



Town Clerk
Mrs S. Villafuerte-Richards (CiLCA)

Our Ref: E 02.06.26
Date: 28/05/2026

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

Telephone: 01379 643848
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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 2nd June 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 12th May 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. Run Through Of The Day

To discuss a run through of the whole event and note the Site Map, Volunteer Schedule/Information Pack (copy details herewith):

- Set up
- Procession
- Fun Day
- Clear Down

7. Finance

To receive an update on Diss Carnival 2026 Finances. (copy herewith).

8. Entertainment

To review and finalise the entertainment schedule and timings (copy herewith).

9. Promotion

To receive an update on publicity for Diss Carnival.

10. Task List

To note any outstanding jobs on the task list (copy herewith).

11. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

12. Date of Next Meeting

To note that a Carnival de-brief meeting is scheduled for Tuesday 9th June 2026 at 7pm.

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 12th May 2026** at **7.00pm**.

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

E0526/01

Apologies

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

E0526/02

Minutes

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

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

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

E0526/03

Declarations of Interest

There were none.

E0526/04

Public Participation

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

E0526/05

Items of Urgent Business

There were no items of urgent business.

E0526/06

Infrastructure

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

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

b) Members considered a revised site plan.

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

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

(Action: EF/RL, by 19.05.26)

(Action: KJ, immediately)

c) Members reviewed the volunteer schedule.

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

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

(Action: KJ, immediately)

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

(Action: RL, by next meeting)

E0526/07

Applications

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

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

(Action: KJ, by next meeting)

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

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

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

(Action: KJ, immediately)

E0526/08

Finance

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

E0526/09

Entertainment

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

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

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

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

(Action: RL, by next meeting)

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

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

(Action: KJ, this week)

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

(Action: KJ, this week)

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

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

(Action: JG, by next week)

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

(Action: KJ/RL, by next week)

E0526/10

Dinsdale Duck Trail

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

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

E0526/11

Promotion

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

(Action: AR, this week)

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

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

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

(Action: LS & PW, 22.05.26)

(Action: KJ, Immediately)

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

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

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

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

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

(Action: KJ/ EF, this week)

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

(Action: GW, by the next meeting)

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

(Action: KJ, by next meeting)

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

(Action: RL, this week)

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

(Action: EF, by next week)

E0526/12

Task List

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

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

(Action: RL, immediately)

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

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

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

(Action: RL, immediately)

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

(Action: KJ/ EF, by next week)

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

(Action: RL to chase quotes, immediately)

E0526/13

Christmas Lights Switch-On 2026

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

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

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

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

E0526/14

Member Forum

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

E0526/15

Date of Future Meetings

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

Meeting closed: 20:46

Cllr Catherine Dente
Chair

Diss Carnival - Sunday 7th June

| | 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- 7.30pm |
|--|-----------------------------------|---|--|---|---|--|---|-------------------------------------|---|--|
| SARAH (Villafuerte-Richards) | Leading briefing with all at Park | general support | 9.30am Assist at High School with parade set up. Take radios for staff | Lead parade briefing at High School 11am. | Parade | | Direct parade vehicles on park: Fire Engine, RBL Jeep, Park Radio. OPS tent after. Lunch 1.45pm | Floating general support | Floating general support | 5.30pm Marshall vehicles off park. Clear down. FINISH 7.30PM |
| KIMBERLEY (Jaynes) | Briefing with Sarah at Park | Put out laminated stall pitch cards. | Floating steward Run Around | Floating steward run around | Watch parade in Market Place. Assist vehicles on Park and crowd control after parade. | | Main arena entertainment & Lunch in OPS tent 1.45pm | Main arena entertainment | Main arena entertainment | 5.30pm Marshall vehicles off Park. Clear down. FINISH 7.30PM |
| ROBERT Ludkin | Briefing with Sarah at Park | Put barrier around main arena. Barrier Bus Station. | Brief security at 10.30am. | parade briefing with Sarah at High School 11am. Assist with parade set up. | Parade. Crowd control with Kim to escort walking groups onto park | | Direct 3 parade vehicles on park: Fire Engine, RBL Jeep, Park Radio. Lunch Break in OPS tent 1.45pm. | FINISH 2PM | | |
| MELISSA (Hawkes) | | 8.30am start | P1/P2 steward | P1/P2 steward | Watch parade in Market Place. OPS tent after procession | | OPS tent. Lunch break & Take delivery of pizza for staff and volunteers at 1.45 | Collect feedback from stalls | FINISH 4PM | |
| SUE (Hurst) | Briefing with Sarah at Park | barrier around Mere with Fraser. | P1/P2 steward | P3 Steward | Watch parade in Market Place. Assist vehicles on Park and crowd control after parade. | | Float around / Lunch break 1.45pm at OPS tent | Collect feedback from stalls | FINISH 4PM | |
| ALEX (Rolfe) | | | Meet security staff at OPS tent for 10.30 and after briefing, show them to steward locations | Car Park needs cordoning off after stall arrivals end at 11am. General run around | Assist High School parade | | Lunch break 1.45 OPS tent. Floating steward | Floating Steward | Floating Steward. FINISH 5.30PM. | |
| EMILY (Forsdyke) | Briefing with Sarah at Park | Put out laminated stall pitch cards | 9.30am 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. Entertainment supervisor in between. | Entertainment supervisor | Entertainment supervisor | 5.30pm Marshall vehicles off park & clear down. FINISH 7.30PM |
| 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. Entertainment supervisor in between | Entertainment supervisor & Dinsdale | Entertainment Supervisor & Dinsdale | 5.30pm Marshall vehicles off park. Clear Down. FINISH 7.30PM |
| 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) | | | Floating parking steward | High School briefing 11am | Parade Marshall | | General Support | General Support | General Support | Clear Down |

Diss Carnival - Sunday 7th June

| | 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- 7.30pm |
|---|--|---|---|---|---|--|--|--|--|--|
| PAUL (Wilson) & RICHARD (Peaty) | | | 10am-12pm Fair Green Stewards | 10am - 12pm Fair Green Stewards | General Support | | General Support | | | |
| STEVE (Woodburn) | | | | 11am Parade briefing at High School. Collect radio | Parade Marshall | | Crowd control at end of parade - assist as some vehicles enter onto Park. 1.45pm lunch in OPS tent | Litter (work with Cadets) & general assistance | Litter & general assistance | Clear Down. FINISH 7.30PM |
| ANDY (Wilson) | | | | 11am Parade briefing at High School. Collect radio | Parade Marshall | | Crowd control at end of parade - assist as some vehicles enter onto Park. 1.45pm lunch in OPS tent | Litter (work with Cadets) & general assistance | Litter & general assistance | Clear Down. FINISH 7.30PM |
| MARK (Hobbs) | 5am start. Litter/Planters | Litter | Litter | Litter. FINISH 12PM | | | | | | |
| COLIN (West) | Briefing with Sarah at Park | Put barrier around main arena. Set up 2 gazebos for OPS tent. 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. 1.45pm Lunch Break in OPS tent | FINISH 2PM | | |
| FRASER (Dowle) | Briefing with Sarah at Park 6.30am | Put barrier around mere with Sue. Set up gazebos for OPS tent. 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. 1.45pm Lunch Break in OPS tent | FINISH 2PM | | |
| JUNIOR (Taduzka) | | | Collect radio and procession, hi-vis judging forms. P4 steward | Go to OPS tent at 11am to supervise remaining radio allocations. 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 / raffle ticket selling once parade has finished | Ops Tent/ Raffle ticket selling | OPS tent. | OPS tent/ general support 7.30pm FINISH |
| DOREEN (Collins) TINA (Knights) | | | | | OPS tent / Set up bits for Raffle | | OPS tent, & Raffle | OPS tent, & Raffle | OPS tent & Raffle. 5.30pm FINISH | |

| | |
|---|--|
| EMERGENCY CODES | |
| In the event of an emergency, use JFK | |
| In the event of a serious incident, Code RED | |
| In the event of a lost child, use MALLARD | |

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.

Carnival Volunteer Briefing (Theme - Game-On)

Sunday 7th June 2026

Many thanks for volunteering at Carnival this year. We appreciate your help and support.

Parking

1. If you are not walking to the event, you can park in the Park Road car park (see site plan attached). Alternatively, you can park at the town council offices and walk down to the park. You can also park at Morrisons or Tesco.

Briefing

2. A briefing will take place at 06.30 am at the Ops tent. A parade briefing will take place at 11am at Diss High School. For anyone starting later, please collect your hard copy briefing pack and schedule for the day from the Ops tent.

Safety

3. All volunteers will be provided with a radio to report any incidents. Tripleguard Security stewards will be on site from 10.30am and will stay until the pavilion entertainment finishes around 7.30pm. They can be contacted via the radio on a different channel which will be given to you on the day.
4. All volunteers will be issued with a Hi-Viz jacket. Later arrivals, please collect from the Ops Tent.
5. All volunteers will be issued with a hard copy site volunteer rota, layout plan, and entertainment schedule.
6. The Lost Children's point is located with Park Radio next to the Ops Tent. They have 2 x DBS checked members, one of whom is nominated as the Safeguarding Lead. Please carefully review the 'Volunteer Briefing Sheet - Lost & Found Child or Vulnerable Person' attached to ensure you understand the reporting procedure.
7. DTC staff and cadets will be responsible for ensuring the Park is kept clear of litter throughout the event. There are 6 x commercial bins positioned around the Park and gloves, litter pickers and bags will be provided from the Ops Tent.
8. First Aid is provided by F.A.S.T based next to the Ops Tent. They will arrive on site from 10am.
9. There are 14 additional portaloos including an additional disabled facility. Two by the Park Toilets and 12 in the Multi-Use Games Area.

Refreshments

10. Bottled water and snacks will be available for volunteers throughout the day from the Ops Tent. Pizza will be delivered there at approximately 13.45.

Stalls

11. Stalls have been asked to arrive between 9am and 11am. Once they have unloaded their stalls, they should be directed to the Fair Green car park. All vehicles must be off the park by 11.30am unless we have permitted for them to stay on site.

Thanks once again for your support of this special event.

Diss Events Committee and Diss Town Council

Main ARENA schedule:

1.30 – 1.50 ACT ONE - FOOLHARDY CIRCUS SHOW (20 mins)
1:55 – 2.15 - ACT TWO - TUG OF WAR ROUND 1 (20 mins)
2.20 – 2.40 - ACT THREE - TRIBE COLLECTIVE (20 mins)
2.45 – 3.10 - ACT FOUR - BIKE SHOW (25 mins)
3.15 – 3.45 - ACT FIVE - TUG OF WAR ROUND 2 (20 mins)
3.50 – 4.05 - ACT SIX - KUK SOOL WON (15 mins)
4.10 – 4.40 - ACT SEVEN - DOG SHOW (30 mins)
4.45 – 5.10 - ACT EIGHT - BIKE SHOW 2 (25 mins)
5.15 – 5.30 - ACT NINE - TUG OF WAR FINALE (15 mins)

Pavilion schedule:

- **2.30pm – Suelala 30 min display**
- **3pm – TROPHY PRESENTATION** Best Carnival Float, Best Walking Group, Most Flamboyant Entry- in honour of Peter Gillings, Window Dressing Competition winner
- **Bike Show Meet & Greet** – in pavilion during afternoon sometime
- **4.15pm – Prize raffle drawn at OPS tent but winners contacted via phone after event**
- **Tai Chi - performance of tai chi form with her students and / or tai chi sword on her own, time tbc**
- 6.20pm – 7.20pm - PRTY (60 mins)

RADIO CODES:

Emergency – Code RED

Carnival Crew to confirm if evacuation is required.

Lost / Found Child or Vulnerable Person – Code MALLARD

Safeguarding Lead & DBS: Katie Brame & Matt Smith (Park Radio)

Please accompany lost children to the Park Radio station next to the Ops Tent, where an announcement can be made. See the 'Volunteer Briefing Sheet - Lost & Found Child or Vulnerable Person'

TELEPHONE NUMBERS:

Non-Emergency Police: 101

Fire/Ambulance/Police Emergency: 999 [Alert Ops]

There is First Aid adjacent to the Ops Tent.

Police, Event Security and Fire Service will be present throughout. An extinguisher is available at the Pavilion.

Carnival Crew will be in hi-vis vests and will have radios. We are on site throughout the day, please come to us with any queries.

MONEY HANDLING: Money will be collected by nominated representatives throughout the day.

TRAFFIC MANAGEMENT: Stallholders can park in the Fair Green Car Park after setting up on the Park.

Be aware when directing vehicles that the pathways across the Park are single track.

All stallholder vehicles need to be clear by **11.30am**. They will be allowed back on to clear down from **5.30pm**. Procession vehicles will be dropping off passengers in the Bus Station adjacent to Park Road.

REFRESHMENTS:

Water and refreshments will be available to volunteers from the Ops Tent.

Thank you so much for your help today – we appreciate it!



Volunteer Briefing Sheet - Lost / Found Child or Vulnerable Person

Town Council Events

Purpose

To ensure the safety and wellbeing of any lost or found child or vulnerable person and provide a consistent, fast, and appropriate response.

✚ Definitions

- **Child:** Anyone under 18
 - **Vulnerable person:** An adult who may require additional support (e.g. due to age, disability, illness, confusion, or distress)
-

🚒 Key Principles

- Stay calm and reassuring
 - Safeguarding is the **priority at all times**
 - Never leave a vulnerable person alone
 - Act immediately — do not delay
 - Maintain confidentiality
-

✅ If a LOST child/vulnerable person is reported to you

1. Gather Essential Information

Ask the reporting person:

- Name and description of the individual
- Age (approximate if unknown)
- Clothing and distinguishing features
- Last known location and time seen
- Any medical or additional needs

2. Escalate Immediately

- Inform the **Safeguarding Leads (Katie Brame / Matt Smith @ Park Radio)** straight away
- Use radio/phone if available and quote code **MALLARD**
- Provide all collected details clearly

3. Stay With the Reporting Person

- Keep them calm and reassured
- Do **not** send them off to search alone

4. Assist as Directed

- Follow instructions from the Safeguarding Lead
- Help direct searches only if tasked

If you FIND a child or vulnerable person alone

1. Stay With Them

- Remain with the individual at all times
- Move to a **safe, visible location** (e.g. designated meeting point)

2. Reassure Them

- Introduce yourself: “Hi, I’m a volunteer here to help you”
- Speak calmly and clearly
- Avoid physical contact unless necessary for safety

3. Gather Information (if possible)

Ask gently:

- Name
- Who they are with
- Where they last saw them

Do **not** ask leading or intrusive questions.

4. Report Immediately

- Contact the **Safeguarding Lead** quoting code **MALLARD**
- Provide description and location

5. Remain Until Resolved

- Stay with the person until handed over to:
 - Safeguarding Lead, OR
 - Parent/guardian (verified), OR
 - Emergency services

Do NOT

- Do not risk delay in reporting an incident. If in doubt, always escalate.
- Do not take the person offsite
- Do not hand over to anyone without verification
- Do not share details publicly or on social media
- Do not promise outcomes you cannot guarantee

When to Involve Emergency Services

Call **999*** (or inform lead to do so) if:

- Immediate danger or risk
- The person is injured or unwell (First Aid located next to Ops Tent)
- A child is not located within a reasonable time
- There are safeguarding concerns

**There will be a Police presence on the Park (pitch 32).*

Pitch Number

- 1 Fully Loaded Fries 3m x 5m - G**
- 2 Azure Bars 6m x 3m - G**
- 3 Amor Street Food 7m x 4m Airstream - G**
- 4 Society Alive Afro Caribbean 3m x 3m - G**
- 5 The Asian Pantry 3m x 3m - G**
- 6 Diss & District Churches Together 2 pitches x 3m x 3m**
- 7 Wonky Donkey Bar 1 (6m frontage serving side and rear) - G**
- 8 Harris Hog Roast 3m x 3m**
- 9 Granny's Little Charms 3m x 3m**
- 10 Designer Farmer Cat -Chinese 3m x 3m -G**
- 11 S & K Tasty Treats German Sausages 3m x 3m**
- 12 HG Catering Churros 3m x 3m**
- 13 Elsie's Pizza 3m x 3m**
- 14 Simpson's handicraft (3m x 3m)**
- 15 Classic Ice Cream Bike Co. 3m x 4.5m**
- 16 Prettys Wax 3m x 3m**
- 17 RAFA Diss Branch 3m x 3m**
- 18 Diss Athletics Road Runners 3m x 3m**
- 19 Simonds Transport 3m x 3m**
- 20 1st Diss Scouts 3m x 3m**
- 21 Tikka Tonic 5m x 2.2m**
- 22 Spie Jewels 3m x 3m**
- 23 Seaman's Laser 3D 3m x 3m**
- 24 Handmore Galore 3m x 3m**
- 25 The Toy Den 3m x 3m**
- 26 Oxfam 3m x 3m**
- 27 Dog Show Registration 3m x 3m**
- 28 Sniff Snuffle & Tug 3m x 3m**
- 29 Creation Crafts Norfolk 2 pitches 3m x 3m**
- 30 Kingsley Homecare 3m x 3m**
- 31 Balloon Occasions Ltd 3m x 3m**
- 32 Norfolk Constabulary 3m x 3m**
- 33 Diss Citizens Advice 3m x 3m**

Pitch Number

- 34 Maison's Munchies 3m x 3m**
- 35 Cafe Espresso 6m x 3m**
- 36 Air Cadets 3m x 3m**
- 37 Gilyatt Designs 3m x 3m**
- 38 Minors & Brady 3m x 3m**
- 39/40 Wonky Donkey Bar 2 (6m frontage serving side and rear) and pimms bike beside**
- 41 Baptist Church Marquee**
- 42 Bounce Fitness**
- 43 Foolhardy Circus Workshop**
- 44 Crockery Smash 2nd Diss Scouts**
- 45 Climbing Wall ***
- 46 What The Truck 3m x 5m**
- 47 M & M Sweet Treats 3m x 6m van behind**
- 48 Grab Ya Jacket 3m x 3m Vehicle Generator to go behind**
- 49 Dyers Diner & Coffee Shack 3m x 4m**
- 50 Brownie & The Bean 3m x 3m**
- 51 Rosedale Funeral Home 3m x 5m**
- 52 RBL 3m x 3m and jeep to go beside**
- 53 Sulala Aerial Performer ***

***CLIMBING WALL: 10m x 10m needed (wall is 8m x 8.5m)**

***AERIAL DISPLAY RIG: 8m - 10m square roped off area needed to allow extra room around rig for audience safety. Rig is 5.3m x 5.3m**

PARK RADIO x 2 promo screens to go next to pavilion and main arena: 4.5m x 2.5m high and 3m x 2m

Carnival Budget 2026

| | | | |
|------------------|----------|-----------------|-------------------------------------|
| Start With | £ | 9,808.23 | £2750 from DTC, £7058.23 EMR Apr 26 |
| Money In | £ | 8,639.16 | Income from Carnival 2026 |
| Money Out | £ | 12,930.61 | Expenditure from Carnival 2026 |
| Left over | £ | 5,516.78 | balance for 2026 |

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 |
| Infrastructure/Health & Safety Officer (supported by admin) | 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 meeting 12.1.26 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 |
| | Once sound support is confirmed and booked, inform them of any additional requirements for arena performers (once they have been decided). | May-26 | Emily doing |
| | 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 |
| | Book Photographer for Event | Feb-26 | DONE - Diss Camera Club confirmed they can take photos of the event- credit the Camera Club DONE |

| Task allocated to | Task detail | Date to be completed | Actions/notes |
|--|--|--|---|
| | 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 | DONE |
| | 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. Confirm the tasks schedule with the team at meeting on 19th May. | May-26 | DONE |
| | Contact Keith Kiddie to arrange opening and closing of Diss High School | May-26 | Keith spoken to school about keys for Carnival day which will include the changing rooms as usual |
| | Check for tent pegs stock in cabin and order more if necessary (50 + required) | May-26 | DONE - bought. Need men to trim them. |
| | Order white spray paint for marking out | May-26 | DONE |
| | Check with Andy R ref loaning cones | May-26 | DONE |
| | Contact all of the infrastructure suppliers to confirm details of the day re their arrival times, parking, briefing etc. | May-26 | DONE |
| | Arrange for phs to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day | May-26 | DONE - £59.46 for extra visit but Sue confirmed this will come off DTC's budget rather than Carnival |
| Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos | May-26 | DONE | |
| SARAH | Liaise with Liz Sinfield ref delivery and collection times of haybales on Carnival day and cake sale contributions | May-26 | Emailed LS 14.05.26. LS replied. Bales will arrive 7.30 to Park. Collection tbc on day. Liz has cakes supplied by her & Sue plus staff. Will still go ahead on Friday 9am and may only do a few hours. 2 x tables, chair, gazebo and boards to be delivered & installed by maintenance team. Sarah to deliver tablecloths, card machine & cake! |
| | Advise Junior of duties he no longer needs to do as volunteer coordinator (refreshments and volunteer schedule/briefing) | May-26 | DONE |
| | Liaise with James Rackham ref revised duck trail leaflet for Kim to share and Tug Of War golden duck trophy | May-26 | SR emailed JR on 14.05.26. |
| Liaise with George regarding Tug Of War insurance requirements including new rope | May-26 | George has answered insurer's questions. Awaiting confirmation from Zurich about premium impact. | |
| 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. |
| | Organise and liaise with procession stewards for Carnival | May-26 | Clerk briefed Volunteer Coordinators (Cllr Shava & Paul W) late March. |
| | 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. |
| | Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall. | Mar-26 | Map drafted |

| Task allocated to | Task detail | Date to be completed | Actions/notes |
|---|---|----------------------|--|
| DTC ADMIN | Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier | May-26 | DONE |
| 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 | DONE |
| SARAH | Order pizzas to be delivered 1.45pm at OPS tent on 7th June. | May/June-26 | |
| Alex | Buy 300 bottles of water and snacky 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 - Liaise with them to see if they would do it again. | May-26 | |
| Alex | Review equipment of storage for events checklist and check what we need for Carnival/how many we have of things. Check park cabin with Robert for equipment. | May-26 | |
| SARAH | Update volunteer information sheet and briefing sheet- email to all with a copy of site map | May-26 | Updated volunteer info pack and sent to Kim for comment. Send out to volunteers 22.05.26. Done. |
| DTC ADMIN | Go through volunteer and staff rota to allocate all jobs and timings on the day | Jun-26 | DONE |
| COLIN | Print & laminate volunteer schedules for the day, site map copies for everyone & volunteer briefing info sheets for all volunteers & committee members to have on the day | Jun-26 | |
| 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 | Melissa - 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 |
| COLIN | Print and laminate pitch number signs for stallholders. Hole punch for the pegs to go through. | May-26 | DONE |
| COLIN | Laminate signs needed for park (children's pick up point x 2, family reunion point, ops tent etc) | May-26 | Completed |
| KJ | Email all stallholders 2 weeks before Carnival with final details for the day (arrivals between 9am - 11am & parking at Fair Green after unloading). Vehicles back on at 5.30pm to take down stalls | 2 weeks before event | DONE |
| 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 |

| Task allocated to | Task detail | Date to be completed | Actions/notes |
|--|---|----------------------|--|
| 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 | 15.05.26 | |
| Community Partnership Liaison Volunteers | Deliver above letters from 19th May | May-26 | Core Highways doing Mount Street and Walcot Road letters. Bob dropping off a few copies at Parkside Court. |
| DTC ADMIN | Update and print 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 | DONE |
| | 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 | DONE |
| Melissa | Order raffle tickets for prize raffle. Check if lotteries license has been paid for raffle (usually covered by xmas lights one already) "DRAWN on the day prize winners notified by phone" | 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 |
| | Create forms for stallholder feedback on the day | May-26 | |
| | Create signing form for radio allocations on the day | May-26 | |
| | Arrange some permanent markers for set up to amend stallage pitch numbers if necessary | May-26 | |
| 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 | |
| COLIN | Print and laminate 3 yellow colour cards for procession floats going on Park after parade (Park Radio, David Hines military vehicle and Fire Engine) | May-26 | DONE |
| Marketing & Promotion Officer | 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 at the High School | 2 weeks before | DONE |
| Marketing & Promotion Officer | Create procession running order | May-26 | DONE |
| SARAH | 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. Alison Bannister & Richard Youngs (HC nominees) will judge instead of Iain Sturgeon (unavailable). |

| Task allocated to | Task detail | Date to be completed | Actions/notes |
|--|--|----------------------|--|
| COLIN | Print procession judging sheet copies x 3 to collect from OPS tent in morning of event | May-26 | Completed |
| 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 |
| Alex | Order gold/winner medals x 4 for Tug Of War Winning team | May-26 | DONE |
| | Make and print copies of disclaimer form for Tug Of War teams to sign on the day in OPS tent | May-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 | Not required this year |
| | 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 | Liaise with sound/lighting technicians and acts on the day and oversee entertainment on the day | | |
| | 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 | Emily doing 13.05.26, KJ sent main arena acts letter to her to email on. |
| | 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 |
| Marketing & Promotion Officer | Update running order/briefing sheet for event compere Park Radio and email over before the day | May-26 | DONE |
| 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 |
| | 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 |
| | 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 Volunteers | Email/Visit shops to enter competition 9th May - 9th June | Apr-26 | DONE |
| SARAH | To invite previous window winner (Adkins) & Honoured Citizen (Iain Sturgeon) to judge the displays the week leading up to Carnival and send them list of all display entries. Invite Mayor to join them. | May-26 | Emailed IS / DC 14.05.26. Separate email sent to Ed at Adkins 18.05.26. Rachel Adkins (Ed's wife) would love to take part. Schedule date & time. IS suggested 03 or 04.06. Judging scheduled for 1pm 04.06.26. |

| Task allocated to | Task detail | Date to be completed | Actions/notes |
|--|---|----------------------|---|
| ALEX/COLIN | Create, print and laminate certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup using templates on Canva from last year | May / June 2026 | DONE - saved in Colin's folder |
| | 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 | DONE |
| | 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 | 1 social post left to do: entertainment schedule/timings of performances |
| | Create posters to promote cake stall (22.5.26) ,car boot sale and raffle ticket selling dates 15th May & 5th June, share on social | Apr-26 | Cake stall poster still to do for 22nd May 26, raffle ticket sales promo to do for 5th June |
| | Create Carnival poster and add QR code to it linking to digital programme. | May-26 | poster done. Colin to print 30 copies and Jim Welch to distribute |
| | Create digital event programme and upload to webpage. | May-26 | DONE |
| | Add Carnival details to other online events listings and create event on Facebook | May-26 | ALEX DOING |
| | Complete all promo perks for all sponsors from checklist | Apr-26 | |
| | Produce article for Diss Matters magazine to promote Carnival | Feb-26 | DONE |
| | Liaise with Declan to join him on Park Radio for 2nd June 11am slot to promote Carnival | May-26 | DONE |
| | Send James/Matt from Park Radio landscape artwork for advertising screens using digital event programme info to promote the event | May-26 | |
| | Send out bulk email to all contacts asking for Tug Of War teams | May-26 | DONE and pushed on social |
| Send photographer (John Hutton) a briefing for what's happening on the day and what we would like photos of. | May-26 | DONE | |
| 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 | Pearce and Kemp putting up and taking down bunting- quoted price of £850.00. Bunting ordered- arriving 29th May, due to be put up Tuesday 2nd June 2026 |
| COLIN | Update buckets with Carnival fundraising label | May-26 | DONE |