

Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 12.05.26
Date: 07/05/2026

Sub-Committee Membership:

Cllrs D. Craggs (ex-officio), C. Dente (Chair), T. Knight, T. Shava & L. Sinfield (Vice-Chair), S. Brazier, M. Cotton, E. Forsdyke, J. Grint, K. Jaynes, R. Ludkin, G. Pagan, A. Rackham, B. Rogers, S. Villafuerte-Richards, G. Waterman, P. Wilson

For Information:

Councillors S. Kiddie, A. Kitchen, R. Peaty, J. Welch, Office Administrator.

Diss Express

Diss Town Council
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Diss, Norfolk, IP22 4JZ.

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NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Events Committee** to be held in the **Ceremony Room** at the **Diss Town Council offices** on **Tuesday 12th May 2026** at **7pm** to consider the business detailed below.

Town Clerk / Chief Executive Officer

Agenda

- 1. Apologies**
To receive and consider apologies for absence.
- 2. Minutes**
To confirm as a true record, the minutes of the Events Sub-Committee held on Tuesday 14th April 2026 (copy herewith).
- 3. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to all – volunteers and councillors).
- 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 at least 24 hours before the meeting and decides should be considered as a matter of urgency *(a reminder that no resolutions can be made under this agenda item).*
- 6. Infrastructure**
 - a) To consider a plan for traffic management of Diss Carnival 2026 (copy herewith).
 - b) To consider a revised site plan (copy herewith).
 - c) To review the volunteer schedule (copy herewith).
- 7. Applications**
To receive an update on procession applications and review the procession order (copy herewith).
- 8. Finance**
To note the current income & expenditure for Diss Carnival 2026 to date (copy herewith).

9. Entertainment

- a) To receive an update on the Tug of War competition.
- b) To review the main arena and pavilion performance schedules (copy herewith).

10. Dinsdale Duck Trail

To receive an update on the Dinsdale Duck Trail.

11. Promotion

- a) To receive an update on the window dressing competition and the Post Office display (copy details herewith).
- b) To receive an update on raffle prizes & confirm raffle ticket sellers for the Market Place on 15th May and 6th June (copy details herewith).
- c) To note the cake sale is scheduled for 22nd May & source an additional volunteer to sell cakes and raffle tickets with Liz.
- d) To note that there will no longer be a tombola.
- e) To receive an update on publicity for Diss Carnival (copy herewith).

12. Task List

To note progress of allocated tasks (copy herewith).

13. Christmas Lights Switch-On

- a) To consider a quote received from Soundhouse for the Christmas Lights Switch-On (to be tabled).
- b) To note Discord do not perform at Christmas events and The Corn Hall is investigating an alternative children's choir.
- c) To consider a proposal from St Mary's church for five carols at 5pm.
- d) To consider a request from Amnesty International to have a craft stall at the event (copy herewith).

14. Member Forum

To consider information or issues relevant to this sub-committee from members for brief discussion, action or inclusion on a future agenda.

15. Date of Next Meeting

To note that the next meeting of the Events Sub-Committee is scheduled for Tuesday 2nd June 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>

Diss Town Council

Minutes

Draft

Minutes of the meeting of the **Events Committee** held in the **Ceremony Room** at **Diss Town Council Offices** on **Tuesday 14th April 2026** at **7.00pm**.

In attendance: Members: M Cotton, Cllr C Dente (Chair), E Forsdyke, J Grint, K Jaynes (Teams), R Ludkin, B Rogers, Cllr T Shava, Cllr L Sinfield (Vice-Chair), S Villafuerte-Richards, G Waterman, P Wilson.

Cllr T Knights

1 member of the public (Corn Hall representative)

E0426/01

Apologies

Apologies were received from cllr D Craggs and S Brazier. It was noted that J Grint would arrive late.

Post meeting note - apologies were received from A Rackham at 14.00 on 14th April but only received the following day as sent to a member of staff's email not present at the meeting. G Pagan also emailed apologising for not attending.

E0426/02

Minutes

Members reviewed the minutes of the last meeting held on 10th March 2026. It was

Resolved: to approve the minutes of the events meeting held on Tuesday 10th March 2026 as a true record and were signed by the Chair.

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

E0426/03

Declarations of Interest

There were none.

E0426/04

Public Participation

There was 1 member of the public in attendance, and it was noted that a Corn Hall representative would attend each meeting.

E0426/05

Items of Urgent Business

There were no items of urgent business.

E0426/06

Committee Membership

Members considered co-opting cllr Knights to the Events committee. It was

Resolved: To co-opt cllr Knights to the Events committee.

(Action: CW to add to membership; immediately)

E0426/07

Applications

a) It was noted that there had been 7 additional stallholder applications since the last meeting & application deadline. Two sweet food stalls (donuts & cakes), another burger stall, homemade jewellery, air cadets willing to help at the event, the Diss Guild of Weavers, Spinners & Dyers and the River Waveney Trust. It was noted that we have already secured five sweet stalls and the list of agreed savoury food outlets was reviewed. It was agreed that this would be reviewed following discussion at 11b, the site plan to determine if there is space to accommodate late applications.

Post meeting note – we did not return to discuss this item so an email has been distributed to all members with recommendations for acceptance, which will be ratified at the next meeting so that the bookings can be secured. Also, B Rogers suggested inviting a healthy option food stall particularly given our sporting theme & will make enquiries.

Procession applications

b) Members received an update on procession applications received to date. We now have around 17 groups entering with some forms awaited. Kim did an email drop to encourage entries on 1st April. It was noted that no local sports teams have entered and George will encourage applications via the Tug of War social posts assuming it is agreed. Tina suggested

inviting a new Jujitsu club and Emily will enquire. Members were encouraged to encourage personal contacts to participate as groups invited via generic email addresses. George agreed to follow up with a band to lead the procession. The Diss Otters Swim Club has decided not to enter due to a clash with a swimming competition for their younger swimmers.

(Action: GW / EF / All; immediately)

E0426/08 Finance

Members received the current income and expenditure position for Diss Carnival 2026 to date. It was noted that the balance has changed to £8,467.09 since the agenda was distributed as income has been received for stallholders.

E0426/09 Entertainment

a) Tug of War competition

Members received and considered a proposal to include a Tug of War competition within the Diss Carnival 2026 event programme. George asked for members views on a deposit system to ensure attendance and suggestions for prizes. It was agreed that the deposit would be returned post event. It was suggested that a Dinsdale model from the trail could be sprayed gold as a trophy that the winning group could retain for the year, sponsors could be approached to see if they could provide a prize and that a plaque base with the yearly winners could be added retrospectively if the competition was received well. Members were also keen to present individual medals to the winning team as a keepsake and the local Trophy Centre would first be approached for a quote. George will promote on Facebook.

Resolved: To include the Tug of War competition in the Carnival events schedule, purchase another model duck as the trophy, purchase medals for team winners & promote entries on Facebook.

(Action: Entertainment Coordinators; by next meeting)

b) Main arena and pavilion programme

Members considered a draft events programme for the main arena, including a quote for pavilion music entertainment. It was noted that a 5-minute hand over time after each performer ought to be sufficient for all acts except for the bike show. Emily will liaise regarding the set up and close down times. The programme ends 25 minutes later than last year at 5.30pm with the pavilion music proposed to start from 5.40pm.

There was some concern that the pavilion music was ending too late given the long day but it was noted that the close down is likely to take until 8pm and last year staff shifts were staggered to reduce length.

It was agreed that PRTY would be asked to do one hour instead of 2 x 30 mins slots to reduce set up time. James suggested two groups, Soundhouse and Ellena Russel. Given the preference for variety, it was agreed that Ellena would be asked for a quote and she would perform before PRTY.

Sulala, the aerial act requires a 40-minute set up time and provides a 5-minute show. The cost of this plus a 1hr30 minute workshop is £500. Members discussed positioning of her 4-pole set up and it was suggested the yellow spaces near the Mere could work. Emily will liaise on this given potential inclement weather. It was agreed this act would need to be clearly announced as it would be taking place away from the main arena and could perhaps be scheduled when the bike show is being dismantled.

It was

Resolved:

- 1) to agree the quote of £600 for PRTY to play for 1 hour.
- 2) to agree the quote of £500 for Sulala subject to liaison around positioning and weather.
- 3) to agree to schedule Ellena Russel for 45 minutes before PRTY subject to quote received.
- 4) to confirm the main arena and pavilion schedules subject to the bike show / aerial performer / Ellena Russel confirmation.

(Action: DTC Office to confirm quotes / raise POs / Entertainment Coordinators / JG / RFO; by next meeting)

E0426/10

Dinsdale Duck Trail

Members received an update on progress with the Dinsdale Duck Trail. 18 businesses have signed up, and it is estimated that 5 have purchased ducks. Those handed back will be auctioned or used in future years.

E0426/11

Infrastructure

a) Traffic management

Members received and considered a plan for the traffic management of Diss Carnival 2026. Robert met with Core Highways, and they discussed adding a fifth accredited steward to the order to ensure all main roads are managed safely. Along with the Security stewards who will also be allocated to positions, only three other volunteer stewards will be required, and a former councillor has already agreed to help. A representative from Core Highways will attend the next meeting.

Resolved: to appoint a fifth accredited steward from Core Highways to assist with traffic management at a cost of £250.

(Action: FBM / RFO; immediately)

b) Site plan

Members considered a draft site plan for Diss Carnival 2026. Most activities and stalls already agreed have been allocated and around 6 pitches remain vacant. MTM Youth Services will be approached regarding the giant games to be positioned next to the Baptist Church marquee. It was agreed that £100 would be made available to purchase arts & crafts.

(Action: Clerk / RFO; immediately)

10m² is required in total for the climbing wall. Members discussed this going in the MUGA but the doorway entrance would be too small for access. Dependent on the fair rides, it could be positioned on the grass area near the car park. Extra toilets need to be positioned up against something.

Resolved: That Robert & George meet to review and update the site plan.

(Action: FBM / GW; before 30.04.26)

c) Volunteers

Members received an update on volunteer recruitment and coordination for Diss Carnival 2026. It was noted that Sarah met with Junior and Paul to review the task list and that the volunteers would be contacted this month. The Round Table / 41 Club would be approached regarding providing volunteers to support the event, take part in the procession and tug of war competition. It was agreed that a minimum of 5 members would be required to help to warrant a free pitch and an application form would need to be completed to determine the stall activity.

(Action: Junior / Paul; immediately)

d) Event management plan

Robert advised that the event management plan would be updated to reflect the discussions and forwarded to South Norfolk Council's Safety Advisory Group for comment this week. It wasn't tabled at the meeting as includes all the elements we have previously discussed and agreed.

(Action: FBM; by 17.04.26)

J. Grint arrived at 20:20.

E0426/12

Promotion

a) Car boot sale and raffle volunteers

Members considered volunteers for the car boot sale on 26 April and raffle ticket sales on 15 May and 6 June. It was agreed that Friday 5th June would be preferable to the Saturday staffing wise and the hours would be approximately 9-12 on market days. It is hoped Andy Rackham would also be available to help at the car boot sale.

Resolved: That cllr Sinfield, George and Emily would volunteer for the car boot sale on 26th April and Mary and Paul would sell raffle tickets on 15th May and 5th June.

(Action: LS / GW / EF / MC / PW; 26.04.26 / 15.05.26 & 05.06.26)

b) Window dressing competition
Members received an update on the window dressing competition, including the Post Office display. Liz has the forms and will distribute with Tina in the next few days whilst requesting raffle prizes. It was noted that the uptake last year was relatively low given the volume of forms distributed. Kim has done some promotion for the window dressing competition. The post offices window boards being updated by the Heritage Trust will be removable to allow more space for schools if needed. Liz has approached schools on email and will phone Palgrave as email address not working.

c) Raffle
It was noted that the raffle tickets have been ordered and a copy of the prize poster last year would be printed for collection by Liz.

Post meeting note – the raffle tickets have arrived and do not mention prizes.

d) Publicity
Members received an update on publicity arrangements for Diss Carnival 2026. Kim has encouraged procession entrants, promoted the car boot sale & shared the post regarding the DISS lettering decoration. It was agreed that MTM Youth Services / Andy R would be contacted regarding the new DISS boards given the materials used last year. The draft Carnival article in Diss Matters will be updated to reflect discussions this evening. Kim will work on sponsorship posts, a general event poster and the digital programme. The Dinsdale duck trail will also be promoted.

(Action: KJ / Clerk; by next meeting)

e) Cake sale and tombola
Members considered a recommendation that there will not be a cake sale or tombola this year. Liz and Tina offered to run both. It was agreed that the cake sale would take place at the car boot sale on 26th April along with raffle ticket sales. Kim will do the publicity, and members welcome to share posts. Members also discussed a thank you to raffle prize givers slide for the Park Radio screen and Kim will work with Matt to determine a layout structure for the slides.

(Action: KJ / MS; by next meeting)

Resolved: That cllrs Sinfield & Knights would arrange a cake sale on Sunday 26th April at the car boot and tombola on the day of the event.

(Action: LS / TK; by 07.06.26)

E0426/13

Christmas Lights Switch-On

Members considered the format and proposed date for the Christmas Lights Switch-On. It was noted that the church considers the Friday unviable for the Santa's grotto given it's a school day. There was a suggestion that a Christmas fair market could continue on the Friday evening, but it was noted that the large event crowds for switch-on don't allow for many stalls.

George maintained his position regarding a preference for the Saturday with a shorter duration suggesting the indoor spaces at No. 8 Marketplace and the church could be promoted more. An alternative to the fire engine for Santa and the Mayor needs to be found and James suggested using heras fencing to barrier off parking in the Market Place Saturday morning before the road closure is enforced.

Given the requirement to start booking entertainment, it was agreed that Soundhouse would be asked about their availability and Robert would check about the fire engine and source other ideas for a Santa vehicle including small tractor & trailer & Rotary sleigh. Lee would speak to Discord regarding their availability to sing at the event prior to Soundhouse.

(Action: JG / RL / LJ; by next meeting)

Resolved: to agree Saturday 5th December as the date for Diss' Christmas Lights Switch-On.
(Action: DTC Office)

E0426/14

Task List

Members reviewed the task list and noted progress on allocated actions.

E0426/15

Progress Report

Members noted the progress since the last meeting.

E0426/16

Member Updates

Kim thanked everyone for everything given her personal circumstances.

E0426/17

Date of Future Meetings

Members noted the next meeting of this committee is scheduled for Tuesday 12th May 2026.

Meeting closed: 20.50.

Cllr Catherine Dente
Chair

Road Closure Marshalls

Site No.	Road Name	Volunteers
1	Walcot Road outside Diss High School	Core Highways 1 (vehicle following the parade)
2	Uplands Way	Core Highways 2 (person)
3	Heywood Road	Core Highways 3 (person)
4	Sunnyside	Core Highways 3 (Vehicle)
5	Doctors Car Park	Graham Minshull*
6	Weavers Car Park	Kieran Murphy*
7	Saracens Head Car Park	Julian Mason*
8	Church Street with barrier near Museum	Security Staff 3
9	Church St / Chapel St	Core Highways 2 (person)
10	St Nicholas St	Core Highways 4 (person)
11	Chapel St / Mere St	Core Highways 2 (person)
12	A1066 @ Morrisons	Core Highways 5 (vehicle)
13	Morrisons Car Park	Core Highways 3 (person)
14	B&M Car Park	Security Staff 4
15	Entrance Thatchers Needle	Security Staff 5
16	Exit Thatchers Needle	Security Staff 6
17	Aldi Car Park	Security Staff 7
18	Entrance to Park Hotel	Security Staff 8
19	A1066 @ Denmark St roundabout	Core Highways 3 (Vehicle)

N.B. Security staff members 1 & 2 will be at the front and rear of parade.

* It is hoped cllrs Peaty and Welch will be back up procession stewards at the car parks if required.



KEY:

- B = Bin
- LP = Lamppost
- 55 hay bales for arena and pavilion area

	<u>Pitch Number</u>		<u>Pitch Number</u>
<u>BARS x3</u>		<u>GENERAL x17</u>	
Azure Bars (6m x 3m - G)	2	Aerial Workshop	45
Wonkey Donkey Bar 1 (6m frontage serving side & rear - G)	6	Balloon Occasions Limited (3m x 3m)	36
Wonkey Donkey Bar 2 (6m frontage serving side & rear - G)	41	Bounce Diss (3m x 3m)	44
		Climbing Wall	48
<u>CHARITY x7</u>		Creation Crafts Norfolk (2 x 3m x 3m)	31
1st Diss Scouts (3m x 3m)	23	Diss Guild of Weavers, Spinners and Dyers	17
2nd Diss Scouts Crockery Smash	47	Dog Show Registration (3m x 3m)	33
Air Cadets (3m x 3m)	37	Fool Hardy Circus	46
Diss Athletics Road Runners (3m x 3m)	21	Gilyatt Designs (3m x 3m)	38
Diss Churches Together (2 x 3m x 3m)	29	Grannys Little Charms (3m x 3m)	12
Oxfam (3m x 3m)	24	Handmade Galore (3m x 3m)	26
RAFA Diss Branch (3m x 3m)	20	Kinglsey Homecare (3m x 3m)	30
Royal British Legion (3m x 3m & Jeep)	7	Minors & Brady (3m x 3m)	13
		Norfolk Constabulary (3m x 3m)	35
<u>FOOD & DRINK x17</u>		Prettys Wax (3m x 3m)	19
Amor Street Food (7m x 4m Airstream - G)	3	Rosedale Funeral Home (3m x 5m)	8
Brownie & The Bean (3m x 3m)	9	Seaman's Laser & 3D (3m x 3m)	27
Cafe Espresso (6m x 3m)	34	Simonds Transport (3m x 3m)	22
Classic Ice Cream Bike Co. (3m x 4.5m)	18	Sniff Snuffle & Tug (3m x 3m)	32
Designer Farmer Cat Ltd - Chinese (3m x 3m)	13	Spie Jewels (3m x 3m)	28
Dyers Diner & Coffee Shack (5m x 3m)	10	The Toy Den (3m x 3m)	25
Elsie's Pizza (3m x 3m)	16	Party FC (3m x 3m)	52
Fully Loaded Fries (3m x 5m - G)	1		
Harris Hog Roast (3m x 3m - needs flat ground)	11		
HG Catering - Churros (3m x 3m)	15		
M&M Sweet Treats (3m x 3m - w/ van 3m x 6m)	43		
S&K Tasty Treats - German Sausages (3m x 3m)	14		
Society Alive - Afro Caribbean (3m x 3m - G)	4		
The Asian Pantry (3m x 3m - G)	5		
What The Truck (3m x 5m)	42		
Tikka Tonic (5m x 2.2m)	49		
Maison's Munchies (3m x 3m)	50		
Grab Ya Jacket (3m x 3m vehicle with generator to go behind)	51		

	6.30 am	6.30am - 9.00am	9.00am - 11am	11am - 12:30pm	12:30pm - 1:15pm		1:15pm - 1:45pm	1:45 - 3:00pm	3:00pm - 5.30pm	5.30pm - 6.30pm
Sunday 8th June										
SARAH (Villafuerte-Richards)	Leading briefing with all staff at Park		10.30am Assist at High School with parade set up	Lead parade briefing at High School 11am.	Parade		Direct parade vehicles on park: Fire Engine, RBL Jeep, Park Radio. OPS tent after. Sarah to buy performers & compere food.	OPS tent	OPS tent	5.30pm Marshall vehicles off park. Clear down. FINISH 6.30PM
KIMBERLEY (Jaynes)	Briefing with Sarah at Park	Put out laminated stall pitch cards. Hay Bales arriving 7.30am.	P4 steward	P4 Steward	12.15 Market Place, help Annie with parade judges. Watch parade. Assist vehicles on Park after parade.		Main arena entertainment & Lunch!	Main arena entertainment	Main arena entertainment	5.30pm Marshall vehicles off Park. Clear down. FINISH 6.30PM
ROBERT Ludkin/ ANDY rackham	Briefing with Sarah at Park	Put barrier around main arena. Barrier Bus Station. Globes to go around Pavilion.	Operations assistant. Car Park needs cordoning off after stall arrivals	parade briefing with Sarah at High School 11am. Assist with parade set up.	Parade		Direct 3 parade vehicles on park: Fire Engine, RBL Jeep, Park Radio. Lunch Break after.	FINISH 2PM		
MELISSA (Hawkes)		8.30am start	P2 steward	P2 steward	OPS tent		OPS tent. Lunch break when Sarah takes over.	Collect feedback from stalls	FINISH 4PM	
SUE (Hurst)	Briefing with Sarah at Park	barrier around Mere with Fraser. add flags across gap for boat access	P2 steward	P3 Steward FINISH 12PM						
ALEX (Rolfe)			9.30-11.30am Fair Green Steward	9.30-11.30am Fair Green Steward	Go to OPS tent to give stiltwalker a lift to High School at 12pm. Return to park to pick up Funki Feathers Trio -take to school. Assist High School parade		Lunch break after parade. Floating steward	Floating Steward	Floating Steward. FINISH 4.30PM.	
EMILY (Forsdyke)	Briefing with Sarah at Park	Put out laminated stall pitch cards	10.30am Assist at High School with parade set up	Carnival floats at High School	Carnival floats at High School		Assist Dinsdale around Park for 2-3 20 minute walkabouts at different times.	Floating Steward	Floating steward	5.30pm Marshall vehicles off park & clear down
GEORGE (Waterman)	Briefing with Sarah at Park	Helping with putting up arena rope and signs	P3/4 steward	11am Parade briefing at High School	Dinsdale in parade		Agree times for 2-3 20 minute walkabouts as Dinsdale with Emily assisting	Floating steward & Dinsdale	Floating Steward & Dinsdale	5.30pm Marshall vehicles off park. Clear Down
DECLAN (Craggs)				High School briefing 11am	Parade + Carnival Judge (exit at Market Place)		Mayoral duties/ Engage with public	Mayoral duties / Engage with public	Mayoral duties / Engage with public	Clear Down
CATHERINE (Dente)			9.30-11.30am Fair Green	9.30-11.30am Fair Green Steward	FINISH 11.30AM					

	6.30 am	6.30am - 9.00am	9.00am - 11am	11am - 12:30pm	12:30pm - 1:15pm		1:15pm - 1:45pm	1:45 - 3:00pm	3:00pm - 5.30pm	5.30pm- 6.30pm
STEVE (Woodburn)				11am Parade briefing at High School	Parade Marshall		Crowd control at end of parade - assist as some vehicles enter onto Park. 1.30pm Litter & general assistance	Litter & general assistance	Litter & general assistance	Clear Down. FINISH 6.30PM
ANDY (Wilson)				11am Parade briefing at High School	Parade Marshall		Crowd control at end of parade - assist as some vehicles enter onto Park. 1.30pm Litter & general assistance	Litter & general assistance	Litter & general assistance	Clear Down. FINISH 6.30PM
MARK (Hobbs)	6am start. Litter	Litter	Litter	Litter	Litter		FINISH 1.30PM			
COLIN (West)	Briefing with Sarah at Park	Put barrier around main arena. Set up 2 gazebos for OPS and hospitality. Hay Bales arriving 7.30am to be put around arena.	P3 steward	11am Parade briefing at High School.	Parade Marshall		Crowd control at end of parade - assist as some vehicles enter onto Park. 1.30pm Lunch Break	FINISH 2PM		
FRASER (Dowle)	Briefing with Sarah at Park	Put barrier around mere with Sue. Set up gazebos for OPS and hospitality. Hay Bales arriving 7.30am to be put around arena.	Floating steward	10.45ish - Set up area outside No.8 Marketplace for parade judges. Go to High School after for parade assistance with girlguiding tractor.	Parade Marshall		Crowd control at end of parade - assist as some vehicles enter onto Park. 1.30pm Lunch Break	FINISH 2PM		
DOREEN (Collins), RUTH (Ward)? TINA (Knights)?					Set up bits for Hospitality tent & Raffle		Hospitality tent, & Raffle	Hospitality tent, & Raffle	Hospitality tent, & Raffle. 5.30pm FINISH	
JUNIOR (Taduzka)?				11am - Go to Park for radio, hi-vis and procession judging forms. 12.15pm - Wait for Mayor & Honoured Citizen outside No.8 Marketplace to judge	Outside No.8 Marketplace with Procession judges. Assist as Mayor gets off parade float		Ops Tent once parade has finished	Ops Tent	OPS tent. 5.30pm FINISH	
KIERAN (Murphy)				High School briefing 11am	Parade Marshall		General Support	General Support		

Procession

Item 7

No. in Parade	Entry Name	Procession Group Type	Notes
FRONT	Park Radio	Pick up truck Vehicle to play themed music from speakers to lead parade	
1	Diss Town Mayor and Dinsdale Duck	Royal British Legion's Jeep	Dave's son to drive confirmed 30.3.26
2	Kingsley Homecare	5 door hatchback	emailed for theme 20.03.26
3	Diss Athletics Road Runners	Walking group	Running - wearing club kit
4	Simonds Coach	12m Bus/Coach	World Cup/ Football
5	Diss Stroke Group	Walking group - some in wheelchairs & mobility scooters	Snakes and Ladders
6	2nd Diss Scouts	Lorry with flatbed trailer	Basketball
7	Diss Primary Academy Partnership	Walking group	Sports Day
8	Diss Red Hatters	Walking group	emailed for theme 20.03.26
9	David Hines (RBL)	Vehicle 1944 GMC truck Registration - YXG439	Escape to Victory (war/football)
10	1st Diss Scouts	Vehicle	theme still undecided
11	Palgrave Players	Walking group & Blue Ford Van	Chess - The Musical
12	Heywood Sports & Fitness	Float - Cab and trailer 13.6 metre x 3 metre total 17 metres	Tennis & Wimbledon

Procession

No. in Parade	Entry Name	Procession Group Type	Notes
13	Florence School of Dance	Walking Group with music	Cheerleading
FORMS AWAITED			
14	Merryfields	Vintage Tractor and Trailer- portable speaker and a couple of airhorns	Motor Speedway
15	High Altitude ?		initial contact nothing received so far
16	Tribe Collective(Formerly Tribe All)		chased entry 25.3.26
17	Diss Fire Brigade		chased entry 1.4.26
18	Skate Park Users TBC	Walking group with skateboards	
19		Kim did a further email drop for procession entrants 1.4.26 and 06.05.26	

	ESTIMATED GROSS	NET	VAT	TOTAL Gross INCOME	Date Paid	Receipt /Po No		
FUNDRAISING - Estimates on last year								
Car Boot Sale 26.4.26	£ 440.00	£ 440.00	£ -	£ 440.00	Pending			
Raffle Tickets 15.5.26	£ 1,664.00	£ 1,664.00		£ 1,664.00				
Carnival Bucket Donations	£ 100.00	£ 100.00		£ 100.00				
Funfair income - Larry Gray	£ 500.00	£ 500.00		£ 500.00				
Ducktrail x5	£ 750.00	£ 625.00	£ 125.00	£ 750.00				
Cake Sale 22.5.26								
	£ 3,454.00	£ 3,329.00	£ 125.00	£ 3,454.00				
SPONSORSHIP								
Larking & Gowen - Gold	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1192		
Reads Property Development Ltd	£ 200.00	£ 166.67	£ 33.33	£ 200.00		V-1193		
The Wonky Donkey Bar Company	£ 200.00	£ 166.67	£ 33.33	£ 200.00		V-1194		
Pearce & Kemp Ltd	£ 100.00	£ 83.33	£ 16.67	£ 100.00		V-1195		
Larter & Ford Ltd	£ 100.00	£ 83.33	£ 16.67	£ 100.00		V-1196		
Kings & Co Lettings	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1197/8		
Beckford & Lewis	£ 200.00	£ 166.67	£ 33.33	£ 200.00		V-1199		
Adkins Opticians	£ 475.00	£ 395.83	£ 79.17	£ 475.00		V-1200		
TOTAL SPONSORSHIP	£ 2,225.00	£ 1,854.16	£ 370.84	£ 2,225.00				
STALLAGE								
Balloon Occasions Ltd	£ 120.00	£ 120.00	£ -	£ 120.00	16.02.26	16397		
Seamans Laser	£ 60.00	£ 60.00	£ -	£ 60.00	13.03.26	16421		
Harris Hog Roast	£ 120.00	£ 120.00	£ -	£ 120.00	16.03.26	16422		
Grannys Little Charms - K.Kincarr	£ 60.00	£ 60.00	£ -	£ 60.00	16.03.26	16423		
Bounce Diss - Popa G	£ 120.00	£ 120.00	£ -	£ 120.00	16.03.26	16425		
Brownie & the Bean	£ 120.00	£ 120.00	£ -	£ 120.00	16.03.26	16426		
Sniff, Sniggle & Tug - M.Preston	£ 60.00	£ 60.00	£ -	£ 60.00	16.03.26	16428		
The Asian Pantry	£ 120.00	£ 120.00	£ -	£ 120.00	17.03.26	16430		
Gilyatt Designs	£ 120.00	£ 120.00	£ -	£ 120.00	17.03.26	16431		
Spie Jewels - S.Caves	£ 60.00	£ 60.00	£ -	£ 60.00	17.03.26	16432		
Prettys Wax - T.Pretty	£ 60.00	£ 60.00	£ -	£ 60.00	19.03.26	16436		
A.Painter - MM Sweet Treats	£ 120.00	£ 120.00	£ -	£ 120.00	20.03.26	16437		
Fully Loaded Fries	£ 180.00	£ 180.00	£ -	£ 180.00	23.03.26	16438		
Rosedale Funeral Services	£ 180.00	£ 180.00	£ -	£ 180.00	25.03.26	16442		
Peter Bensley - RAFA	£ 40.00	£ 40.00	£ -	£ 40.00	26.03.26	16443		
Mayne JS - Café Espresso	£ 240.00	£ 240.00	£ -	£ 240.00	26.03.26	16444		
Kingsley Homecare Ltd	£ 120.00	£ 120.00	£ -	£ 120.00	27.03.26	16445		

	ESTIMATED GROSS	NET	VAT	TOTAL Gross INCOME	Date Paid	Receipt /Po No		
Park Radio	£ 420.00	£ 350.00	£ 70.00	£ 420.00		RL8734		
JML Pavilion / Arena	£ 1,500.00	£ 1,250.00	£ 250.00	£ 1,500.00		RL8735		
Tripleguard Security + radios	£ 1,444.80	£ 1,204.00	£ 240.80	£ 1,444.80		RL8737		
Extra Toilet Cleaning C&H Cleaning Services	£ 141.60	£ 118.00	£ 23.60	£ 141.60		RL8738		
Extra Toilets Latta Toilet Hire	£ 1,500.00	£ 1,250.00	£ 250.00	£ 1,500.00		RL8739		
Insurance Cover for Toilets whilst on site	£ 112.00	£ 112.00	£ -	£ 112.00	01.04.26	RL8741		
Fast First Aid Cover 6 staff Donation	£ 200.00	£ 200.00	£ -	£ 200.00		RL8742		
Fair Green Parking Donation	£ 200.00	£ 200.00	£ -	£ 200.00		RL8743		
Fenland Adventure	£ 1,051.20	£ 876.00	£ 175.20	£ 1,051.20	15.04.26	DTC6931		
Foolhardy Circus (arena & workshops)	£ 680.00	£ 680.00	£ -	£ 680.00	15.04.26	DTC6932		Deposit £220
RPM Bike Show	£ 1,700.00	£ 1,700.00	£ -	£ 1,700.00	15.04.26	DTC6938		Deposit £400
Baptist Church - Craft Equipment	£ 100.00	£ 100.00	£ -	£ 100.00		DTC6944		
PRTY	£ 600.00	£ 600.00	£ -	£ 600.00		DTC6945		
Sulala Aerial Act	£ 500.00	£ 500.00	£ -	£ 500.00				
TOTAL EXPENDITURE	£ 14,577.49	£ 12,837.63	£ 1,706.53	£ 14,577.49				
SUMMARY - Carnival 2025 Finances								
TOTAL INCOME	£ 10,879.00	£ 10,383.16	£ 495.84	£ 10,879.00				
EMR from April 2026	£ 7,058.23	£ 7,058.23	£ -	£ 7,058.23				
Council Contribution for 26-27	£ 2,750.00	£ 2,750.00	£ -	£ 2,750.00				
TOTAL EXPENDITURE	£ 14,577.49	£ 12,837.63	£ 1,706.53	£ 14,577.49				
REMAINING BALANCE GOING FORWARDS	£ 6,109.74	£ 7,353.76	-£ 1,210.69	£ 6,109.74				

<p>Main ARENA schedule:</p> <p>1.30 – 1.50 ACT ONE - FOOLHARDY CIRCUS SHOW (20 mins)</p> <p>1:55 – 2.15 - ACT TWO - TUG OF WAR ROUND 1 (20 mins)</p> <p><i>Announce procession / window dressing comp winners?</i></p> <p>2.20 – 2.40 - ACT THREE - TRIBE COLLECTIVE (20 mins)</p> <p>2.45 – 3.10 - ACT FOUR - BIKE SHOW (25 mins)</p> <p>3.15 – 3.45 - ACT FIVE - TUG OF WAR ROUND 2 (20 mins)</p> <p>3.50 – 4.05 - ACT SIX - KUK SOOL WON (15 mins)</p> <p>4.10 – 4.40 - ACT SEVEN - DOG SHOW (30 mins)</p> <p>4.45 – 5.10 - ACT EIGHT - BIKE SHOW 2 (25 mins)</p> <p>5.15 – 5.30** - ACT NINE - TUG OF WAR FINALE (15 mins)</p>	<p>Pavilion schedule:</p> <p><i>At the end of the day, announce prize raffle winners.</i></p> <p>5.40 – 6.10 – TBC **** (30 mins)</p> <p>6.20 – 7.20 - PRTY (60 mins)</p> <p>**** Eleanor Russell is not available. James is researching an alternative.</p>
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Notes

**End time 25 minutes later than 2025 excluding announcement of procession / window dressing competition winners (30 mins allocated in 2025)

1. 5-minute change over between acts – may need longer for bike show x 2
2. I have not included Tai Chi (10 – 15 mins – may not return home from China in time). Perhaps she could do a display somewhere on park and have it announced rather than being in the main programme?
3. **Trophy presentation needs to be added in somewhere above** – Best Carnival Float, Best Walking Group, Window Dressing Competition winner

2026 ENTRIES - Diss Carnival Window Dressing Competition 2026

- Rosedale Funeral Home
- Larter & Ford
- Flour & Bean
- Photo Elite
- The Saracens Head
- Adkins
- Just a label
- Designermakers21
- Pact
- DISScovered (13 St Nicholas Street)
- Diss Publishing Bookshop
- Mia Nails
- Oxfam

POST OFFICE DISPLAY

- Drawings received from Bressingham Primary School
- Awaiting drawings from Roydon – Claire Keen
- Declan's wife Kirsty will check if Diss are participating or not

Carnival Raffle Prizes 2026

Item 11b

Provider	Prize
Adkins Opticians	£50 gift voucher
Albright of Diss	£20 Voucher towards Sewing/Crochet Course
Costa Coffee	4 Vouchers for a Hot Drink & cake/pastry of your choice
Diss Antiques	Jogo Brew Straw
Just A Label	Scarf and Headband
Larter & Ford	£20 gift vouchers
Number 8 Market Place	Marimba Chocolates
Saracens Head	Freixent Rose & 0% Alcohol Spiced Rum
source unknown	Bottle of Martini
Ampersand	Brewery Tour Voucher for 2
The Ivy Room (Chapel St)	£20 voucher for hair by Sammy
The Ivy Room (Chapel St)	£20 voucher for hair and beauty by Hannah Marie
The Ivy Room (Chapel St)	£20 voucher for hair by Kelly Ramsey
The Cow Shed, Stuston	£20 voucher
Heywood Fitness	1 month gold membership voucher
121 Computers	expecting a voucher (Liz spoke to them 06.05.26)
Diss Leisure Centre	expecting a swimming voucher (Liz spoke to them 06.05.26)

THE PROCESSION!

STARTS
12.30!

With over 20 entries in the procession, it's shaping up to be a great celebration of sport, play, and friendly competition! From walking groups and dance teams to decorated tractors, lorry floats, and more, each entry will be bringing their A-game in their own style.

The procession will kick off from Diss High School at 12:30pm, making its way down Mount Street, through the Market Place and Mere Street, before turning right at the Morrisons roundabout and heading into Diss Park - where the Fun Day officially goes into extra time!

Ad
Wonky Donkey Bar
¼ page

Reads
PROPERTY DEVELOPMENTS
Commercial Property
Landlords and Developers

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Carnival**

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Web www.readsproperty.co.uk

THE Fun Day!

Our Fun Day has something for everyone – so head on down to Diss Park after the procession for an afternoon full of live entertainment, over 50 stalls, have-a-go activities, funfair rides and more! Live entertainment starts at 1.30pm!

If you have any questions on the day, just look out for our friendly event stewards in ‘Carnival’ hi-vis vests. You’ll also find our operations tent by the Park toilets for first aid, lost property, and the lost children’s point.




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LIVE ENTERTAINMENT SCHEDULE

HOSTED BY



MAIN ARENA

1.30 – 1.50 FOOLHARDY CIRCUS SHOW

1:55 – 2.15 TUG OF WAR ROUND 1

2.20 – 2.40 TRIBE COLLECTIVE

2.45 – 3.10 RPM DISPLAY TEAM BIKE SHOW

3.15 – 3.45 TUG OF WAR ROUND 2

3.50 – 4.05 KUK SOOL WON

4.10 – 4.40 DOG SHOW

4.45 – 5.10 RPM DISPLAY TEAM BIKE SHOW 2

5.15 – 5.30 TUG OF WAR FINALE

PAVILION

5.40 LIVE MUSIC -

6.20 – 7.20 LIVE MUSIC - PRTY





FREE PARKING!





&

DISS' PUBLIC CAR PARKS:

- SHELFANGER RD
- MOUNT ST
- WEAVERS COURT
- CHURCH ST
- CHAPEL ST

ENTERTAINMENT



RPM Bike Show

Tug Of War Competition



Kuk Sool Won

FREE family activity tent and giant games area!



A big thank you to Diss Baptist Church and Diss Youth Group for providing free, family-friendly Carnival-themed activities near to the park play area. It's the perfect place for children to get involved, get creative and join the celebrations!



Diss Baptist Church



Larking Gowen

Chartered Accountants & Business Advisors

Proud sponsors of the Diss Carnival 2026

Committed to
community.

Expert support and advice
whenever you need it.



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out how we can
support you and
your business.





Tribe Collective

Join Amy Bobbins and her Tribe Collective crew in the main arena for a vibrant, Carnival-themed performance! This fab fitness group, formally 'Tribe ALL Fitness', brings energy, colour, and fun every year—guaranteed to leave you smiling. It's fitness like you've never seen it before—fun, fierce, and unforgettable!

Foolhardy Circus

The hilarious Foolhardy duo is back for their 40th year, bringing laughter, antics, and unforgettable fun to the main arena! Don't miss the chance for some hands-on circus excitement—join the Foolhardy workshop by the Mere and try out some skills for yourself!



Live music - Park Pavilion acts



Sulala- Aerial Performance and Workshop

Giant Climbing Wall



Fun Dog Show

Bring along your four legged friends to join in with the Fun Dog Show! Visit the registration stand near to the main arena to enter in on the day!

FACE PAINTING 

CROCKERY SMASH 

FUNFAIR RIDES 

FREE KIDS ACTIVITIES

& LOTS MORE!

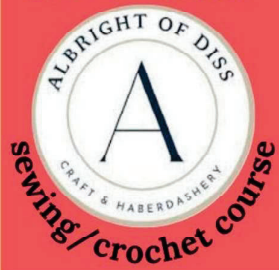
DISS CARNIVAL

PRIZE RAFFLE

FOR A CHANCE TO WIN...



£20 Voucher



£50 GIFT VOUCHER



Adkins Opticians

traditional service, modern standards

£20 voucher

LARTER & FORD

COOKWARE - DIY - GARDENING

Free hot drinks
& cakes vouchers

COSTA
COFFEE



Saracens Head, Diss



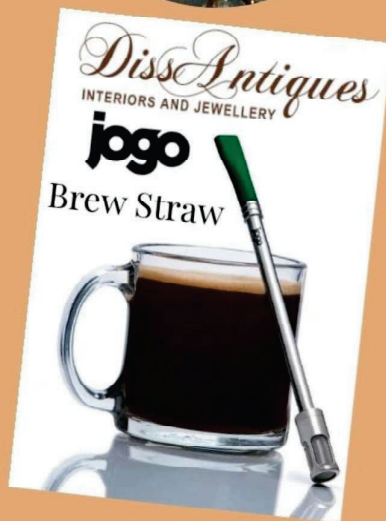
Bottle of Freixent Rose &
0% Alcohol Spiced Rum

MARIMBA

CHOCOLATES FROM

No.8

MARKETPLACE
Diss



BREWERY TOUR
x 2 tickets



AMPERSAND
BREW CO.



Bottle
of
Martini

**£2 PER
TICKET**

AND MANY MORE!

Tickets available at Diss Market Place on
15th May & 5th June, and in advance from
Diss Town Council Offices (Market Hill) & at the Fun Day!

Adkins Opticians

Ad ½ page



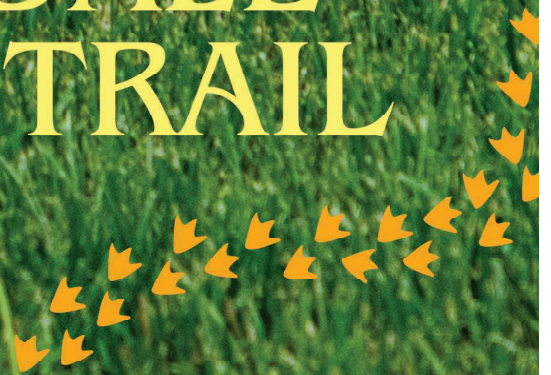
★ THANK YOU! ★

DISS CARNIVAL SPONSORS 2026



NEW FOR 2026!

DINSDALE DUCK TRAIL



Social Media Schedule – Carnival (Grey = scheduled/done)

- **Posting date:** 12th Feb 2026 - Our application forms are now available online! Interested in joining the procession or having a stall at our Fun Day on 7th June? Simply complete and return your application to us by 6th March 🤗
www.diss.gov.uk/diss-carnival
- **Posting date:** End of Feb: Promote sponsorship packages
- **Posting date:** (poster saved in Carnival social media folder to go with it) 26th March 2026 - Get Creative & Dress Your Windows!
We're inviting businesses to take part in our annual Diss Carnival Window Dressing Competition by decorating your shop windows in our 2026 sports theme: 'Game On Diss'
Dates: 8th May – 8th June 2026
It's FREE to enter – just fill out our entry form and let your creativity shine!
www.diss.gov.uk/diss-carnival We can't wait to see your ideas!
- **Posting date:** Mar/April 2026 - Looking for a bargain? Or maybe you have items to sell? Come along to our Car Boot Sale on Sunday 26th April and help us raise funds for Diss Carnival 2026!
- **Posting date:** April 2026 - We are delighted to announce the amazing sponsors of Diss Carnival 2026! A MASSIVE thank you to each and every one of you for your generous support. Your contributions really do make a huge difference, allowing us to create a spectacular Carnival Day for our community to enjoy! Stay tuned for more updates, and don't forget to save the date -Sunday 7th June 2026!
- **Posting date:** April 2026 - A huge THANK YOU to everyone who's already signed up for the 'Game On Diss!' Carnival Parade! We can't wait to see your incredible costumes and floats on 7th June! Haven't joined the fun yet? Don't worry – there's still time! Simply fill out our entry form here: www.diss.gov.uk/diss-carnival and be part of the celebration!
- **Posting date:** April 2026 – Begin doing dedicated social media sponsor shoutouts to each sponsor. Shout out and THANK YOU to ##### for supporting Diss Carnival 2026! You guys are great! Be sure to check them out....
- **Posting date:** April 2026 - JOIN THE DISS CARNIVAL PARADE!
We've got ## fabulous entries confirmed... but let's make it even BIGGER, Diss!
Community groups, schools, businesses, or just a bunch of mates who fancy dressing up and joining the fun? We want YOU in the parade! It's FREE to enter – walk, dance, drive, ride... it's up to you!
Drop us a message or email carnival@diss.gov.uk for more info.
- **Posting date:** April 2026 – Diss Carnival Prize Raffle 2026!
Each year, our raffle helps raise essential funds to keep Diss Carnival thriving, but we need your support! Can you donate a prize? - every donation helps! Promote your business – all prizes feature on our raffle poster! Support your local community Carnival and help make 2026 even better!
Drop off at Diss Town Council Offices. Email: carnival@diss.gov.uk Thank you for your support!
- **Posting date early May 2026:** **Raffle Ticket Selling on Market Place 15th May & 5th June** - DISS CARNIVAL RAFFLE- Tickets On Sale Now! (Share prize raffle poster with all the prizes on) Don't miss your chance to win in the Diss Carnival Raffle on Sunday 7th June! Tickets are just £2 – with 40+ prizes up for grabs!
📍 Buy tickets now from: Diss Town Council Offices (Market Hill), Tatters (Mere Street) or at the Carnival Fun Day on 7th June! 🤗
- **Posting date:** May 2026 – Tug of War Competition – promo for entry teams.
- **Posting date:** May 2026 – Dinsdale Duck Trail
- **Posting date:** 8th May 2026 - Our Window Dressing Competition starts today! Take a closer look at the shop windows in the town centre as they begin decorating up for Carnival! Tag us in your pics – we can't wait to see your Game On Diss displays!
- **Posting date:** May 2026 – Diss Carnival Event Promo Poster shared
- **Posting date:** May 2026 – Tune in! Catch our Carnival crew chatting live on-air with Park Radio today, sharing all our exciting plans for this year's big day!

- **Posting date:** May 2026 – OUR PROCESSION! Who's in it? **(share a visual with names of all procession entrants on)**
- **Posting date:** May 2026 - We're excited to welcome back L Gray & Sons FunFair to our Fun Day! 🎡 Enjoy 'all the fun of the fair' with a variety of rides, classic fairground games, and family-friendly fun! Lots to keep the kids (and big kids!) entertained! 🎪🎪
- **Posting date:** May 2026 - We're spoilt for choice this year - ## fantastic stalls are joining us at Diss Park for our Fun Day! With plenty of delicious foods and flavours from around the world to handmade crafts, jewellery, gifts, clothing, sweet treats and more, there's something for everyone. That's not all - enjoy lots of FREE family activities, funfair rides, face painting, a photobooth, live entertainment areas and plenty more surprises waiting to be discovered! 😊
- **Posting date:** May 2026 - 🏠 We're thrilled to announce that ##### will be our main arena compere!
- **Posting date:** May 2026 - TWO fantastic live entertainment areas - the Main Arena and the Park Pavilion! Get ready for a packed afternoon full of vibrant dance performances celebrating different cultures, live music, hilarious comedy, talents, fun dog show, and much more! 🎤🎸🎵 We'll be revealing this year's incredible performer line-up very soon - stay tuned! 🎪
- **Posting date:** May 2026 - Don't miss the FREE Kids Activity Tent at our Carnival Fun Day, hosted by Diss Baptist Church – with lots of free creative fun! TBC
- **Posting date:** May 2026 - 🎵 Keeping the pavilion stage on point! 🎤
We're excited to share that @Park Radio will be our fantastic hosts for the Main Arena and Pavilion Entertainment Stage this year! 🎧 With music throughout the afternoon to keep the energy high, the Park Radio team have it covered.
- **May 2026** - Schedule announcement posts for other entertainment acts
- **Posting date:** June 2026 – Carnival Car Parking – 🎪 Carnival Car Parking – It's FREE! 🚗🎈
Great news for all our visitors this Sunday! You can park for FREE at:
 - ✓ Morrisons Supermarket (Victoria Road)
 - ✓ Any South Norfolk Council public car park in the town: www.southnorfolkandbroadland.gov.uk/.../car-parks

Draft Roles and Responsibilities for Carnival 2026			
Task allocated to	Task detail	Date to be completed	Actions/notes
	Operations		
Kim	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	Purchase orders to be created and emailed to the relevant suppliers below (quotes to be saved under Events /E Agenda/Meeting Date).		Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet
	Sort first aid for event (F.A.S.T used 2025/26)for a donation	Jan-26	COMPLETE
	Order radios and security stewards (They drop off radios in the week before Carnival) (Triple Guard)	Jan-26	Quote received from Phoenix ready for committee review 22.1.26. Need at least one other quote as comparison (Clerk) E-mail sent for another quote to Norse Security 11.02.2026 Also looked at options to buy our own to be agreed by committee members at next meeting12.1.26 Quote from Norse arrived 17/02/2026 needs to go to committee for approval with other quotes Quote received from Tripleguard 23/02/2026 to go to next meeting with nother two quotes . COMPLETE
	Book in traffic management (£1250 2026 quote) (Steve Dungar Core Highways) & arrange road closure maps and procedure	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. E-mail sent to TMO Highways and Steve Dungar Core Highways for quotes 11.02.026 Received quote for £750.00 of £1250 from Steve Dungar Core Highways 12.02.2026 DONE- RL meeting 14.4.26 to formalise road closure plan
	Quote for 12 chemical toilets for Park (8) and 1x accessible plus High School (4) with (Latta Hire Limited)	Jan-26	Quote received from Mervyn Lambert ready for committee review 22.1.26. Should consider a comparative quote (Clerk) E-mail sent to Broadland Toilet Hire for second Quote 12.02.2026 COMPLETE
	Get insurance Quotes to cover the portable toilets whilst in situ (Zurich)	Jan-26	Quote from Zurich cheaper than insurance from company. COMPLETE
	Get quotes and book suitable sound support for the event. (Park Radio)	Jan-26	RL emailed Mike's Audio Visuals & Park Radio for sound quotes 22.1.26. One quote received ready for committee review Waiting for quotes from James Park Radio requested at meeting 10.02.2026 COMPLETE
Infrastructure/Health & Safety Officer (supported by admin)	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. Quote sent back for approval 17/02/2026 COMPLETE
	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 (CH Cleaning Services 2026) on Carnival day	Jan-26	RL emailed new cleaning contractor C H Cleaning Services 22/01/2026 for quotes COMPLETE

Task allocated to	Task detail	Date to be completed	Actions/notes
	Book Photographer for Event	Feb-26	DONE - Diss Camera Club confirmed they can take photos of the event- credit the Camera Club DONE
	Contact Morrisons and Tesco to get confirmation of free parking for event day	Jan-26	DONE - RL emailed Morrisons 22.1.26 to request car parking limits are taken off for Carnival day E-mailed Tesco Tim Gillam 11.02.2026 for permission for parking limits to be taken off on the day. E-mail sent 16/02/2026 confirming parking will be ok
	Source rope for main arena	Jan-26	DONE -Rope is in new cabin on park
	Buy red and white barrier tape, blue/red chalk paint and cable ties	May-26	
	Contact Suzanne Kayne for car parking for stall holders at Fairgreen	Feb-26	DONE-mailed Suzanne to request parking for stall holders 11.02.2026 E-mail sent back 16/02/2026 confirming parking will be ok at a cost of £200.00 same as last year COMPLETE
	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	sent to SAG
DTC ADMIN	Add the approved food stallholders & additional info to EMP	Mar-26	Food traders are on EMP, although still awaiting some paperwork
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	
	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	May-26	DONE
Community Partnership Liaison Volunteers	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	DONE - Simon confirmed will do same again this year.
Volunteer Coordinator	Organise and liaise with procession stewards for Carnival	May-26	Clerk briefed Volunteer Coordinators (Cllr Shava & Paul W) late March.
Volunteer Coordinator	Get permission for use of playgrounds at High School for parking	May-26	Sarah emailed Lindsey V 30.04.26 cc'd cllr Shava. Keith Kiddie sorting access / keys.
DTC ADMIN	Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall.	Mar-26	Map drafted
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	DRAFT CREATED
Volunteers & Stewards			
Volunteer Coordinator - Junior & Paul Wilson	Recruit volunteers and stewards to help run the Carnival Procession and Fun Day. Send out email to request help.	Apr-26	Councillors and staff, procession stewards sorted - Core Highways & Security, Graham, Kieran, Julian (Richard, Jim as back up). OPS Tent possibles - Liz, Doreen, Tina, and Ruth TBC
	Find someone who can chauffeur performers/staff from Park to High School and be a 'run around'	Apr-26	Alex R - confirmed
	Ask Cadets if they are willing to litterpick again	Apr-26	Yes - DONE
	Find marshalls for Fair Green car park.	Apr-26	Junior sorting
	Update volunteer briefing pack- email to all with site map and volunteer info sheet	May-26	Junior sorting
	Go through volunteer and staff rota to allocate all jobs and timings on the day	Jun-26	Junior sorting

Task allocated to	Task detail	Date to be completed	Actions/notes
	Print & laminate volunteer schedules, site map copies & info sheets for all volunteers & committee members to have on the day	Jun-26	Junior sorting - may need office help for this one
	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	Junior sorting
	Stalls		
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	DONE
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	COMPLETE
	Update bar tender form and send out to all bar contacts	Feb-26	COMPLETE
	Chase up for stallholder paperwork	May-26	ongoing
	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Clerk	Apr-26	Digital copies forwarded 27.3.26, as previously used no visit necessary. Get DPS to sign when received and scan back to bars on email
	Create and laminate pitch number signs for stallholders and all other info signs needed for the park.	May-26	
	Email all stallholders 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	
	Admin		
DTC ADMIN & RFO	Complete NCC's Road Closure application form and send to streetworks. RFO to do payment	Feb-26	DONE - 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	Apr-26	DONE - Received and saved in the file RL Advised
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.		ongoing
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	DONE - Amendments made and sent 05.03.2026
	Arrange street collection agreement from SNC for carnival event and save permit when received	Mar-26	DONE Permit received 30.03.26 MH
	Book in Rialtus diary - cake stalls and car boot. Cake Sale 22nd May, Car Boot 26th April. Raffle sales 15th May & 5th June	Feb-26	DONE
	source Volunteers for Car Boot Sale	Feb-26	DONE Emily/George/Liz/Andy R
	Enquire with Park Radio (Matt & Katie were DBS in 2025) for the lost children's point at Carnival.	Feb-26	Katie & Matt have confirmed 15.4.26
	Letters to be updated and printed for Mount St residents x60, Walcot Road x50, Parkside Court x50 and Mere Street flats residents x50, ref Carnival parade / parking in car parks on the day	May-26	Liz to do Mount Street and Walcot Road. Confirm if Bob and Jim can do other addresses. Print letters ready for 19th May to start delivery this week

Task allocated to	Task detail	Date to be completed	Actions/notes
Community Partnership Liaison Volunteers	Deliver above letters from 19th May	May-26	Liz on holiday until 17th so can deliver from 19th May.
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	DONE ordered and checked 1.4.26
	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
ENTERTAINMENT			
Entertainment Coordinator	Source a band for front of procession (East Angles Brass Band used in 2025)	Apr-26	East Angles unavailable. Vibe City no longer do it. PARK RADIO agreed to lead procession with pick up truck blasting out music that fits with our theme!
Community Partnership Liaison	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-26	Ongoing
	Oversee Procession on the day - at High School	Jun-26	
DTC ADMIN	Print and laminate colour cards for procession	2 weeks before	
	Create procession running order	May-26	DRAFTED
	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	
	Create 2 x A3 laminated signs for 'children's pick up point' to go on MUGA for after procession	May-26	
DTC ADMIN	Invite Honoured Citizen (Iain Sturgeon), the Mayor (Declan) to judge the procession outside No.8, and inform of timings	May-26	Mayor will get off parade at Market Place outside No.8
DTC ADMIN	Create and print procession judging sheet x 5 copies to collect from OPS tent in morning of event	Jun-26	
Community Partnership Liaison Volunteers	Source a truck for escorting Mayor and Dinsdale in procession (Dave Hines chauffeured 2025)	Feb/Mar-26	confirmed Dave's son will drive the jeep 30.03.26 DONE
	Check Dave Hines' vehicle has correct insurance for chauffeuring passengers.	Jun-26	confirmed insured as long as no payment is made for the service DONE
	Organise recovery of trophies from last year. Get pete gillings trophy engraved from 2025 winners.	May-26	All trophies received
	To source prizes, vouchers or experiences for a prize hamper	Apr/May 2026	Liz to source prizes 23.3.26 social media graphic saved in Carnival social media folder
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	ongoing - review paperwork asap
	Book Compere (Park Radio)	Jan-26	Quote received 21.1.26, advised will go to 10th Feb meeting, contact him after the meeting. Another compere quote being considered 10.03.26 - COMPLETE
	Timetable acts for the main arena	Apr-26	drafted 14.4.26
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	RL requested but no reply yet 11.02.26. RL to chaseSent e-amil 28/04/2026 to check if stall needed.
Entertainment	Liaise with sound/lighting technicians and acts on the day and oversee entertainment on the day		

Task allocated to	Task detail	Date to be completed	Actions/notes
Entertainment Coordinators	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)	Mar/Apr	RL in liaison with Larry to confirm rides - 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)	Mar-26	2 dog show hosts working together... Tina Williams and a friend
	Update running order/briefing sheet for event compere Park Radio and email over before the day	May-26	Kim has last year's one on file which could be updated if needed
Finance			
RFO	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-25	ongoing
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.	Ongoing from Sept-25	Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet ongoing
RFO	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-26	ongoing
Town Window Dressing			
DTC ADMIN	Update window dressing entry form	Apr-26	DONE
Community Partnership Liaison	Email/Visit shops to enter competition 9th May - 9th June	Apr-26	Liz collected the forms 23.3.26
DTC ADMIN	To invite previous window winner (Adkins) & Honoured Citizen (Iain Sturgeon) 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).
DTC ADMIN	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	May / June 2026	
	Print and laminate procession certificates	May / June 2026	
Promotion			
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	Apr/May 2026	ongoing
	Promote when application form is 'live' and upload form to our website	Jan-26	DONE - forms went live 11th 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	ongoing
	Create posters to promote cake stall (22.5.26), car boot sale and raffle ticket selling dates & share on social	Apr-26	Cake stall poster still to do for 22nd May 26, raffle ticket sales promo to do for 15th May & 5th June
	Add Carnival details to other online events listings and create event on Facebook	May-26	
	Complete all promo perks for all sponsors from checklist	Apr-26	
	Produce article for Diss Matters magazine to promote Carnival	Feb-26	DONE
	Inform maintenance staff of date to collect banners, put up at agreed locations & remove	May-26	
	Liaise with Park Radio to arrange interview slots in May & June to promote the event	May-26	DONE - Declan doing May
	Liaise with Matt from Park Radio for advertising screens to promote the event	May-26	Reminder: Include promo of raffle prizes

Task allocated to	Task detail	Date to be completed	Actions/notes
	Create and share carnival digital programme and use front cover as promo poster. Include QR code on promo poster.	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.
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	ongoing
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 Asked Pearce and Kemp to price putting up and taking down bunting came back with price of £850.00 Bunting ordered- arriving 29th May, due to be put up first week June. RL meeting Clive Moffat from McCann to discuss install 28/04/2026
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

From: [kim bryant](#)
To: [Sarah Richards](#)
Cc: [Secretary Diss Amnesty](#)
Subject: Re: Diss Christmas Lights - Amnesty International
Date: 20 April 2026 11:25:18

Hi Sarah,

It has been a while!

I'm good thanks, hope you are too!

Yes we had a stall at St. Mary's Church last year. I think it was a fill in as someone pulled out at the last minute, but we'd love to do it again.

I know it's sacrilege to be thinking about Christmas in April, but we're trying to formalise our calendar, and will also need to put a shout out to our crafters to get making!

Best Wishes,
Kim

On 20 Apr 2026, at 10:14, Sarah Richards [REDACTED] wrote:

Hi Kim

Long time no see. I hope you're well and nice to hear from you.

Yes, both Carnival and the Switch-On are being organised by a newly constituted events committee made up of many volunteers and councillors / staff. Obviously, our focus at the moment is on Carnival (in 7 weeks!).

We have discussed the Switch-on and agreed a date, Saturday 5th December. We have also agreed that we will be reducing the duration of the event to around 4pm – 7pm. This is based on a very low audience turnout for the entertainment earlier in the afternoon in recent years. Other than booking Santa and provisionally booking one music group, nothing else has been decided. I haven't been heavily involved in the Switch-On in previous years. Did you have a stall at St Mary's church last year?

I will raise your enquiry at our next meeting on 12th May, and we will be in touch thereafter. Perhaps pencil the date in your calendars.

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: kim bryant [REDACTED] >
Sent: 19 April 2026 16:58
To: Sarah Richards [REDACTED] >
Subject: Fwd: Diss Christmas Lights - Amnesty International

Hi Sarah,

I hope you are well.

I recently wrote to Suzanne to see if there was space for us to have a stall at the Christmas Lights Switch on, and she told me this is now being organised by the Town Council.

We had a stall last year, but have decided not to run the Write for Rights campaign at Craft Fairs this year, so will just be selling crafts to fundraise.

I'm not sure if you are dealing with this, but if not, can you please point me in the right direction.

Best Wishes,
Kim
Chair, Amnesty International, Diss

Begin forwarded message:

From: Suzanne Kayne [REDACTED]
Subject: Re: Diss Christmas Lights - Amnesty

International

Date: 9 April 2026 at 20:47:15 BST

To: [REDACTED] [yahoo.co.uk](mailto:[REDACTED]@yahoo.co.uk)>

Hello Kim, thank you for getting in touch. I am actually not involved anymore with Xmas lights - the council are now sorting out stalls etc. I suggest you contact them direct.

I am however putting on the first ever DissCover Book Festival between 1 and 3 May. All the events will be held at The Corn Hall. There is a quiz Friday evening 1 May. Saturday 2 May we have six contemporary women writers and on Sunday 3 May there will be six nature writers including Richard Mabey. Tickets and more information are available via the link

thecornhall.co.uk/discover

If you are happy to share this information I would be really grateful.

With thanks

Suzanne

[Yahoo Mail: Search, organise, conquer](#)

On Thu, 9 Apr 2026 at 17:39, Kim Bryant
[REDACTED] > wrote:

Hi Suzanne,

I hope you are well.

I just wanted to check whether you're planning to run the Christmas Fair in St Mary's Church again this year?

If so, and if you happen to have space, we (Amnesty) would love to be involved again—this time just with a fundraising craft stall. We've had a chat as a group and decided that the "Write for Rights" campaign isn't quite the right fit for craft fairs, but we do have some very talented crafters who'd be keen to take part.

The idea would be to sell some handmade items and collectables, and just have a bit of information on the stall for anyone who might be interested in what we do.

We really appreciated being able to join last year (especially as it was a last-minute space!), so I thought I'd get in touch early in case anything comes up this time around.

No worries at all if not, but it would be lovely to be involved again if possible.

Thanks
Kim