



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

Our Ref: CA 00.00.26
Date: 30/10/2025

Committee Membership:

Cllr D. Craggs (ex-officio), Cllr S. Kiddie, Cllr J. Robertson (ex-officio), Cllr L. Sinfield, K. Jaynes (DTC), R. Ludkin (DTC), S. Villafuerte-Richards (DTC), S. Brazier, M. Cotton, E. Forsdyke, R. Rogers, G. Waterman

For Information:

Cllr S. Browne, Cllr D. Collins, Cllr C. Dente, Cllr A. Goulder, Cllr A. Kitchen, Cllr M. Murphy, Cllr R. Peaty, Cllr J. Welch, S. Scott, A. Rackham

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

Telephone: 01379 643848
Email: towncouncil@diss.gov.uk

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a de-brief meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Tuesday 4th November 2025 at 7pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

- 1. Apologies**
To consider apologies for absence.
- 2. Election of Chair**
To elect a Chair for Carnival sub-committee 2026.
- 3. Election of Vice-Chair**
To elect a Vice-Chair for Carnival sub-committee 2026.
- 4. Minutes**
To approve the minutes of the last meeting held on 24th June 2025 (copy details herewith).
- 5. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 6. 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*).
- 7. 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).
- 8. Date of Carnival 2026**
To consider and agree a provisional date for Diss Carnival 2026 to put forward to the next Facilities committee meeting (copy details herewith).
- 9. Theme**
To discuss and agree a theme for Diss Carnival 2026 (copy details herewith).
- 10. Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
- 11. Date of Future Meeting**
To agree a date for the next meeting.

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

MINUTES

DRAFT

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

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

CA0625/1 Apologies

Apologies were received from Ruth Ward (RW).

CA0625/2 Minutes

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

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

CA0625/3 Declarations of Interest

There were none.

CA0625/4 Public Participation

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

CA0625/5 Items of URGENT Business

There were no items of urgent business.

CA0625/6 Run Through Of The Day

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

a) Set Up

1. Additional volunteers are needed for set up all the required infrastructure as stalls always arrive earlier than expected.
2. Consider space in Park Road and / or Thatchers Needle car park to hold vehicles to avoid blocking other stallholder pitches and Park Road.
3. Additional stewards needed to direct vehicles from car park on site.
4. Chief event organiser needs to be floating.
5. Fewer stewards needed at DHS particularly if security stewards are supporting there.

6. Better communication from procession stewards. Don't start until key personnel were in place before procession starts. Always issues on the day however organised you are.

b) Procession

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

c) Fun Day

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

d) Clear Down

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

e) Volunteers

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

(Action – All, by June 2026)

CA0625/7 Finances

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

CA0625/8 Feedback

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

1. The fundraising stalls did really well and overall stallholders were happy. Stallholders welcome to organise a fundraising activity to help cover cost of stall.

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

(Action – All, by June 2026)

CA0625/9 Member Updates

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

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

(Action – RL; by 08.07.25)

CA0625/10 Date of Future Meeting

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

(Action – KJ; by 31.07.25)

The meeting closed at: 8.45pm.

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes

Events 2026 – June / July

JUNE			
Sunday	7 th ?	CARNIVAL	
Sunday	21 st	Car Boot Sale	TBA
Saturday	27 th	Armed Forces Day	
Sunday	29 th	Car Boot Sale	TBA

JULY			
Sunday	5 th	SNSB	Band Performance
Sunday	5 th	Car Boot Sale	Town Mayors Charity
Sunday	19 th	Car Boot Sale	TBA

Suggestion 1. Sports-Themed Carnival

“Game On Diss!”

- **Concept:** A celebration of all sports - traditional, quirky, and extreme!
- **Float ideas:** Representing different sports, sports icons and sporting events. Encourage local sports clubs and groups to take part.
- **Costumes:** Athletes from different eras, sporting mascots, referees, cheerleaders, Famous sporting heroes, dress up as the sports equipment
- **Entertainment:** Mini sports day games, Mini Olympics with silly challenges and medals for winners, crazy golf, cheerleading demo, Climbing wall, surfer demonstration board, Olympic Podiums built for medal winners, It's a knockout style games, Dance Off between community groups or businesses? Wrestling inflatable sumo suits, outdoor golf simulator, dance fitness, hobby horse racing.
- **Walkabout Acts:** Olympic Mascots, Try to get famous sporting stars locally or someone from 'Gladiators' to come along, funny sports commentator (actor) commenting on things going on at the event and in the crowd

Team Sports

Football	Rugby	Cricket	Basketball
Ballet	Dance Fitness	Volleyball	Hockey
Netball	Cheerleading	Tug Of War	Break Dancing

Individual / Duel Sports

Tennis	Table Tennis	Badminton	Squash
Golf	Boxing	Wrestling / Sumo	Judo/Karate/Martial Arts
Darts (Giant dart board)	Skateboarding	BMX Biking	Rock Climbing
Roller skating	Archery	Horse Riding / Grand National	Gymnastics/ Trampolining

Athletics / Track & Field

Running	Hurdles	Relay Races	Shot Put/ Discus/Javelin
---------	---------	-------------	--------------------------

Water Sports

Swimming	Fishing	Rowing/Canoeing	Surfing
Sailing			

Winter Sports

Skiing	Snowboarding	Ice Hockey	Ice Skating
Bobsleigh			



Rugby



Horse Racing



Tennis



Surfing



Winter Sports

“GAME ON DISS!”
CARNIVAL FLOAT
PARADE IDEAS

A huge variety of sports to choose from.
Local sports/dance/fitness clubs and teams can get involved.



Football



Olympics/ World Cup



Cricket



Swimming



Dragon Boat Racing



Sumo wrestling



Rock Climbing Wall



Darts



Duel / Gladiator Games



Martial Arts Demo

“GAME ON DISS!”
CARNIVAL FUN
DAY IDEAS



Crazy Golf



Hobby Horse Racing in the arena
for 'the Grand National'



Bowling



Putting area



Outdoor golf simulator

Suggestion 2.

“Diss Through the Decades”

- **Concept:** Each float represents a different decade of music, fashion, and culture.
- **Float ideas:** Anything from a particular decade- Classic Cars, TV shows, music,
- **Costumes: Iconic Characters from Each Decade** – Flappers, hippies, disco queens, 80s rockers, modern pop/film stars.
- **Entertainment:** Era-themed dance performances/ workshops- Charleston, disco, breakdance, hiphop, live music performers from different decades:

1920s Jazz & Swing Band – Charleston dancers, flapper costumes

1950s Rock 'n' Roll – Elvis-inspired singers

1960s Psychedelic / Beat Music – Beatles-style covers, tie-dye costumes

1970s Disco Fever – Disco dance-offs, mirror balls, platform shoes.

1980s Retro – Synthwave or pop covers, neon outfits, breakdance battles.

1990s Pop & Grunge – Spice Girls / Backstreet Boys tribute, flannel and baggy jeans.

2000s & 2010s Hits – Mashup DJ sets, modern dance routines, TikTok-style performances.

Extra Fun Day entertainment: Classic Car Display, Vintage Photo Booth so guests can travel to an era with props etc.

- **Walkabout Acts:** Celebrity Tributes– Marilyn Monroe, Beatles, Michael Jackson, Spice Girls. Or Living Icon Statues from each decade dotted around the Park. TV stars from the decades, historic figures