

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 10th February 2026** at **7.00pm**.

In attendance: Members: S Brazier, M Cotton, Cllr D Craggs, E Forsdyke, J Grint, R Ludkin (H&S), G Pagan, A Rackham, Cllr L Sinfield (Vice-Chair), G Waterman, S Villafuerte-Richards

4 members of the public

E0226/01 **Apologies**

Apologies were received from K. Jaynes (Marketing & Promo), Cllr Catherine Dente (Chair), Bob Rogers, and S Hurst (Finance). Cllr Sue Kiddie was not in attendance.

E0226/02 **Minutes**

a) Members reviewed the minutes of the last meeting held on 20th January 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 20th January 2026 as a true record and were signed by the Vice-Chair.

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

b) Members approved the notes of the Christmas Lights Switch-On debrief meeting held on 15th January 2026. It was

Resolved: to approve the notes of the Christmas Lights Switch-On debrief meeting held on Tuesday 15th January 2026 as a true record and were signed by the Vice-Chair.

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

E0226/03 **Declarations of Interest**

There were none.

E0226/04 **Public Participation**

There were 4 members of the public in attendance including representation from The Corn Hall and an Early Help Community Worker at Norfolk County Council.

This item was brought forward to allow a member of the public to speak.

E0226/11 **Dinsdale Duck Trail**

Members considered a proposal for a Dinsdale Duck Trail. Like other town animal trails, model ducks would be positioned in shops around the town for children to find and mark off on a trail map for a small prize. The ducks would be decorated in the theme and accessories such as golf club and cricket bat could be added. Members loved the concept. It was agreed that a range of sizes would add interest and provide options for stores depending on space in windows. The large one would take around 15 hours to create, and it is estimated that they would cost around £80 each. The small prototype would be approximately £25.

It would also be possible to create a mould and cast the ducks reducing power consumption but increasing labour time. It was also suggested that the ducks could be auctioned off at the end of the summer holidays to generate income. Members discussed the use of a golden ticket on Carnival Day with children bringing tickets to the ops tent to retrieve a prize and rehide it for others to find as one of the activities on offer. James offered to spray paint the main colours of the duck in preparation for more detailed decoration by others. It was felt this could be popular with traders and that more ducks may be needed. It was

Resolved: to approve a minimum order of 15 small, medium and large ducks with accessories for up to £1,200 based on £80 for the large, £60 for medium & £25 for the small with a contingency for accessories.

(Action: KJ to request formal quotation & raise order; by next meeting)

(Action: KJ to draft a Dinsdale duck trail map; by next meeting)

E0226/05 **Items of Urgent Business**
There were no items of urgent business.

E0226/06 **Infrastructure**
Members received an update on infrastructure for Diss Carnival 2026. First Aid provision has been booked via FAST and a quote has been sourced for security, sound support, toilets and traffic management. It was agreed that a quote for purchasing radios would be sourced given the issues with radio hire last year. Robert has booked the Park Road car park, secured free bins free from South Norfolk District Council & acquired permission to use the bus station. He has also contacted Morrisons regarding free car parking and a contact is needed for Tesco for same and contacted the Council's new cleaning contractor regarding a quote.

Sarah has emailed a member of the Diss Camera Club regarding photography. It was noted that Park Pavilion café will not in operation but there were plenty of other stallholders covering ice cream and refreshments. It was agreed Robert would contact the Fair Green Neighbourhood Association regarding use of the Green for stallholder parking and comparative quotes would be sourced for security, traffic management & toilets. James will provide quotes for sound at the Pavilion and the main arena for consideration at the next meeting.

Gabriel asked whether the URC might offer creamed teas, but it is felt that there isn't likely to be a high footfall in the town as most people are at the park. It was

- Resolved:**
1. To source comparative quotes for security, traffic management & toilets
 2. To source a quote for purchase of radios for future events
 3. To source an alternative quote for sound support
 4. To acquire permission for Fair Green parking.

(Action: RL; by next meeting)

E0226/07 **Applications and Forms**

- a) Members reviewed the stallholder and procession entrant application form and risk assessment. Discussion centred around the charity fees. With only three free pitches other than those provided to groups providing a service at the event e.g. Cadets, £60 is difficult for small groups to find. It was agreed that this fee would be reduced to £40 and that a limit on charity stalls would prevent too many dependent on capacity. All the other fees will remain the same including craft stalls at £60. It was

Resolved: to approve the application form and risk assessment with amendment to charity fee to £40.

(Action: KJ; immediately)

- b) Members noted that the Terms and Conditions, Bar Tender Document & Entertainer Agreement will be considered by Full Council on 11th February.
- c) Members reviewed the updated Sponsorship Form. It was noted that the logo / advert / promotion on the big screen provided by James would be added as a perk for the gold and platinum packages, warranting a small increase in the gold fees to £475 i.e. half of the platinum fee. It was agreed not to devalue the platinum package given the additional perks. It is hoped we could attract more than one platinum sponsor. There was also discussion about the requirement for banners given the screen and work involved but it was agreed that sponsors receive several months of advertising. There may be more cost-effective banner printing options online. It was

Resolved: to approve the sponsorship form with the addition of the promo on the big screen for the gold & platinum packages and associated fee increase for the gold package to £475.

(Action: KJ to update form and source online quotes for banner printing; immediately / by next meeting)

E0226/08 **Finance**

Members reviewed a full break down of income and expenditure from Diss Carnival 2025. It was noted that Larry Gray pays to be at the Carnival.

E0226/09 **Entertainment**

a) Members received an update on entertainment for Diss Carnival 2026. Emily provided lots of information and prices for a selection of non-arena and main arena entertainment. Options include:

- Sports themed stilt walkabouts, jugglers and living Olympic statues. Prices ranged from £500 - £800.
- A rock-climbing wall, typically using 10m², 7.5m height, somewhat flat space, and approx. £750 fees excl travel. One supplier in Peterborough has been very responsive. They do have height (1.2m) and weight restrictions & it was agreed that options that allowed smaller children should be explored.
- Giant zorb balls on land from £650 to £1,000 all day. Quite a large space required and would need to investigate pricing structure to determine if small fee could be charged by committee to go towards cost. Larry Gray has access to zorbs.
- Jake Humphries, the local BBC Sports Presenter, is being approached to see if he would support the event perhaps be opening the Fun Day.
- It was noted that Sakari, the juggler, who attended last year cost £180.
- Axe throwing (£895) and the same company does archery (4 target range £475).
- Other options include inflatable games & bouncy castles, which may require someone to oversee activity, mini golf, duck hunt shooting range and giant games.
- Emily has contacted Tribal Fitness and will follow up via what's app.
- Once the main arena programme has been worked up, contact would be made with dog show providers.
- Dan the Hat keen to attend again (£600 last year for a 30 min show). Emily will ask him about theme link and confirm set will be different to last year.
- Basketball acrobatics is likely to expensive at £3,300. There are also fire eaters, superhuman show of contortions and fire breathing, African Acrobats and aerial performers with costs ranging from £500 to £800. Foolhardy Circus should be approached as they have a trapeze.

Members were particularly keen on acquiring more details & firm quotes for Football Freestylers who do tricks & shots, the climbing wall and the Bike Trials Display Show given their wide appeal and ability to inspire children to engage in sporting activity. DTC to contact latter by phone as Emily unable to during work hours (see email).

Members discussed involving local sports groups including gymnastics, martial arts, cheerleading. Bounce fitness and Zumba, getting local sports teams to take part in a tug of war competition and a 'beat the goalie' competition, perhaps organised by DTFC. The finale act could be the Mayor versus Man boxing fight – a proposal will be brought to the next meeting.

It was agreed that we should aim for the main arena entertainment to conclude around 4.30pm / 4.45pm with music entertainment provided by Park Radio at the Pavilion thereafter. Bar to be situated nearby.

Emily will get quotes and details ready for next meeting along with interest from local groups who'd like to be involved in the event in some capacity.

(Action: EF / KJ; by next meeting)

a) Members reviewed a quote for an event compere. It was

Resolved: to defer the event compere decision to the next meeting when a comparable quote from Park Radio Ltd will also be considered.

(Action: KJ to add to agenda / JG to provide quote; by next meeting)

- E0226/10 Committee Task List**
Members reviewed the committee task list and noted outstanding tasks for members.
- E0226/11 'DISS' Letters**
Members considered a request from Diss Youth Group to redesign the DISS letters on the MUGA to fit this year's sports theme. It was agreed that new letter boards would be created as the existing ones would take a long time to sand down and repaint. A quote was requested from Andy. It was agreed that the material cost for the Youth Group would be covered by the committee. It was
- Resolved:** to approve the request from Diss Youth Group to redesign the DISS letters on the MUGA to fit this year's sports theme.
(Action: KJ to confirm to DYG / AR to provide quote; immediately / by next meeting)
- E0226/12 Christmas Lights Switch-On**
Members considered a date for the Diss Christmas Lights Switch-On 2026 and briefly discussed the format. Robert proposed that following the debrief, the event duration be reduced given low footfall in the afternoon. James suggested an event in the Park with a big, decorated tree, a ready-made stage in the Pavilion, lights around the Mere and Christmas market stalls. Members were asked to consider options for the format to consider at the next meeting. Santa is only able to do one of the two Saturdays and subject to confirmation it doesn't clash with another local event, it was
- Resolved:** to agree Saturday 5th December as the date for the Diss Christmas Lights Switch-on 2026 subject to confirmation of another local event.
(Action: JG to confirm date; immediately)
(Action: All members to consider Switch-On format; by next meeting)
- E0226/13 Member Updates**
Emily advised that she will forward the Tesco Area Manager contact details for Robert to follow up reference parking.
(Action: EF / RL; immediately)
- E0226/14 Date of Future Meetings**
Members noted the next meeting of this committee is scheduled for Tuesday 10th March 2026.

Meeting closed: 20:45.

Cllr Liz Sinfield
Vice-Chair