

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 20th January 2026** at **7.00pm**.

In attendance: Members: S Brazier, M Cotton, Cllr D Craggs, Cllr C Dente, E Forsdyke, J Grint, S Hurst (Finance), K Jaynes (Marketing & Promo), Cllr S Kiddie, R Ludkin (H&S), A Rackham, B Rogers, Cllr L Sinfield, S Villafuerte-Richards, G Waterman

E0126/01 Election of Chairman

Members considered the election of a Chair of the Events Sub-Committee 2026. It was

Resolved: to elect Cllr C Dente as Chair for 2026.

(Action: immediately)

E0126/02 Apologies

Apologies were received from Gabrielle Pagan prior to the meeting although this email was read post meeting.

Members noted that Suzanne Kayne, previous Chair of the Christmas Lights Committee, has now resigned and was thanked for many years of dedication to this event for the town.

E0126/03 Election of Vice-Chair

Members considered the election of a Vice-Chair of the Events Sub-Committee 2026. It was

Resolved: to elect Cllr L Sinfield as Vice-Chair for 2026. Members noted Cllr Sinfield can support in the lead up to the event but is unable to attend on the day of the event.

(Action: immediately)

E0126/04 Minutes

Members received the minutes of the first Carnival meeting held on Tuesday 4th November 2025. It was

Resolved: To approve the minutes of the first Carnival meeting held on Tuesday 4th November 2025 as a true record and were signed by the Chair.

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

Members noted that the notes of the Christmas Lights Switch-On debrief meeting held on 15th January 2026 will be included on the next agenda.

E0126/05 Declarations of Interest

There were none.

E0126/06 Public Participation

There were no members of the public in attendance.

E0126/07 Items of Urgent Business

There were no items of urgent business raised.

E0126/08 Committee Membership

Members confirmed committee members for the Events Committee 2026. All members are present and Gabrielle Pagan will attend future meetings as a member of the committee.

E0126/09 Committee Roles

Members considered committee roles for the Events Sub-Committee for 2026.

In addition to administrative, marketing, infrastructure and finance roles (covered by Diss Town Council office staff), the following roles remain to be filled: Community Partnerships Liaisons, Volunteer Coordinators, Entertainment Coordinators.

George Waterman and Emily Forsdyke agreed to be Entertainment Coordinators.

Cllr L Sinfield agreed to be a Community Partnerships Liaison, with support from Sue Brazier, Mary Cotton and Bob Rogers.

Cllr S. Kiddie will assist where possible remotely, particularly with procession guidance.

The Volunteer Coordinator role remains unfilled. Members were encouraged to consider whether they would be willing to take this role and advise at the next meeting.

It was

Resolved: To appoint George Waterman and Emily Forsdyke as Entertainment Coordinators for Diss Carnival 2026.

To appoint Cllr Sinfield as Community Partnerships Liaison and Sue Brazier, Mary Cotton and Bob Rogers as support.

(Action: immediately)

E0126/10

Finance

Members noted the starting balance for Diss Carnival 2026 as £9,808.23. A more detailed break down of income and expenditure from Carnival 2025 will be included in the next agenda.

(Action: SH, by 05.02.26)

E0126/11

Entertainment

Members discussed entertainment ideas for Diss Carnival 2026.

Ideas included:

- Climbing wall (£750 for 6 hours)
- 2nd Diss Scout Group regarding archery equipment
- Approaching local sports/games clubs who may provide "have a go" activities
- Mini-golf, disco duck hunt, shooting range games packages
- Giant outdoor games/ MTM Youth Services*, gladiator style, sumo wrestling (Man Vs Mayor)
- Hobby horse racing with adults ("Grand National" style)
- Giant stilt walkers with sporting themes
- Sports personality walkabout lookalikes

JG (Park Radio) agreed to lead on the Pavilion entertainment music schedule and will research performers.

(Action: JG, by next meeting)

*SV-R suggested contacting Julia Fairbrother at MTM Youth Services regarding availability of giant games.

EF will explore quotes for giant games packages and report back to next meeting.

(Action: EF, by next meeting)

SV-R will speak to Diss Otters regarding potential involvement in the procession.

(Action: SV-R, by end of Feb 2026)

Members discussed the possibility of holding mini sports day activities in the arena and approaching local schools to put forward teams for arena. Could consider adults participating too.

Committee discussed alternative options to a traditional funfair, to be considered further at a future meeting.

Consideration was given to the Fun Dog Show and how this could possibly be set up in a different area of the Park. Members noted this is a popular attraction for visitors but it does take up a lot of time in the arena, leaving less time for other entertainment acts.

Heywood Sports / Amy Bobbins Tribe All usually do a themed dance performance in the arena.
(Action: EF/GW to make entertainment enquiries, by next meeting)

E0126/12 Infrastructure
Members considered infrastructure requirements for Diss Carnival 2026.

Robert Ludkin to review the infrastructure task list and begin sourcing quotes for security, radios, first aid provision and alternative options for traffic management.
(Action: RL, by next meeting)

James Grint to provide a quote for sound provision in the Pavilion and arena.
(Action: JG, by next meeting)

Andy Rackham advised that Alex can again provide contractor generator usage for food stalls, as per previous years. Food stalls requiring contractor generators should be grouped along Park Road, as this has worked well previously.

E0126/13 Applications and Forms
Members noted the review of updated application form, Ts & Cs, risk assessment form and bar tender form will be moved to the next meeting on 10th February. KJ to add logo in and review forms.
(Action: KJ, by next meeting)

E0126/14 Sponsorship
Members reviewed the existing sponsorship packages.

Members felt a digital programme would be better. A QR code could be printed on a which links to the digital programme with sponsor adverts included. This would reduce the amount of paper being printed and associated delivery costs.

Park Radio could do sponsor shoutouts in the lead up to event as an additional perk for platinum sponsors.

KJ to update sponsor packages form for review at the next meeting.
(Action: KJ, by next meeting)

E0126/15 Promotion
Members viewed the theme teaser video for social media, to be released in the next week.

KJ will replace the Carnival logo at the end of the teaser video with the circular logo created on Canva and update forms with new logo.
(Action: KJ, by next meeting)

E0126/16 Member Updates
There were none.

E0126/17 Date of Future Meetings
Members agreed the following future meeting dates with a 7pm start:
10th Feb, 10th Mar, 14th Apr, 12th May, 2nd June 2026 (run-through).
(KJ add meetings to calendars, immediately)

Meeting closed:
20:37

Cllr Catherine Dente
Chair