

**TOWN CLERK**  
Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**  
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Please ask for: Sarah Villafuerte-Richards  
Our ref: CA 12.02.25  
Date: 06.02.25

## NOTICE OF MEETING

Dear Members of the Public and Press,  
You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Wednesday 12<sup>th</sup> February 2025** at **7pm** to consider the business detailed below.



Town Clerk / Chief Executive Officer

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## AGENDA

- 1. Apologies**  
To consider apologies for absence.
- 2. Minutes**  
To approve the minutes of the last meeting held on 21<sup>st</sup> January 2025 (copy details herewith).
- 3. Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 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 of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
- 6. Task List**  
To note updates on the Roles & Responsibilities Task List (copy details herewith).
- 7. Procession**
  - a) To receive an update on procession.
  - b) To review the quote received from brass band to lead procession (copy details herewith).
- 8. Entertainment**
  - a) To receive an update on entertainment.
  - b) To review quotes received from Stilt walkers, Horsebox Photobooth & Kinetic Adventure (copy details herewith).
- 9. Sponsorship**  
To receive a verbal update on sponsorship.
- 10. Window Dressing Competition**  
To agree plans for the Window Dressing Competition and approve entry form.
- 11. Publicity**  
To consider a proposal from Falcon Publications for the Carnival programme (copy details herewith).
- 12. Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
- 13. Date of Future Meeting**  
To note the next meeting of this committee is scheduled for Wednesday 18<sup>th</sup> March 2025.

<b>Members</b>	<b>For information:</b>
Cllr S Kiddie	Cllr S. Browne
Cllr J Robertson	Cllr D. Craggs
Cllr L. Sinfield	Cllr A. Goulder
K. Jaynes (Chair)	Cllr A. Kitchen
R. Ludkin (DTC)	Cllr K. Murphy (ex-officio)
S. Villafuerte-Richards (DTC)	Cllr S. Olander
S. Brazier	Cllr R. Peaty
M. Cotton	Cllr E. Taylor
E. Forsdyke	Cllr J. Welch
R. Rogers	
G. Waterman (Vice-Chair)	S. Scott
	C. Upton-Browning

**NOTES**

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

**DISS TOWN COUNCIL****MINUTES****DRAFT**

*SV-R opened the meeting in the absence of the Chair.*

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 21<sup>st</sup> January 2025 at 7pm.

In attendance: Kim Jaynes (KJ)  
George Waterman (GW) (Vice-Chair)  
Sarah Villafuerte-Richards (SV-R)  
Robert Ludkin (RL)  
Cllr John Robertson (JR)  
Cllr Liz Sinfield (LS)  
Emily Forsdyke (EF)  
Bob Rogers (BR)  
Sue Brazier (SB)

**CA0125/1 Apologies**

Apologies were received from Cllrs Collins (DC) & Kiddie (SK), Mary Cotton (MB) and Alex Rackham (ALR). Julia Fairbrother has stepped down from the committee due to other commitments.

**CA0125/2 Election of Chair**

Cllr Kiddie (SK) has resigned as Chair due to ill health but is still keen to support the event by way of fundraising through cake sale, car boot and raffle. Members considered the election of a new Chair. Kimberley volunteered and George as Vice-Chair supported the motion. It was

RESOLVED: To elect Kimberley Jaynes as Chair of the Carnival Sub-Committee 2025.

*KJ took over as Chair.*

**CA0125/3 Minutes**

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

**Resolved:** that the minutes of the de-brief meeting on 26<sup>th</sup> November 2024 were a true record and duly signed by the Chairman.

**CA0125/4 Declarations of Interest**

There were none.

**CA0125/5 Public Participation**

There was one member of the public who wished to speak on a number of agenda items as they arose.

**CA0125/6 Items of URGENT Business**

There were no items of urgent business.

**CA0125/7 Infrastructure**

Members received an update on infrastructure and discussed outstanding tasks on roles and responsibilities list. Quotes have been received for first aid support and security. Committee agreed to go with F.A.S.T with a donation of £200. Two extra toilets are being ordered for the High School

to aid with queueing.

SR awaits a response from South Norfolk Council regarding use of the site opposite the former John Grose site for stallholders to park vehicles.

**(Action: SV-R to chase; by 11.02.25)**

The Gillings vehicle is unlikely to be available to escort the Town Mayor and Dinsdale in the procession. Another truck needs to be secured and Bob agreed to speak to Dave Hines. Update task list under procession to reflect this change.

**(Action: KJ / BR; by 11.02.25)**

A volunteer is required to cordon off area in front of No.8 Marketplace to assist the Mayor when he gets off the vehicle in the Market Place. SR informed the committee that all members of staff have been asked to work the event so we should have more bodies around.

SK is still keen to source hamper prizes in May which is usually when she starts this process along with the cake sale / car boot close to the event date. LS is happy to assist with all these tasks. Task list to be updated accordingly.

LS confirmed she is happy to help with tasks given on roles and responsibilities list.

**(Action: KJ to update task list; by 11.02.25)**

It was

**Resolved:** 1. To book F.A.S.T with agreed donation of £200.  
2. To book Phoenix Security following their quote of £1,185.  
3. To order 2 more toilets from Mervyn Lambert.

**(Action: Melissa; by 11.02.25)**

**CA0125/8**

### **Applications and forms**

a) Members reviewed the application form, terms and conditions and risk assessment form. Given the site visit to mark out the pitches estimates that we could have around 50 stalls on the Park, members agreed to keep the fees the same price as last year.

Members considered the charity stalls fee and quantity of free pitches as some small charities struggle to afford it. It was agreed that this would be reviewed again once all the applications have been received. The application form needs to be updated to state that only fully completed applications will be considered.

**(Action: KJ to update form; immediately)**

The proposed dates for releasing the application form (30<sup>th</sup> Jan following committee review of event terms and conditions at Wednesday meeting) and receiving all applications by 7<sup>th</sup> March to be reviewed by committee on 18<sup>th</sup> March were agreed.

**(Action: KJ; immediately)**

It was

**Resolved:** To approve the application form and Terms & Conditions (subject to amends by the Assets, Infrastructure & Events committee) and retain the fee structure from 2024.

**(Action: KJ; immediately)**

It was agreed that the D&D branch of the Royal British Legion will be given a free pitch because of their services in helping to organise the event and that the same is likely to apply to other supporting organisations.

**(Action: KJ to update list; by 11.02.25)**

It was also suggested that the Council's outdoor team could oversee the litterpicking task carried out by Cadets. Task list to be updated.

**(Action: KJ to update list; by 11.02.25)**

*Post meeting note – A briefing sheet should be drafted for the litterpicking task to be shared with the Council litterpicking staff for input and then with cadets on the day.*

**(Action: RL; by 18.03.25)**

- b) Members reviewed the bar tender form. Several amends were agreed including adding the request to reflect the theme in their offering (e.g. decorations / cocktails) and correcting the numbering as it skips from 3 to 5 on 2<sup>nd</sup> page. It was

**Resolved:** To approve the bar tender form subject to minor amendments.

**(Action: KJ; immediately)**

- c) Members reviewed and approved the sponsorship packages and form. Members noted the banners have been removed from the silver package to reduce the admin workload and designing of these banners. It was also agreed to amend the dedicated Facebook thank you post to social media posts & amend 4<sup>th</sup> line down to remove 'at' on the tannoy one. EF volunteered to do the Instagram sponsor shoutouts and requires Instagram log-in. It was

**Resolved:** to approve the sponsorship packages and form subject to minor amendments.

**(Action: KJ; immediately)**

#### **CA0125/9 Procession**

Members reviewed the world map and agreed an extended countries list with good coverage across the globe for procession entries. The following countries will be added to the list and application form; Canada, Peru, Nigeria, Kenya, Jamaica, Sri Lanka, Indonesia, Nepal, Hawaii and Antarctica. under Part 3 procession. It was agreed that applicants would be asked to allocate their preference 1-5 and we will try do our best to allocate one of their top 3. This may also need to be included at the top of the form under procession with a small explanation of the process to avoid lots of applicants of the same country. Different countries could be chosen so long as none are controversial. It was

**Resolved:** To add the 10 new countries to the list and form.

**(Action: KJ; immediately)**

#### **CA0125/10 Entertainment**

Members received an update on entertainment. EF has contacted a variety of providers. Replies have not yet been received from Bubblemania and KJ to send EF contact details for Sweet Treats Burlesque.

**(Action: KJ; immediately)**

*Post meeting note – Bubblemania replied after meeting. Their vehicle is having an overhaul so will not be ready for 8<sup>th</sup> June but they can bring a bubble pole. EF will investigate further.*

Bollywood Dancers Norwich will do a performance and dance workshop for £100. Phileas Fogg segway balloon performers were discussed but quite costly and may require flat land / hard surfaces. Find A Performer offers a multi-talented group who can cater entertainment for lots of different countries – walkabout, dance performance, audience participation, mix and mingle £110 travel expenses & 3 dancers & 3 themes £863.

There are options to double this depending on the programme. KJ will email EF the main arena schedule for last year so she can work with the times including factoring in for 2 x 25 fun dog shows between 1.30pm & 5.30pm.

**(Action: KJ / EF; by 11.02.25)**

Members agreed to confirm the compere, Paul Preston Mills' quote of £240 and book. It was

**Resolved:** To book compere Paul Preston Mills for £240.

**(Action: Melissa; immediately)**

**CA0125/11 Site Layout**

Members received an update on the site layout plan. Due to the park's uneven surface, a revised site layout with a slightly smaller arena moved over to the car park side of the park was proposed. The committee agreed to ask Park Radio if they wanted to host in the Pavilion with their own PA system. Jake is unlikely to be able to do the sound so Park Radio will be approached for a quote and Simply Sound for arena sound support. It was

**Resolved:** To approach Park Radio for quote for hosting the Pavilion and Simply Sound for arena sound support.

**(Action: Melissa; by 12.02.25)**

*Post meeting note – SV-R met with Alex Rackham and will approach him regarding Jake's availability. Alex can also provide a large generator to service all stalls who require electricity at a small charge to stallholders (none to DTC), which will minimise fumes and trip hazards.*

**(Action: KJ to add to next agenda; by 12.02.25)**

**CA0125/12 Promotion**

a) Members received an update on promotion and watched the theme teaser video for social media. It was agreed to release the teaser video on Tuesday with a keep your eyes peeled for the forms, which would be released on Thursday. It was

**Resolved:** To release the theme teaser video for social media on 28.01.25.

**(Action: KJ; 28.01.25)**

b) Members received an update on photography for Carnival 2025. Charlie Scott Bell was booked for the Christmas Lights Switch-On that didn't go ahead and can't make the 2025 date so it's proposed that he does the Carnival photography for an additional £50 fee. It was suggested that the total cost of the photography should be split between Carnival and the Switch-on. It was

**Resolved:** To book Charlie Scott Bell for photography and split the total cost between Carnival and Christmas Lights Switch-On.

**(Action: Melissa / Sue H; by 12.02.25)**

**CA0125/13 Member Updates**

There were no updates from members not reported elsewhere on this agenda.

**CA0125/14 Date of Future Meeting**

Members agreed on a list of future meeting dates for the committee: 11<sup>th</sup> February amended to Wednesday 12<sup>th</sup> Feb. All other dates as proposed - 18<sup>th</sup> Mar, 15<sup>th</sup> Apr, 13<sup>th</sup> May, 28<sup>th</sup> May 2025. An additional date may be required nearer to the event. KJ to add outlook calendar entries for the approved dates.

**(Action: KJ, immediately)**

The meeting closed at: 21.05.

SUB-COMMITTEE CHAIRMAN  
Kimberley Jaynes

## Agreed Roles and Responsibilities for Carnival 2025

Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time.

Task allocated to	Task detail	Date to be completed	Actions/notes
	<b>Operations</b>		
1	Kimberley Jaynes Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	Sep-24	DONE
2	George Waterman Vice Chair - Working alongside Chair, in their absence completing their tasks	Sep-24	DONE
3	Melissa Hawkes <b>Purchase orders to be created and emailed to the relevant suppliers below.(quotes to be saved under Carnival/Agenda/E Agenda/Meeting 21.1.25)</b>		<i>Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet</i>
	a) Sort first aid for event (A11 medical services used for 2024, F.A.S.T used 2023)	Jan-25	DONE. Confirmed F.A.S.T
	b) Order radios and security stewards	Jan-25	DONE. Confirmed Phoenix
	c) Contact Core Highways to book in traffic management	Jan-25	chased 31.1.25
	d) Order 12 chemical toilets for Park (8) and High School (4) with transport	Jan-25	DONE
	Melissa Hawkes e) Get quotes and book suitable sound support for the event.	Jan-25	email sent to simply sound 31.1.25
	e) Get quote from Park Radio to host the pavilion 1.15pm to 5.30pm incorporating battle of the bands winning performance, play music for the theme and decorate as necessary	Jan-25	
	Melissa Hawkes f) Organise 6 x 1100l refuse bins with Keith Kiddie SNC, FOC	Jan-25	DONE. 07.01.25 Keith confirmed bins have been ordered
	g) Contact SNC to get permission for Bus Station for large procession vehicles after parade	Jan-25	initial approach email done by Sarah to Lee on 21st Jan
	h) Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	Jan-25	DONE. Michelle confirmed use of car park 14.01.25. Licence details to be finalised 31.01.25
	i) Book Mary Moppins for cleaning on Carnival day	Jan-25	DONE
	j) Book Photographer for Event Charlie Scott Bell	Jan-25	DONE
	k) Contact Morrisons and Tesco to get confirmation of free parking for event day	Jan-25	DONE AGREED 29.01.25
	k) Contact Tesco for confirmation of free parking for event day	Jan-25	initial approach email done
	Robert Ludkin l) Source rope for main arena	Jan-25	rope is at DYCC
	Robert Ludkin h) Buy red and white barrier tape, Blue/Red chalk paint and cable ties	Jan-25	
	Robert Ludkin m) To oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	Mar-25	
	Melissa Hawkes n) Keys to be arranged through DTC office for toilet block	Jun-25	
	Robert Ludkin o) Give maintenance team the heads up to work the event. Arrange for maintenance staff cleaning and jobs on the day including putting up barrier fencing around Mere ahead of event and oversee litterpicking task carried out by Cadets during the day. Arrange for them to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day	Jun-25	Maintenance team informed to work event.
4	Sarah Get permission for a site that stallholders can leave their vehicles after unloading on park	Mar-25	Enquired with Andy Rackham for use of Fair Green - TBC by FGNA committee
5	Liz Sinfield Source 55 hay bales for Fun Day - Simon Callow used 2024 (North Lopham) to be delivered 7.30am on the day and collected first thing Monday	Apr-25	Contact details given to Liz to enquire 31.01.25
6	Robert Ludkin Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	Apr-25	
7	Robert/Sarah Organise and liaise with procession stewards for Carnival, get permission for use of playgrounds at High School for parking	May-25	Get list of previous procession stewards from Keith and their contact details.
8	DTC Decide on maximum number of stalls we will accept on Park. Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall	May-25	DONE. roughly 50 stalls. Robert and Kim drafted site plan with measurements
9	DTC Email all of the suppliers to confirm details of the day re arrivals, set up, parking etc	May-25	

	Task allocated to	Task detail	Date to be completed	Actions/notes
10	DTC	Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier	May-25	site layout drafted
		<b>Volunteers &amp; Stewards</b>		
11	Committee & DTC	Recruit volunteers and stewards to help run the Carnival Procession and Fun Day. Send out email to request help. Find someone who can chauffeur performers/staff from Park to High School and be a 'run around'. Cadets happy to litterpick again?	Apr-25	DTC Outdoor team and admin team all working event. Procession stewards to be sourced
12	DTC	Update volunteer briefing pack- email to all with site map and volunteer info sheet	May-25	
13	DTC	Go through volunteer and staff rota to allocate all jobs and timings on the day	Jun-25	
14	DTC	Print volunteer schedules, site map copies and info sheets for all volunteers and committee members to have on the day	Jun-25	
15	Alex Rolfe	Organise refreshments for volunteers and the entertainment acts who require food. 300 bottles of water, crisps, sandwich platters?, doughnuts?	May/June 25	
		<b>Stalls</b>		
16	Committee	Agree amount of charity pitches allowed and accept/decline applications, ensuring a good balance between charitable, commercial, food, drink and crafts	Jan-25	3 charity pitches but will review number of charity applications 18th March and confirm
17	Ruth Ward	Visit Town Council Offices once a week - Use laptop with a separate login- review stall applications, print any received in carnival stalls email folder along with supporting paperwork, update master spreadsheet ready for committee consideration <b>on 18th March</b> . 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 <b>&amp; with committee approval</b> .	Feb/March	Ruth not available on a Monday. Coming in weds 12th Feb 11am
18	DTC	Update bar tender form and send out to all bar contacts	Jan-25	DONE
19	DTC/RL	Contact all food stalls for extra info to complete additional hygiene spreadsheet for EMP	Feb-25	
20	DTC	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Sarah	April	
21	Alex Rolfe	Create and laminate pitch number signs and all other info signs needed for the park. Write names of stallholders on back of each laminated pitch card.	May-25	
22	DTC	Send out emails to all stallholders 1-2 weeks before Carnival with final details for the day and map (arrivals between 9am - 11am & parking). Vehicles back on at 5pm to take down stalls (stallholder detail letter template on system)	2 weeks before event	
		<b>Admin</b>		
23	KJ / SH	Complete NCC's Road Closure application form and send to streetworks. Sue H to do payment		Form sent to NCC streetworks 17.01.25. SH to sort payment
24	Melissa	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.		Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet
25	Kim Jaynes	Update all carnival forms with new date and new logo. Create new folders on system for 2025	Jan-25	ongoing
26	DTC	Manage Carnival email inbox - stall queries to be put into separate stalls folder in the inbox for RW/DTC to review and reply. All other queries outside of stalls folder dealt with by DTC		ongoing
27	KJ	Put together agenda packs and send out to committee		ongoing
28	KJ	Print copies of the agendas for committee meetings and the undrafted previous minutes to be signed		
29	KJ / Sarah as back up	Create minute template for meetings and write the minutes at the meetings, send minutes to committee afterwards and upload signed minutes to website		
30	Kim Jaynes	Update sponsorship packages form and send out to all local businesses in an email	Jan-25	DONE



	Task allocated to	Task detail	Date to be completed	Actions/notes
31	Alex Rolfe	Arrange street collection agreement from SNC for carnival event and save permit when received	Jan/Feb	
33	Sue H	SH to book in Rialtus diary - cake stalls and car boot. Cake stall usually end of March, car boot sale usually May	Feb-25	2 people needed for running cake sales and car boot - Sue K tbc?
34	DTC	Enquire with Park Radio (Matt) re DBS for the lost children's point at Carnival.	Feb-25	Matt confirmed
35	Alex Rolfe	Letters to be updated and printed for Mount St residents, walcot road, parkside court ref Carnival parade / parking in car parks on the day, and notify mere st flat owners	May-25	
36	Liz Sinfield	Deliver above letters	May-25	
37	Alex Rolfe	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-25	
38	Alex Rolfe	a) Make advance notice closure signs to be displayed at least 14 days before the event at the Park Road Car park, as per the licence from SNC. (cording off of car park to be added to Volunteer Schedule) b) Make sign to go on Park car park for the event day "This car park is closed to the public. Access for authorised vehicles only"	May-25	
39	Melissa / Sue H	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-25	
40	Melissa	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-25	
41	DTC	Complete street collection return form after the event with proceeds of collection	Jul-25	
		<b>Procession</b>		
	RL / SR	Agreed to be Procession coordinators on the day - at High School	Jun-25	
	DTC	Source a band for front of procession		Quote received from East Angles Brass Band 31.01.25
42	DTC/ Liz Sinfield	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-25	KJ sent out bulk email to procession entrants 31.01.25
43	KJ / DTC	Create procession running order and inform coordinators	May-25	
44	Alex R	Create and print colour cards for those in the procession to know where they can park their vehicles after the parade and give to SK	Jun-25	
46	DTC	Send emails out to all procession entrants with arrival time & info on children's pick up point and coloured cards for front of vehicles, & parking. Arrive between 10am-11.30am	2 weeks before	
47	DTC	Create 2 x A3 laminated signs for 'children's pick up point'to go on MUGA after procession	Jun-25	
49	Bob Rogers	Source a truck for escorting Mayor and Dinsdale in procession	Feb/March	Bob contacting Dave Hines
	DTC	Check Dave Hines' vehicle has correct insurance for chauffeuring passengers.	Jun-25	
50	DTC/ Liz Sinfield	Organise procession judges and inform of where they need to be and timings		Liz not around on the day but available to help up to event
51	Liz Sinfield	Organise recovery of trophies from last year	May-25	KJ sent Liz contact details for previous winners; Merryfields, Tribe All and Garden Project Team
52	DTC	Create and print procession judging sheet x 5 copies	Jun-25	
		<b>Entertainment</b>		
53	Emily to lead on entertainment with DTC support	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	Feb-25	
54	Melissa	To book Compere	Jan-25	DONE - Paul Preston Mills
55	Emily	To timetable acts for the main arena	Apr-25	
56	DTC	Ask Masonic Lodge if we can use their building as a changing area for acts	Feb-25	
57	Emily/George	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		

	Task allocated to	Task detail	Date to be completed	Actions/notes
58	DTC	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-25	
59	DTC	Book Larry Gray's Funfair	Feb-25	
	DTC / Emily	Confirm Hannah is available to organise fun dog show.	Feb-25	
60	DTC	Update running order/briefing sheet for event compere and email over to him before the day	May-25	
		<b>Finance</b>		
61	Sue K, Liz Sinfield	To source prizes, vouchers or experiences for a prize hamper	April/May	
62	Sue H	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-25	
		<b>Town Window Dressing</b>		
63	KJ	Update window dressing entry form	Apr-25	Done- sent to Bob 04.02.25
64	Bob/Mary RBL	Email/ Visits shops to enter competition 9th May - 9th June	Apr-25	
65	Bob/Mary RBL	To invite the new Mayor, previous window winner (Oxfam) & Honoured Citizens to judge the displays the week leading up to Carnival		
66	Bob/Mary RBL	Get window dressing trophy back from previous winner (Oxfam)	end of May	
67	DTC	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	Jun-25	
		<b>Promotion</b>		
68	DTC	Respond to all Facebook page private message queries and relevant comments	Sep-24	ongoing
69	KJ	Design logo to go on all paperwork	Nov-24	DONE
70	KJ	Write press releases	Jan-25	first press release done
71	KJ	Promote when application form is 'live' and upload form to our website	Jan-25	DONE
72	KJ	To release Carnival date and theme to the press, on social media and update website	Jan-25	End of Jan- release forms
73	KJ	Create and schedule all Facebook posts on Diss Carnival page, ensuring shoutouts are done for everyone, all event info is shared etc. Promote cake stalls and car boot too	Jan-25	
74	KJ	Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc. CC in Sue H for invoicing. Sponsors to be chased for relevant artwork	Feb-25	sponsorship packages have been sent out 31.01.25.
75		Add Carnival details to other online events listings	Feb-25	
76	KJ	Complete all promo perks for all sponsors from checklist including banners	Feb-25	
77	KJ	Produce article for Diss Matters magazine to promote Carnival	Mar-25	
78	Robert Ludkin	Inform maintenance staff of date to collect banners, put up at agreed locations & remove	Apr-25	
79	KJ	To liaise with Park Radio to arrange interview slots to promote the event	Apr-25	
80	KJ	To create carnival programme and promo poster, and organise print and distribution (get quotes)	May-25	
81	Sarah/ Robert	To 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-25	
82	Alex Rolfe	Update buckets with Carnival fundraising label	May-25	
83		Update A-Boards with main arena schedule and other key info	Jun-25	



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**Re: Enquiry - Diss Carnival 2025**

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**From** East Angles <eastanglesbrassband@gmail.com>

**Date** Mon 03/02/2025 19:21

**To** Carnival <Carnival@diss.gov.uk>

Hi Kimberley,

Thanks for getting in contact. I can confirm we are available and would love to be involved again!  
We would charge £675.

Many thanks,

David, EABB

On Fri, Jan 31, 2025 at 2:05 PM Carnival <[Carnival@diss.gov.uk](mailto:Carnival@diss.gov.uk)> wrote:

Good afternoon,

Our annual Diss Carnival Parade & Fun Day is set for Sunday 8<sup>th</sup> June 2025. As per previous events, we'd like to check your availability for leading the parade. The procession leaves at 12.30pm from the High School and will follow the same route through the town centre, finishing on Diss Park around 1.15pm. Our theme this year is 'Around Our World'.

Please can you let us know if you are available and your fee to attend.

Kind regards,

Kimberley Jaynes

Marketing & Events Administrator

*Working days: Tuesday – Friday*

*c/o Diss Carnival Committee*



Item 8bi

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**Re: Join the Diss Carnival Procession on 8th June! Applications now OPEN!**

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**From** Diddy Nicky <diddynicky@hotmail.co.uk>**Date** Tue 04/02/2025 08:30**To** Carnival <Carnival@diss.gov.uk>

Hi Kimberley

Great to hear from you about this year's carnival. We love the theme and have the perfect outfits, we have Rio Carnival characters that will work great.

However, we are now doing things a bit differently. We have been getting to the point where it's becoming really hard work to do long sets on stilts. We still love stilt walking, but we can no longer do the events exactly like we have done in the past. But we do have a new exciting venture for you; we have converted our vintage caravan into a mobile party bar. It's been a long journey, but we're ready to go. The bar can be themed to any event and be a mixed bar, wine bar, cocktail bar etc. We can play music, with an option for a DJ. Then of course there's the stilt walking, with bubbles and poi spinning. We would do shorter sets, one at a time and stay within the rough location of the bar. I would be happy to do the procession, while Rob stays to set up the bar. We think with the Rio theme, we could decorate the bar with palm trees, sequins etc and serve cocktails and mock-tails. We realise that you have Wonky Donkey mobile bars, we think we would be totally different to what they are offering.

If you're interested in our new venture, please let us know and we can come to an arrangement regarding pitch fee and stilt walking payment.

Are you ready to be Pickled Purple? Check out our website [www.pickledpurple.co.uk](http://www.pickledpurple.co.uk)

Many thanks

Nicky and Rob  
Diddy Nicky  
AKA Diddy Long Legs

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**From:** Carnival <Carnival@diss.gov.uk>**Sent:** 31 January 2025 14:41**To:** Carnival <Carnival@diss.gov.uk>**Subject:** Join the Diss Carnival Procession on 8th June! Applications now OPEN!**Diss Carnival 2025 Takes Flight with 'Around Our World' Theme!**



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**Re: Diss Carnival 2025**

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**From** Tony Story <tony@tonystory.co.uk>

**Date** Fri 31/01/2025 15:53

**To** Carnival <Carnival@diss.gov.uk>

Hi

Thank you again for considering us to attend the Diss Carnival.

I'm happy to provide the Story Vintage Horsebox as last year for a 4 hour hire for last years price of £500.00. I can change the backdrop and provide props to reflect the theme.

I've put a pencil on the date for you to consider. If you can let me know asap that would help as we have a lot coming in for the summer.

Best wishes

Tony

Sent from my iPad

On 31 Jan 2025, at 14:45, Carnival <Carnival@diss.gov.uk> wrote:

Hi Tony,

I hope you're keeping well. Just wanted to let you know Diss Carnival is scheduled for Sunday 8<sup>th</sup> June 2025 with the usual parade and fun day! This year's theme is 'Around Our World'.

Firstly, are you available on this date and if so, please can we have a quote for a 4 hour hire as per previous years 😊 Not sure if you have any backdrops suited to the theme in particular...

Many thanks,

Kimberley Jaynes  
Marketing & Events Administrator  
*Working days: Tuesday - Friday*

Diss Town Council  
11-12 Market Hill  
Diss, Norfolk, IP22 4JZ  
Tel: 01379 643848 (ext: #205)

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**From:** Tony Story <[tony@tonystory.co.uk](mailto:tony@tonystory.co.uk)>  
**Sent:** Wednesday, January 3, 2024 4:08 PM  
**To:** Carnival <[Carnival@diss.gov.uk](mailto:Carnival@diss.gov.uk)>  
**Subject:** Re: Enquiry- Diss Carnival 2024

Hi Kimberley

The usual price for the horsebox booth is £625.00 for a three hour hire. I'm happy to supply and man the booth for the same times as last year - 1pm to 5pm - 4 hours - for £600.00 if electricity hook up is supplied.

We would include:

- Unlimited visits to the booth for photos and animated GIF's
- Instant unlimited print downloads for guests by email after each visit.
- Up to 4 sets of 2in x 6in paper strip prints per visit to the booth
- Free Social Media uploads (if required)
- Experienced and friendly attendant
- Use of a big trunk of great funny props including Wild West themed props
- Themed prints and screen templates

Prints uploaded to an online album for you to download as publicity for three months.

I can do an alternative package which includes all the above but guests get unlimited digital prints only (no paper prints) for £575.00

Deposit is just £25.00. Balance is due by invoice after the event.

I hope this is of interest and look forward to working with your team again in 2024 !



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**Re: Enquiry - Diss Carnival 8th June 2025**

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**From** Project Leader <kineticadventure2024@gmail.com>

**Date** Wed 29/01/2025 10:01

**To** Kimberley Jaynes <kimberley.jaynes@diss.gov.uk>

Hello Kimberley,

We are glad you enjoyed your visit to the centre and we do hope you will return soon. We do attend events like this all over East Anglia and so we are sure we could do something for you for the day. However, just to be clear we do have to charge for a Kinetic team member to be with you for the day and our usual cost is approx £150 depending on what is needed and whether it is on stalls.

If this of interest then do please come back to us and we will send more information and put you in the diary.

Kind regards

**The Admin Team**  
**Kinetic Adventure**

Unit 14 | Hill View Business Park | Old Ipswich Rd | Claydon | Ipswich | IP6 0AJ

Direct Tel: 01473 832249 | Web:[www.kineticadventure.co.uk](http://www.kineticadventure.co.uk)

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On Tue, 28 Jan 2025 at 14:54, Kimberley Jaynes <[kimberley.jaynes@diss.gov.uk](mailto:kimberley.jaynes@diss.gov.uk)> wrote:

Good afternoon,

I visited your Kinetic Adventure Centre over the weekend with my husband and 4 year old son - we had a brilliant time! I'm part of the organising committee for our annual town Carnival Parade & Fun Day in Diss (Norfolk). This year's theme is 'Around Our World'.

We hold a big free Fun Day on Diss Park with arena entertainment, stalls, music, walkabout acts and lots of 'have-a-go activities' for families. We always try to work the activities in with our theme.



Item 11

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**Re: Diss Carnival 2025 Sponsorship Packages Now Available!**

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**From** gary@falconpublications.co.uk <gary@falconpublications.co.uk>

**Date** Mon 03/02/2025 14:22

**To** Carnival <Carnival@diss.gov.uk>

Hi Kimberley

Hope you are well.

With regards to this year's carnival, can we offer our services to produce the programme for you this year?

We can offer a free programme by selling space to local businesses to advertise in the programme.

We would design and edit as per your requirements and then supply a printed amount to you.

No problem if you have someone who has already planned to produce it, but if you feel we might be able to help please let me know.

Many thanks

Gary

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Eye,  
Suffolk  
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[www.falconpublications.co.uk](http://www.falconpublications.co.uk)

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**From:** Carnival <Carnival@diss.gov.uk>

**Sent:** Friday, January 31, 2025 11:53 AM

**To:** Carnival <Carnival@diss.gov.uk>

**Subject:** Diss Carnival 2025 Sponsorship Packages Now Available!

### **Calling all Local Businesses - Diss Carnival Needs You!**

Thank you to all our Diss Carnival Sponsors from last year – It was another fantastic day and we couldn't have done it without your support!

One of the key reasons we believe Carnival is so well-attended is the fact that we provide a FREE day out. But this can only be achieved with the support of those living and working in our town, and we would like to invite you to be a part of it!

We are now looking for businesses (or individuals!) to sponsor various parts of the Diss Carnival and encourage you to take a look at the list of sponsorship packages attached. Each package includes a variety of promo perks for your business. Sponsorship greatly contributes towards our infrastructure costs, event entertainment, road closures, activities, security and much more!

If you would like to sponsor, please complete the form and return it to us as soon as possible. We will confirm your sponsorship request on receipt of the completed form, but if you do have any queries,