Robertson</u>	<u>S. Olander</u>
<u>R. Ludkin</u>	<u>A. Goulder</u>
<u>E. Forsdyke</u>	<u>K. Murphy (ex-officio)</u>
<u>G. Waterman (Vice-Chair)</u>	<u>S. Browne</u>
<u>J. Fairbrother</u>	

**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 councils 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 supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

# DISS TOWN COUNCIL

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## MINUTES

**DRAFT**

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 12<sup>th</sup> November 2024 at 7.15pm.

In attendance: K. Jaynes (KJ)  
Cllr S. Kiddie (SK)  
Andy Rackham (AR)  
S. Villafuerte-Richards (SV-R)  
R. Ludkin (RL)  
Cllr J. Robertson (JR)  
Cllr D. Collins (DC)  
Julia Fairbrother (MTM Youth) (JF)  
George Waterman (GW)  
Emily Forsdyke (EF)  
James Grint (Park Radio) (JG)  
Sue Brazier (Scouts)  
Bob Rogers (RBL)  
Mary Cotton (RBL)

- CA1124/1 Election of Chair**  
Members considered the election of a Chair for Diss Carnival sub-committee 2025. It was  
**RESOLVED:** To elect Cllr Sue Kiddie (SK) as Chair of the Diss Carnival sub-committee 2025.
- CA1124/2 Apologies**  
Apologies were received from Sophie Scott (SS) and Alex Rackham (ALR).
- CA1124/3 Election of Vice-Chair**  
Members considered the election of a Vice-Chair for Diss Carnival sub-committee 2025. It was  
**RESOLVED:** To elect George Waterman as Vice-Chair of the Diss Carnival sub-committee 2025.
- CA1124/4 Minutes**  
Members considered the minutes from the last meeting of the carnival committee. It was  
**RESOLVED:** that the minutes of the de-brief meeting on 24<sup>th</sup> September 2024 were a true record and duly signed by the Chairman.
- CA1124/5 Declarations of Interest**  
There were none.
- CA1124/6 Public Participation**  
There was one member of the public present who spoke under the next item.
- CA1124/7 Items of URGENT Business**  
James Grint (Park Radio) proposed an idea of re-introducing 'Battle of the Bands'. Six bands would perform once a month at the Corn Hall. At the end of the night, judges select a band to move forward to the finals; next month the same with a different group of artists. Winner of the

Spring/Summer heat would get to headline Diss Carnival for Summer and winner of Autumn/Winter heat to headline Diss Christmas Lights Switch-On saving costs for main acts for both events. The committee liked the idea and will make a decision at the next meeting to allow for the Christmas Lights committee to consider as well.

**(Action: To add this item to the next Carnival and Christmas Lights agendas, KJ)**

#### **CA01124/8 Theme**

Members discussed a theme for Diss Carnival 2025. Suggestions included an 'Around The World' theme (initial ideas circulated), 60s mods and rockers & 50s, 60s and 70s. There was concern the last two suggestions wouldn't appeal as much to children.

Various ideas for the Around The World theme were discussed including a cooking tent for people to experiment with different foods and a large map to plot the origins of local people. It was agreed that all members would research possible entertainment acts for the Around The World theme to bring to the next meeting before any promotion was undertaken. There was also discussion regarding avoiding duplication of countries for floats by allowing entrants to select on a first come first served basis. It was

RESOLVED: To approve the Around The World theme for Diss Carnival 2025 with entertainment ideas brought for discussion to the next meeting.

**(Action: KJ to add theme discussion to next agenda.  
Committee to research entertainment for this theme, by 26.11.24)**

#### **CA1124/9 Task List**

Members discussed the updated committee task list for Diss Carnival 2025. Former committee member Ruth Ward is happy to come in and review stall applications for committee to consider. Doreen confirmed she is also happy to help in the office with paperwork. James suggested contacting the Round Table for volunteers to help with the event and GW will contact them.

**(Action: DTC to contact Ruth Ward to review applications)  
GW to contact Round Table)**

It was suggested that the Diss RBL could lead on the Window Dressing Competition given their successful Remembrance one. Bob Rogers confirmed he will speak to Andy (RBL).

**(Action: BR to discuss with RBL)**

Committee discussed entertainment sourcing. GW will speak to possible band contacts. The Corn Hall is interested in being involved and will have contacts. Emily is happy to help KJ with promotional materials for the event.

**(Action: GW, by next meeting / EF, ongoing promo support)**

A giant inflatable globe was suggested as well as a tethered hot air balloon as a small taster experience.

**(Action: JF to research options, by next meeting)**

There was discussion regarding determining the maximum number of stalls on the Park on a site plan considering the land topography prior to bookings to ease bookings process and set up.

James Grint suggested DTC go on Park Radio to promote for event volunteers.

**(Action: SR to consider once volunteer requirements known)**

*Post note meeting – RL / KJ / AR / GW & EF would meet to update site plan.*

#### **CA1124/10 Member Updates**

The committee received and noted updates from members not reported elsewhere on this agenda.

RL requested an update on the starting budget for Carnival 2025 and this will be discussed at the

next meeting.

**(Action: KJ to add budget to next agenda)**

RL informed the committee that a planning application is being submitted to have a storage container on the Park where event equipment can be stored, which should ease setting up and clearing away.

**CA1124/11 Date of Future Meeting**

The next date for the Carnival Committee will be Tuesday 26<sup>th</sup> November 2024 at 7pm. It was agreed that subsequent future dates would be scheduled in advance also.

**(KJ to add to outlook calendar & suggest future dates at next meeting)**

The meeting closed at: 20:45.

SUB-COMMITTEE CHAIRMAN  
Cllr Sue Kiddie

## Agreed Roles and Responsibilities for Carnival 2025

Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time.

Task allocated to	Task detail	Date to be completed	Actions/notes
	<b>Operations</b>		
1 Sue Kiddie	Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	Sep-24	DONE
2 George Waterman	Vice Chair - Working alongside Chair, in their absence completing their tasks	Sep-24	DONE
3 Melissa Hawkes	<b>Purchase orders to be created and emailed to the relevant suppliers below.</b>	<i>Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet</i>	
	a) Order 10 chemical toilets for Park and High School with transport	Jan-25	
	b) Contact Core Highways to book in traffic management	Jan-25	
	c) Order radios and security stewards	Jan-25	
	d) Organise 6 x 1100l refuse bins with Keith Kiddie SNC, FOC	Jan-25	
	e) Source rope for main arena	Jan-25	
	f) Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	Jan-25	
	g) Sort first aid for event (A11 medical services used for 2024)	Jan-25	
	h) Buy red and white barrier tape, Blue/Red chalk paint and cable ties	Jan-25	
	i) Book Mary Moppins for cleaning on Carnival day	Jan-25	
	j) Contact SNC to get permission for Bus Station for large procession vehicles after parade	Feb-25	
	k) Contact Morrisons and Tesco to get confirmation of free parking for event day	Mar-25	
	l) Get quote and book suitable sound support for the event.	Mar-25	
Robert Ludkin	m) To oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	Mar-25	
Melissa Hawkes	n) Keys to be arranged through DTC office for toilet block	Jun-25	
Robert Ludkin	o) Arrange for maintenance staff cleaning and jobs on the day including putting up barrier fencing around Mere ahead of event. Arrange for them to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day	Jun-25	
4 Sue Kiddie	Get permission from SNC/ Keith Kiddie for use of the old John Grose overflow car park on Park Rd	Mar-25	
5 Sue Kiddie	Source 55 hay bales for Fun Day - Simon Callow used 2024 (North Lopham) to be delivered 7.30am on the day and collected first thing Monday	Apr-25	
6 Keith Kiddie	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	Apr-25	
7 Keith Kiddie	Organise and liaise with procession stewards for Carnival, get permission for use of playgrounds at High School for parking	May-25	
8 DTC	Decide on maximum number of stalls we will accept on Park. Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall	May-25	
9 DTC	Email all of the suppliers to confirm details of the day re arrivals, set up, parking etc.	May-25	
10 DTC	Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier	May-25	
	<b>Volunteers &amp; Stewards</b>		
11 Committee to email DTC recommendations	Recruit volunteers and stewards to help run the Carnival Procession and Fun Day. Send out email to request help	Apr-25	
12 DTC	Update volunteer briefing pack- email to all with site map and volunteer info sheet	May-25	
13 DTC	Go through volunteer and staff rota to allocate all jobs and timings on the day	Jun-25	

14	DTC	Print volunteer schedules, site map copies and info sheets for all volunteers and committee members to have on the day	Jun-25	
15	Alex Rolfe	Organise refreshments for volunteers and the entertainment acts who require food. 300 bottles of water, crisps, sandwich platters?, doughnuts?	Jun-25	
		<b>Stalls</b>		
16	Committee	Agree amount of charity pitches allowed and accept/decline applications, ensuring a good balance between charitable, commercial, food, drink and crafts	Jan-25	
17		Visit Town Council Offices once a week (tbc) - Use laptop of whoever is off that day with a separate login- review stall applications, print any received in carnival stalls email folder along with supporting paperwork, update master spreadsheet ready for committee consideration <b>post-deadline</b> . Applicants will only be considered by committee when full paperwork received- LM/CH to chase for paperwork. Confirmation emails including payment details only to be sent to stallholders when full application, supporting paperwork has been received <b>&amp; with committee approval</b> .	Jan-25	
18	DTC	Update bar tender form and send out to bar contacts (include Michael Dickson Bar on mailing list)	Jan-25	
19		Contact all food stalls for extra info to complete additional hygiene spreadsheet for EMP	Feb-25	
20	DTC	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Sarah	May-25	
21	Alex Rolfe	Create and laminate pitch number signs and all other info signs needed for the park. Write names of stallholders on back of each laminated pitch card.	May-25	
22	DTC	Send out emails to all stallholders 1-2 weeks before Carnival with final details for the day and map (arrivals between 9am - 11am & parking). Vehicles back on at 5pm to take down stalls (stallholder detail letter template on system)	2 weeks before event	
		<b>Admin</b>		
23	RL / SH	Complete NCC's Road Closure application form and send to streetworks. Sue H to do payment	Dec-25	
24	Sue Hurst	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	
25	Kim Jaynes	Update all carnival forms with new date and new logo. Create new folders on system for 2025	Dec-25	
26	DTC	Manage Carnival email inbox - stall queries to be put into separate stalls folder in the inbox for TH/CH/LM to review and reply. All other queries outside of stalls folder dealt with by DTC		
27	DTC	Put together agenda packs and send out to committee		
28	DTC	Print copies of the agendas for committee meetings and the undrafted previous minutes to be signed		
29	DTC	Create minute template for meetings and write the minutes at the meetings, send minutes to committee afterwards and upload signed minutes to website		
30	Kim Jaynes	Update sponsorship packages form and send out to all local businesses in an email	Jan-25	
31	DTC	Arrange street collection agreement from SNC for carnival event and save permit when received	Jan-25	
32	Kim Jaynes	To keep this task list spreadsheet updated when jobs are completed / review master spreadsheet		
33	Sue H / Sue Kiddie/ Doreen Collins	SH to book in Rialtus diary - cake stalls and car boot. Sue K & Doreen to run these events. Cake stall usually end of March, car boot sale usually May	Feb-25	
34	DTC	Arrange for 2 x DBS checks for covering lost children at the event. Must be specific DBS for this event.	Feb-25	

35	Alex Rolfe	Letters to be updated and printed for Mount St residents, walcot road, parkside court ref Carnival parade / parking in car parks on the day, and notify mere st flat owners	May-25	
36	TBC - committee volunteer	Deliver above letters	May-25	
37	Alex Rolfe	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-25	
38	Alex Rolfe	Make sign to go on Park car park "This car park is closed to the public. Access for authorised vehicles only"	May-25	
39	Melissa / Sue H	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-25	
40	DTC	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)		
41	DTC	Complete street collection return form after the event with proceeds of collection	Jul-25	
		<b>Procession</b>		
42	Julia F / Sue K	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-25	
43	Julia F / Sue K	Create procession running order	May-25	
44	Alex R	Create and print colour cards for those in the procession to know where they can park their vehicles after the parade and give to SK	Jun-25	
45	Julia / Sue Kiddie	High School layout plan drafted for procession entrants	Jun-25	
46	DTC	Send emails out to all procession entrants with arrival time & info on children's pick up point and coloured cards for front of vehicles, & parking. Arrive between 10am-11.30am	2 weeks before	
47	Joe Mayes	Create 2 x A3 laminated signs for 'children's pick up point'to go on MUGA after procession	Jun-25	
48	Sue Hurst	Book special insurance for Gillings truck	Jun-25	Ordered with Graham Sykes Insurance last year
49		To contact Simon Gillings to see if we can use his truck again for Mayor and Dinsdale		
50	Julia F/ Sue Kiddie	Organise procession judges and inform of where they need to be and timings		
51	Doreen	Organise recovery of trophies from last year	May-25	
52	DTC	Print procession judging sheet x 5 copies	Jun-25	
		<b>Entertainment</b>		
53		Research and get quotes from suitable entertainment acts for committee review. Add details to master spreadsheet. Chase for relevant paperwork from performers.	Feb-25	
54	Sue H	To book entertainment acts and Compere		
55		To timetable acts for the main arena	Apr-25	
56		Ask Masonic Lodge if we can use their building as a changing area for acts	Jan-25	
57		Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		
58	DTC	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-25	
59		Book Larry Gray's Funfair	Nov-24	
60	DTC	Update running order/briefing sheet for event compere and email over to him before the day	May-25	
		<b>Finance</b>		
61	Committee	To source prizes, vouchers or experiences for a prize hamper	Jan-25	
62	Sue H	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-25	



		<b>Town Window Dressing</b>		
63	KJ	Update window dressing entry form and print copies	Apr-25	
64	Bob/Mary RBL	Email/ Visits shops to organise competition	Apr-25	
65	Bob/Mary RBL	To invite the new Mayor, previous window winner & Honoured Citizens to judge the displays the week leading up to Carnival		
66	Bob/Mary RBL	Get window dressing trophy back from previous winner	end of May	
67	DTC	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	Jun-25	
		<b>Promotion</b>		
68		Respond to all Facebook page private message queries and relevant comments	Sep-24	
69	KJ	Design logo to go on all paperwork	Nov-24	
70	KJ	Write press releases	Jan-25	
71	KJ	Promote when application form is 'live' and upload form to our website	Jan-25	
72	KJ	To release Carnival date and theme to the press, on social media and update website	Jan-25	
73	KJ	Create and schedule all Facebook posts on Diss Carnival page, ensuring shoutouts are done for everyone, all event info is shared etc. Promote cake stalls and car boot too	Jan-25	
74	KJ	Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc. Sponsors to be chased for relevant artwork	Feb-25	
75		Add Carnival details to other online events listings	Feb-25	
76	KJ	Complete all promo perks for all sponsors from checklist including banners	Feb-25	Consider not including banners in the sponsorship packages next year?
77	KJ	Produce article for Diss Matters magazine to promote Carnival	Mar-25	
78	Robert Ludkin	Inform maintenance staff of date to collect banner, put up at agreed locations & remove	Apr-25	
79		To liaise with Park Radio to arrange interview slots to promote the event	Apr-25	
80	KJ	To create carnival programme and promo poster, and organise print and distribution (get quotes)	May-25	
81	Keith / Robert	To 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-25	
82	Alex Rolfe	Update buckets with Carnival fundraising label	May-25	
83		Update A-Boards with main arena schedule and other key info	Jun-25	

## Carnival Budget 2025

Start With	£	8,441.93	£2750 from DTC, £5,691.93 EMR Apr 25
Money In	£	-	Income from Carnival 2025
Money Out	£	-	Expenditure from Carnival 2025
<b>Left over</b>	<b>£</b>	<b>8,441.93</b>	Starting balance for 2025

# Diss Carnival 2024

<b>SPONSORSHIP PACKAGES 2024</b>	<b>Bronze £100</b>	<b>Silver £250</b>	<b>Gold £500</b>	<b>Platinum £1000</b>
"Friend of Diss Carnival 2024" certificate for display in your premises.	✓	✓	✓	✓
Your Company name & logo inclusion on Diss Carnival 2024 website & Facebook pages.	✓	✓	✓	✓
Dedicated Facebook & Twitter "Thank You"posts with links to your Company's website.	✓	✓	✓ + hyperlink	✓ + hyperlink
Your Company name/ logo mentioned in the Diss Carnival 2024 programme.	✓ name	✓ name	✓ logo	✓ logo
Publicly thanked at (via tannoy system) and after (via social media) Diss Carnival 2024	✓	✓	✓	✓
Advert within the Diss Carnival 2024 programme.		✓ 1/4 page	✓ 1/2 page	✓ Full Page- prominent position
720mm x 1400mm Banner with your logo to be displayed around the stage or MUGA (subject to availability; first come, first served basis) (8 available)		✓ logo	✓	✓
OR (for Gold and Platinum sponsors) 720mm x 1400mm Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from April 2024 until June 2024. (5 available)			✓	Choice of town or park ✓
Use of the "Proud Sponsor of Diss Carnival 2024" logo on all your business stationery and websites.			✓	✓
Press release stating Companies support.				✓
Free pitch on the park during the Funday.				✓
Opportunity to be one of our Carnival judges - be part of the Procession or Window Dressing judges' panel.				✓

**Please tick your chosen sponsorship package:**

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## YOUR CONTACT DETAILS

**Company name:**

**Contact name:**

**Telephone:**

**Email:**

## PAYMENT OPTIONS:

**Cash** accepted in person to the Town Council Offices

**Cheques** made payable to *Diss Town Council*

or by **BACS**: Barclays Bank, Account Name: Diss Town Council, Account No: 00361127, Sort Code: 20-26-34