

Diss Town Council

Minutes

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 12th May 2026** at **7.00pm**.

In attendance: Members: M Cotton, Cllr C Dente (Chair), E Forsdyke, J Grint, K Jaynes, R Ludkin, B Rogers, Cllr T Shava, G Waterman, P Wilson, A Rackham, G Pagan, S Brazier.

E0526/01

Apologies

Apologies were received from Cllr Liz Sinfield (Vice-Chair), Cllr Declan Craggs, Cllr Tina Knights and Sarah Villafuerte-Richards. George Waterman will be arriving late.

E0526/02

Minutes

Members reviewed the minutes of the last meeting held on 14th April 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 14th April 2026 as a true record and were signed by the Chair.

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

E0526/03

Declarations of Interest

There were none.

E0526/04

Public Participation

There were 2 members of the public in attendance: Steve Dungar (Core Highways), Sophie Scott (The Corn Hall).

E0526/05

Items of Urgent Business

There were no items of urgent business.

E0526/06

Infrastructure

a) Members considered a plan for traffic management of Diss Carnival 2026.

Post meeting note: RL discussed plan, cones and signage with Core Highways following the meeting. Steve Dungar to email RL his traffic management map of road closures.

b) Members considered a revised site plan.

EF will send RL measurements for climbing wall and aerial performance equipment to confirm locations on site. Suitable place for the aerial workshop to be finalised – KJ to remove from current location on site map as too hilly.

KJ to add in RPM bike show rig and van pitch to go beside first aid tent on site map.

(Action: EF/RL, by 19.05.26)

(Action: KJ, immediately)

c) Members reviewed the volunteer schedule.

KJ to amend Catherine's tasks on rota – she can now do the whole day if needed.

Paul Wilson to be added to volunteer schedule and allocate the fair green stewarding from 9.30am-11.30am.

(Action: KJ, immediately)

Members highlighted the importance of having enough helpers at the High School to assist with the procession order set up. RL to arrange meeting with outdoor team to discuss their tasks and shifts on the day.

(Action: RL, by next meeting)

E0526/07

Applications

Members received an update on procession applications and reviewed the procession order. It was

Resolved: KJ to go through the procession list and reorder to evenly spread out walking groups and lorry floats.

(Action: KJ, by next meeting)

AR said Garden Project Team want to be in parade but querying insurance – KJ to email James to clarify.

Sue Brazier said 1st Diss Scouts can no longer take part in parade due to vehicle issues. KJ to update procession list.

Steve Dungar requested the 2nd Diss Scouts go near to the back of parade so he can join them after road marshalling.

(Action: KJ, immediately)

E0526/08

Finance

Members noted the current income and expenditure for Diss Carnival 2026 to date. £20,687.23 Income and £14,577.49 expenditure.

E0526/09

Entertainment

- a) Members received an update on the Tug of War competition. The promo poster went out 4 days ago on socials to encourage teams to enter. Lots of views online but no teams have entered yet. AR said the ground workers will have a team but haven't yet sent in their form. KJ will send out an email to contacts to encourage teams.

(Action: KJ / AR, chase ground workers for form)

JG suggested getting the Fire Brigade and Police to enter Tug Of War Teams.

SB raised concerns about the insurance logistics for the TOW competition as she has witnessed a rope snap before at a separate event. RL to look into this.

(Action: RL, by next meeting)

Members highlighted that if the Tug Of War competition doesn't gain enough interest, we can switch to have a limbo competition for the kids in the arena like last year.

KJ to liaise with Katie Brame to go on Park Radio Tuesday or Thursday next week to promote event.

(Action: KJ, this week)

- b) Members reviewed the main arena and pavilion performance schedules. Committee agreed to have the trophy presentation in pavilion at 3pm – KJ to add to schedule.

(Action: KJ, this week)

Members to research individual jugglers/singers to slot into pavilion throughout the afternoon.

James Grint to find an act to go before PRTY in pavilion or as a back up, ask PRTY if they can extend their set.

(Action: JG, by next week)

2 Park Radio promo screens to be added to site map: Screen 1 measures 4.5m x 2.5m and Screen 2 measures 3m x 2m - to be located by pavilion and arena.

(Action: KJ/RL, by next week)

E0526/10

Dinsdale Duck Trail

Members received an update on the Dinsdale Duck Trail by Andy Rackham. There are 20 painted ducks in total going to be placed at various locations around the town. Trail hunters will be able to collect a trail map form from locations in the town (Council Offices, Corn Hall, some of the shops taking part) – details will be shared via the Rackhams on the poster online in the next week. 5000 forms are being printed. Once all 20 ducks have been spotted, trail hunters note their locations on the form and return to the TC Offices. We will select a form at random and they will receive Corn Hall panto tickets as a prize.

(Action: AR to share promo details with KJ for Diss Carnival Facebook, this week)

E0526/11

Promotion

a) Members received an update on the window dressing competition and Post Office display. 14 shops have entered. AR to collect the post office drawings from the office and display over the next couple of days.

(Action: AR, this week)

b) Members received an update on raffle prizes and confirmed raffle ticket sellers for the Market Place on 15th May and 5th June. Paul Wilson and Mary Cotton will come to TC Offices at 9am both dates to collect everything.

(Action: PW & MC, 15th May & 5th June)

c) Members noted the cake sale is scheduled for 22nd May and an additional volunteer is needed to sell cakes and raffle tickets with Liz on this date from 9.30am. Paul Wilson confirmed he can do this. KJ to add Emily and Catherine to the cake donation list. Members were encouraged to bring in cake donations to the Council Offices on 22nd May between 9am – 9.30am.

(Action: LS & PW, 22.05.26)

(Action: KJ, Immediately)

d) Members noted that there will no longer be a tombola.

e) Members received an update on publicity for Diss Carnival 2026.

Post meeting note: Diss & District Camera Club are taking photos of the event FOC and we will credit them.

KJ has almost completed the digital event programme and aims to have this finished and uploaded to our webpage in the next week.

EF to email KJ a few lines of info on the main entertainment acts for inclusion in the programme.

(Action: KJ/ EF, this week)

George to send voice notes to BBC Radio Cambridgeshire Norfolk and Suffolk to promote event.

(Action: GW, by the next meeting)

JG requested landscape versions of the digital programme pages for the advertising screens – KJ to send over artwork and extra shout outs.

(Action: KJ, by next meeting)

JG asked if the advertising screen could go up in Diss Market Place on Saturday 6th June (day before) to promote the event. RL to liaise with SV-R.

(Action: RL, this week)

EF to email James Grint/Park Radio any specific sound requirements from performers.

(Action: EF, by next week)

E0526/12

Task List

Members noted progress of allocated tasks. KJ ran through the outstanding tasks for members.

RL to speak to B&M about closure of car park and roads.

(Action: RL, immediately)

Delivery of letters- Steve Dungar can get his team to deliver to Walcot Road and Mount Street on their rounds. KJ will send him a copy of the letters. Liz to stand down. Bob will drop off Parkside Court x 2 copies.

(Action: KJ, immediately)
Action: BR, this week)

Members agreed not to use the Masonic Lodge as a changing area for acts this year. RL to let Neil Morley know we do not require use of the building and therefore, they will not be allocated a stall.

(Action: RL, immediately)

KJ to update main arena acts letter from last year and email to EF to forward on to each act.

(Action: KJ/ EF, by next week)

Members were informed that the bunting has been ordered and will arrive 1st June. Still waiting for quotes to put the bunting up- RL met with contractor last week.

(Action: RL to chase quotes, immediately)

E0526/13

Christmas Lights Switch-On 2026

Members agreed to table all of the Diss Christmas Lights Switch-On items on the agenda to prioritise Carnival tasks.

The following items will be added to a future agenda after Carnival for consideration.

- a) Quote from Soundhouse
- b) Confirm what we would like the Panto cast to do this year as soon as possible
- c) Lee (Corn Hall) to confirm an alternative children's choir to perform as Discord cannot do it.
- d) Proposal from St Mary's Church for five carols at 5pm.
- e) Request from Amnesty International to have a craft stall at the event.

(Action: RL/KJ to add items to future agenda for discussion after Carnival)

E0526/14

Member Forum

Members considered information or issues relevant to this sub-committee for brief discussion, action or inclusion on a future agenda.

E0526/15

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 2nd June.

Meeting closed: 20:46

Cllr Catherine Dente
Chair