

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: town council@diss.gov.uk

Please ask for: Sarah Villafuerte-Richards
Our ref: CA 21.01.25
Date: 15.01.25

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 **Tuesday 21st January 2025** at **7pm** to consider the business detailed below.



Town Clerk / Chief Executive Officer

AGENDA

- 1. Apologies**
To consider apologies for absence.
- 2. Chair**
To elect a Chair for the Carnival Sub-Committee 2025.
- 3. Minutes**
To approve the minutes of the last meeting held on 26th November 2024 (copy details herewith).
- 4. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 5. 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*).
- 6. 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).
- 7. Infrastructure**
To receive an update on infrastructure and discuss outstanding tasks on roles and responsibilities list (copy details herewith).
- 8. Applications and forms**
 - a) To review application form (copy details herewith).
 - b) To review the bar tender form (copy details herewith).
 - c) To review sponsorship packages form and agree a plan for sourcing sponsorship (copy details herewith).
- 9. Procession**
To review world map and agree countries list for float entries (copy details herewith).
- 10. Entertainment**
To receive an update on entertainment and starting budget for expenditure.
- 11. Site Layout**
To receive an update on site layout ideas for Carnival 2025 (copy details herewith).
- 12. Promotion**
 - a) To receive an update on promotion and the theme teaser video for social media.
 - b) To receive an update on photography for Carnival 2025.

13. Member Updates

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

14. Date of Future Meeting

To review the following list of proposed future meeting dates: 11th Feb, 18th Mar, 15th Apr, 13th May, 28th May 2025.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr D Collins</u>	<u>D. Craggs</u>
<u>Cllr S Kiddie</u>	<u>L. Sinfield</u>
<u>S. Villafuerte-Richards</u>	<u>A. Kitchen</u>
<u>K. Jaynes</u>	<u>E. Taylor</u>
<u>Al. Rackham</u>	<u>J. Welch</u>
<u>Cllr J Robertson</u>	<u>S. Olander</u>
<u>R. Ludkin</u>	<u>A. Goulder</u>
<u>E. Forsdyke</u>	<u>K. Murphy (ex-officio)</u>
<u>G. Waterman (Vice-Chair)</u>	<u>S. Browne</u>
<u>S. Brazier</u>	
	<u>A.Rackham</u> <u>S. Scott</u> <u>James Grint</u>

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.

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 26th November 2024 at 7pm.

In attendance: Kim Jaynes (KJ)
Cllr Sue Kiddie (SK) (Chair)
Andy Rackham (AR)
Alex Rackham (ALR)
Sarah Villafuerte-Richards (SV-R)
Robert Ludkin (RL)
Cllr John Robertson (JR)
Julia Fairbrother (MTM Youth) (JF)
Emily Forsdyke (EF)
Bob Rogers (RBL)
Mary Cotton (RBL)

- CA1124/1 Apologies**
Apologies were received from Sue Brazier (SB), Cllr Doreen Collins (DC) and Vice Chair, George Waterman (GW). Sophie Scott (SS) from the Corn Hall was not in attendance but was only sent the email invitation the day of the meeting. It is understood she'd like to be involved.
- CA1124/2 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 12th November 2024 were a true record and duly signed by the Chairman.
- CA1124/3 Declarations of Interest**
There were none.
- CA1124/4 Public Participation**
There were no members of the public present. Larry Gray has been booked for the fun fair on 8th June and has some ideas – will come at a future meeting to discuss.
- CA1124/5 Items of URGENT Business**
There were no items of urgent business.
- CA01124/6 Committee Membership**
Committee membership was confirmed for Diss Carnival 2025 as above. KJ to contact those not present to confirm membership.
(Action: KJ, immediately)
- CA1124/7 Theme**
Members confirmed a theme for Diss Carnival 2025: Around Our World. Lots of variety within the theme, plenty of choice for entertainment. Parade participants to choose from a list of countries to celebrate, avoiding duplications. World Map to be reviewed at next meeting to ensure a good variety of countries are chosen.
(Action: SVR to provide world map, 21.01.25)

Theme fits with other national events taking place in or close to June; Eurovision song contest,

World Eco Day, World Cup.

Research into Sustenta Carnaval – reusing costumes.

(Action: JF, by next meeting)

KJ to make minor amendments to 2025 logo (add travel ticket, change colour of passport to blue and play with the background blue to ensure the words and imagery stand out) and add on all paperwork. Theme promotion to be released in January with teaser video and logo. 'Coming soon' social post to schedule for early January.

(Action: KJ, by next meeting)

CA1124/8 Infrastructure

Members reviewed tasks on the roles and responsibilities list. JF confirmed as procession coordinator. KJ to send JF a list of past participants for emailing in the New Year and research for new groups. Melissa will take on infrastructure bookings. Ruth and Doreen had already agreed to review applications so it is hoped they would take on the stall coordinators role. SK to ask Catherine Browning if interested in helping.

(Action: Members to note individual roles. KJ, SK, by next meeting)

Site layout, stalls, infrastructure will be reviewed in January. Site meeting to be arranged with RL, ALR, AR, KJ & GW/EF. Committee to agree how many stalls and consider stage or arena depending on requirements. Pavilion could be 'stage' performance area for singers rather than a stage to keep costs down. Keep the arena for dancers, groups etc. Arena space in front of stage at Carnival 2024 wasn't as big and caused congestion in the area.

(Action: KJ, January 2025)

More food stalls needed to avoid queuing. Avoid having 'information only' stands. More 'have a go' stalls and must provide something fitting with the theme.

Framlingham country show have a good variety of stalls and entertainment – research for contacts.

(Action: JF, by next meeting)

CA1124/9 Entertainment

a) EF shared suggestions of performers: Dragon dancers, Chinese lion dancers, Moulin Rouge dancers, Karate, Bollywood dancers, Mariachi Band, Ukrainian Singing Group. EF to enquire about availability and quotes. EF also agreed to lead on entertainment asking for support where necessary.

(Action: EF, by next meeting)

Committee agreed it's important to look for new performers at the Fun Day rather than repeats of previous years to mix things up. Past performers would still be great in the parade.

Local groups to be contacted who would usually attend Lord Mayor's Procession, Notting Hill Carnival, local dance groups.

(Action: MC, by next meeting)

Mary to ask Waveney Choir, 20 members, if interested in performing themed songs.

(Action: MC, by next meeting)

Contact Norfolk Wildlife Trust to see what free activities they could provide at the Fun Day for kids. JF to send EF list of people to contact for doing kids activities.

(Action: JF / EF, by next meeting)

Contact Bubblemania early for his availability to join parade and Fun Day – send EF Carl's details to enquire for availability to attend procession and do bubble display at Fun Day.

(Action: KJ / EF, by next meeting)

b) Members approved Park Radio's proposal for 'Battle of the Bands'. Committee agreed that the headline band needs to perform to suit the theme in some way, through costume and/or song choices. KJ to note act on master spreadsheet for entertainment. SVR to speak to Park Radio regarding scheduling battle of the bands and promo requirements.

(Action: KJ / SVR, by next meeting)

CA1124/10 Finance

The committee received an update on finances for Diss Carnival 2025. Starting budget is £8,441.93. Last year's expenditure was around £13,000. Income around £11,500. Cake stall, car boot and hamper are good fundraising opportunities. Happy to continue.

CA1124/11 Sponsorship

Members discussed sponsorship packages and agreed to review in January. Consider reducing some of the sponsor perks to assist with workload, not including banners or a free pitch, and reduce the costs to balance with number of perks. Add to next agenda for review.

(Action: KJ, by next meeting)

CA1124/12 Member Updates

The committee received and noted updates from members not reported elsewhere on this agenda.

A request has been made to the old Post Office building to paint in magnolia and AR suggested decorating the front to celebrate the Carnival theme in the lead up to June.

(Action: SVR / committee, May/June)

CA1124/13 Date of Future Meeting

The next date for the Carnival Committee will be Tuesday 21st January 2025 at 7pm. KJ to add date to calendar and propose list of meeting dates for remainder of year including debrief and 2026 first meeting for next meeting.

(Action: KJ, immediately)

The meeting closed at: 20.30.

SUB-COMMITTEE CHAIRMAN
Cllr Sue Kiddie

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
	Operations		
	Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	Sep-24	TBC at meeting on 21st Jan
George Waterman	Vice Chair - Working alongside Chair, in their absence completing their tasks	Sep-24	DONE
Melissa Hawkes	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)		Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet
	a) Sort first aid for event (A11 medical services used for 2024, F.A.S.T used 2023)	Jan-25	2 quotes received. Confirm after meeting on 21st Jan
	b) Order radios and security stewards	Jan-25	Quote received for consideration 21.1.25
	c) Contact Core Highways to book in traffic management	Jan-25	initial approach email done
	d) Order 10 chemical toilets for Park and High School with transport	Jan-25	DONE
Robet Ludkin/Melissa	e) Get quote and book suitable sound support for the event.	Jan-25	details needed of set up required contact after site plan agreed
Melissa Hawkes	f) Organise 6 x 1100l refuse bins with Keith Kiddie SNC, FOC	Jan-25	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
	h) Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	Jan-25	Michelle confirmed use of car park 14.01.25
	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	initial approach email done
Robert Ludkin	l) Source rope for main arena	Jan-25	
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. Arrange for them to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day	Jun-25	
Sue Kiddie	Get permission from SNC/ Keith Kiddie for use of the old John Grose overflow car park on Park Rd	Mar-25	
Sue Kiddie	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	
Keith Kiddie	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	Apr-25	
Keith Kiddie	Organise and liaise with procession stewards for Carnival, get permission for use of playgrounds at High School for parking	May-25	
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	
DTC	Email all of the suppliers to confirm details of the day re arrivals, set up, parking etc	May-25	
DTC	Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier	May-25	
	Volunteers & Stewards		

Committee to email DTC recommendations	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'	Apr-25	
DTC	Update volunteer briefing pack- email to all with site map and volunteer info sheet	May-25	
DTC	Go through volunteer and staff rota to allocate all jobs and timings on the day	Jun-25	
DTC	Print volunteer schedules, site map copies and info sheets for all volunteers and committee members to have on the day	Jun-25	
Alex Rolfe	Organise refreshments for volunteers and the entertainment acts who require food. 300 bottles of water, crisps, sandwich platters?, doughnuts?	Jun-25	
	Stalls		
Committee	Agree amount of charity pitches allowed and accept/decline applications, ensuring a good balance between charitable, commercial, food, drink and crafts	Jan-25	
Ruth Ward	Visit Town Council Offices once a week (tbc) - Use laptop of whoever is off that day 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 post-deadline . Applicants will only be considered by committee when full paperwork received- LM/CH to chase for paperwork. Confirmation emails including payment details only to be sent to stallholders when full application, supporting paperwork has been received & with committee approval .	Jan-25	Ruth not available on a Monday but confirmed happy to help.
DTC	Update bar tender form and send out to bar contacts (including MD contact)	Jan-25	
	Contact all food stalls for extra info to complete additional hygiene spreadsheet for EMP	Feb-25	
DTC	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Sarah	May-25	
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	
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	
	Admin		
RL / SH	Complete NCC's Road Closure application form and send to streetworks. Sue H to do payment	Dec-25	
Sue Hurst	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	
Kim Jaynes	Update all carnival forms with new date and new logo. Create new folders on system for 2025	Dec-25	
DTC	Manage Carnival email inbox - stall queries to be put into separate stalls folder in the inbox for TH/CH/LM to review and reply. All other queries outside of stalls folder dealt with by DTC		
DTC	Put together agenda packs and send out to committee		
DTC	Print copies of the agendas for committee meetings and the undrafted previous minutes to be signed		
DTC	Create minute template for meetings and write the minutes at the meetings, send minutes to committee afterwards and upload signed minutes to website		
Kim Jaynes	Update sponsorship packages form and send out to all local businesses in an email	Jan-25	
DTC	Arrange street collection agreement from SNC for carnival event and save permit when received	Jan-25	
Kim Jaynes	To keep this task list spreadsheet updated when jobs are completed / review master spreadsheet		

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?
DTC	Arrange for 2 x DBS checks for covering lost children at the event. Must be specific DBS for this event.	Feb-25	
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	
TBC - committee volunteer	Deliver above letters	May-25	
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	
Alex Rolfe	Make sign to go on Park car park "This car park is closed to the public. Access for authorised vehicles only"	May-25	
Melissa / Sue H	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-25	
DTC	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)		
DTC	Complete street collection return form after the event with proceeds of collection	Jul-25	
	Procession		
DTC/ Sue K to support	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-25	
DTC/ Sue K	Create procession running order	May-25	
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	
DTC/ Sue Kiddie	High School layout plan drafted for procession entrants	Jun-25	
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	
DTC	Create 2 x A3 laminated signs for 'children's pick up point' to go on MUGA after procession	Jun-25	
Sue Hurst	Book special insurance for Gillings truck	Jun-25	Ordered with Graham Sykes Insurance last year
	To contact Simon Gillings to see if we can use his truck again for Mayor and Dinsdale		
DTC/ Sue Kiddie	Organise procession judges and inform of where they need to be and timings		
DTC / Sue Kiddie	Organise recovery of trophies from last year	May-25	
DTC	Print procession judging sheet x 5 copies	Jun-25	
	Entertainment		
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.	Feb-25	
Sue H	To book entertainment acts and Compere		
	To timetable acts for the main arena	Apr-25	
	Ask Masonic Lodge if we can use their building as a changing area for acts	Jan-25	
	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		
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	
	Book Larry Gray's Funfair	Nov-24	
DTC	Update running order/briefing sheet for event compere and email over to him before the day	May-25	

	Finance		
Committee	To source prizes, vouchers or experiences for a prize hamper	Jan-25	
Sue H	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-25	
	Town Window Dressing		
KJ	Update window dressing entry form and print copies	Apr-25	
Bob/Mary RBL	Email/ Visits shops to organise competition	Apr-25	
Bob/Mary RBL	To invite the new Mayor, previous window winner & Honoured Citizens to judge the displays the week leading up to Carnival		
Bob/Mary RBL	Get window dressing trophy back from previous winner	end of May	
DTC	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	Jun-25	
	Promotion		
DTC	Respond to all Facebook page private message queries and relevant comments	Sep-24	
KJ	Design logo to go on all paperwork	Nov-24	
KJ	Write press releases	Jan-25	
KJ	Promote when application form is 'live' and upload form to our website	Jan-25	
KJ	To release Carnival date and theme to the press, on social media and update website	Jan-25	
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	
KJ	Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc. Sponsors to be chased for relevant artwork	Feb-25	
	Add Carnival details to other online events listings	Feb-25	
KJ	Complete all promo perks for all sponsors from checklist including banners	Feb-25	Consider not including banners in the sponsorship packages next year?
KJ	Produce article for Diss Matters magazine to promote Carnival	Mar-25	
Robert Ludkin	Inform maintenance staff of date to collect banner, put up at agreed locations & remove	Apr-25	
	To liaise with Park Radio to arrange interview slots to promote the event	Apr-25	
KJ	To create carnival programme and promo poster, and organise print and distribution (get quotes)	May-25	
Keith / 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	
Alex Rolfe	Update buckets with Carnival fundraising label	May-25	
	Update A-Boards with main arena schedule and other key info	Jun-25	

From: [sharon.thompson](#)
To: [Carnival](#)
Subject: Re: First Aid Cover for Diss Carnival 2025
Date: 13 January 2025 14:19:26

Hi

I typed the reply and forgot to send!
Yes we can cover and we ask for a donation.
thanks
Sharon

Sent from [Outlook for Android](#)

From: Carnival <Carnival@diss.gov.uk>
Sent: Monday, January 13, 2025 2:17:07 PM
To: shaz_eng_uk@hotmail.com <shaz_eng_uk@hotmail.com>
Subject: RE: First Aid Cover for Diss Carnival 2025

Hi Sharon

Is this something you would like to quote for? Ideally, we need your quote first thing on Thur16th Jan, so that it can go in the agenda pack for our next meeting.

If you could let us know one way or the other that would be great.

Thanks
Kind Regards

Melissa Hawkes
Office Administrator – Cemetery Lead
Non Working Day: Tuesday

Diss Town Council
11/12 Market Hill, Diss IP22 4JZ
Email:melissa.hawkes@diss.gov.uk
Tel:01379 643848 Ext #201
Website:www.diss.gov.uk

From: Carnival
Sent: 03 January 2025 13:38
To: shaz_eng_uk@hotmail.com
Subject: First Aid Cover for Diss Carnival 2025

Good afternoon Sharon

Our annual town Carnival takes place on Sunday 8th June 2025 in Diss. Please can you check your availability and quote a cost for the following so that we can consider this with other quotes at our January Committee Meeting on 21st.

- 4 first aiders (minimum)

- Needed from 10am on Sunday 8th June 2025 until 5.30pm
- To be based on Diss Park (Park Road next to the public toilet block- pitch will be reserved).

Thank you, I look forward to hearing from you shortly.

Kind Regards

Melissa Hawkes
Office Administrator – Cemetery Lead
Non Working Day: Tuesday

Diss Town Council
11/12 Market Hill, Diss IP22 4JZ
Email: melissa.hawkes@diss.gov.uk
[Tel:01379 643848](tel:01379643848) Ext #201
Website: www.diss.gov.uk

A11 Medical Services Ltd

First Aid Medical Services & Training throughout Norfolk,
Suffolk, Essex & Cambridgeshire

Melissa Hawkes
Diss Town Council
11-12 Market Hill
Diss
Norfolk
IP22 4JZ

CUSTOMER COPY

07/01/2025

Dear Melissa,

First Aid and Medical Cover Quotation

Event Description:	Carnival Event on Diss Park				
Event Date & Times:	08/06/2025	Cover Start: 10:00	Event Start: 10:00	Event End: 17:30	Cover End: 17:30

Thank you for completing the Duty Information sheet and returning this to myself. I have completed a 'Resource Assessment' on the information you have provided, whilst these are our suggestions of the level of cover we would draw your attention to the Health & Safety Executive 'Event Safety Guide' which places final responsibility for the 'Risk Assessment' and subsequent provision of medical cover with the event organiser.

Shown below is a breakdown of the suggested level of cover needed for this event and the minimum charge for this.
No payment is made to our staff on the day.

Should this quote be acceptable please sign and return to myself, **within 30 days**.

Quote Description	Unit Cost:	Vat %
4 x First Aid Staff	£590.00	0.00
Quote Net:	£590.00	
VAT Value @ 0.00%:	£0.00	
Quote Total:	£590.00	

There would also be an extra £72.00 an hour to be added if the event runs over the agreed times.

Yours sincerely,

Joy Townsend

Managing Director
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Thetford, Norfolk, IP24 1QX
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DRAFT QUOTE

Diss Town Council

Item 7 SECURITY
QUOTE

Date
3 Jan 2025

Phoenix Events (East)
Limited

Expiry
10 Jan 2025

Attention: Accounts
Department

Quote Number
QU-1415

51 Colegate
Norwich

Reference
DISS CARNIVAL 2025 -

Norfolk
NR3 1DD

GBR

VAT Number
317172419

DISS CARNIVAL 2025

X 6 security to work on Carnival day from 11.00 – 18.00 hours, the role would be the same as in previous years when you have supplied staff to us.

X 20 walkie-talkies for the day including spare batteries, these would need to be dropped off on Friday 6th June and could be collected up ready for your staff to bring back on Carnival day.

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
RADIO HIRE X20 RADIOS/EAR PIECES/CHARGERS/SPARE BATTERIES - LONG-RANGE HIGH-FREQUENCY RADIOS	20.00	11.05		20%	221.00
DS SIA X6	42.00	18.25		20%	766.50
DS SIA DISS CARNIVAL 11:00-18:00 (7 HOUR MINIMUM CHARGE)					
SILVER SPONSORSHIP PACKAGE	1.00	208.33	100.00%		0.00
				Subtotal (includes a discount of 208.33)	987.50
				TOTAL VAT 20%	197.50
				TOTAL GBP	1,185.00

APPLICATION FORM

Thank you for your interest in getting involved with this year's Diss Carnival on Sunday 8th June 2025!

Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is:

AROUND OUR WORLD

Please complete and return form to Diss Town Council Offices.



PART 1: Your Information

Name:		Company/ Organisation:	
Address:			
Tel:		Email:	

✓	"I'd like to..."	More information:
	Have a Stall Please include the size of your stall and what you'll be offering. Standard pitch size is 3m x 3m. Complete Part 2 below.	
	Enter the Procession Tell us: size/type – walking group? Vehicle? Please use one application form per vehicle and confirm the size of the vehicle. Complete Part 3 on next page.	

PART 2: Stallholders

* There is no electricity supplied for stallholders. If you require electricity, you will need to bring your own generator.

* **Only 1 vehicle is allowed on site per pitch to set up, due to limited space restrictions.**

Will your stall/activity produce sound? <i>If yes, please provide details</i>	
*Please enclose a copy of Public Liability Insurance (to value of £2 million)	
*Please complete and return Risk Assessment (identify any specific risks to what you're doing) and a signed copy of our Terms & Conditions .	
*Please enclose a copy of your food hygiene certificate	
Payment: To be made by BACS or via card payment at Diss Town Council Offices. Please await confirmation of your stall before making payment. BACS details: Barclays Bank Plc, Sort Code: 20-26-34, Account: 00361127	

Stall Fees

Stalls up to 3m x 3m	£120 inc VAT
Stalls over 3m x 3m and up to 5m	£180 inc VAT
Stalls over 5m	£240 inc VAT
Charities & Craft Stalls (3m x 3m)	£60 inc VAT

*Charity Pitches

We have **3 free pitches (3m x 3m)** available for locally based small charities & Not for Profit community groups. Please return form by 7th March and note your request for a free pitch. You will receive an email from us to confirm if you are successful. Please note: Due to an increase in charity applicants, if you have been given a free pitch before, you may be unsuccessful. A £60 charge will be requested from unsuccessful applicants.

PART 3: Procession

	Yes /No	
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle taxed, insured and have a valid MOT?		Please provide signature as confirmation:

Please return your application forms and all supporting documentation by **Friday 7th March 2025.**

All applications will be reviewed on 18th March and we will contact you to confirm if you have been successful.

Address: C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

Telephone: 01379 643848

Email: carnival@diss.gov.uk

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of future Diss Carnivals and other town events of interest to you. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email Telephone / SMS

If you prefer not to be contacted with details of Diss Carnival and other events, then please tick this box.

For further information, please refer to our GDPR Policy at www.diss.gov.uk.

Any questions? If you have any questions, please get in touch with the Carnival Crew
Like our Facebook page for event updates: www.facebook.com/DissCarnival/

RISK ASSESSMENT FORM – DISS TOWN CARNIVAL 2025

Organisation:	Diss Carnival Committee	Contact Person:	
Site:	Diss Town Park	Date and time:	Sunday 8 th June 2025 - 12.30pm-6pm

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/Med/Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Vehicles & Movement	Public, event organisers, dignitaries and staff	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall.</p> <p>Be especially vigilant for pedestrians & all vehicles should use a banks man when reversing.</p> <p>Only vehicles with permission are allowed to drive onto the Park and must be supervised at all times.</p> <p>All vehicles going onto the Park must adhere to the Carnival stewards at all times.</p> <p>All vehicles must adhere to Carnival Event Management Plan for entry and exit times.</p>	<p>Remove all vehicles from the park after setting up and dismantling equipment</p> <p>Parking Marshalls and Carnival representatives are on site to utilise as banksman when required.</p> <p>Parking marshalls to check that vehicles have permission to drive onto the park.</p> <p>All stewards/Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>Event Management Plan must be available for all stallholders attending the Carnival.</p>	1 x 4 = 4 Low Risk	Immediately on the day of Carnival	<p>Vehicle owner</p> <p>Vehicle owner in conjunction with Parking Marshalls</p> <p>Parking marshal</p> <p>Stewards/Carnival Marshalls</p> <p>Chair of Carnival Committee</p>
Setting up and dismantling stalls	Public, event organisers, dignitaries and staff	All stallholders are responsible for the safety of the public when setting up and dismantling their stalls.	Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.	2 x 2 = 4 Low Risk	Immediately on day of Carnival	Stallholder
			<p>All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather.</p> <p>Safety officer to check all stalls have the required weights attached to their legs.</p>			<p>Stallholder</p> <p>Nominated safety officer (TBC)</p>

Stall Tables	Public, event organisers, dignitaries and staff	All tables must be in a good condition and constructed of suitable materials.	<p>Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface.</p> <p>Safety officer to check all tables are safe and not overloaded.</p>	2 x 2 = 4 Low Risk		<p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety Officer (TBC)</p>
Slips/falls/trip hazards	Public, event organisers, dignitaries and staff	Regularly ensure floor area and walkways are clear of debris and cables.	<p>Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.</p> <p>Cables that are over walkways must have rubber matting to ensure no trip hazards.</p> <p>All boxes or goods to be stacked and stored in a safe manner.</p> <p>Safety Officer to check no obvious trip hazards before event.</p>	2 x 2 = 4 Low Risk	Immediately and during the event.	<p>Stallholder</p> <p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety officer (TBC)</p>
First Aid	Public, event organisers, dignitaries and staff	Report any emergencies immediately to event stewards/marshalls who will either direct people to the first aid tent or in emergencies contact the emergency services.	<p>There will be a first aid tent and first aiders available on site.</p> <p>The tent is clearly identified by a flag.</p> <p>The PA system will mention the first aid tent clearly throughout the day.</p>	1 x 4 = 4 Low Risk	Immediately and during event.	<p>Carnival Chair</p> <p>First Aiders</p> <p>Carnival Chair</p>
			Carnival chair and staff to ensure radios are working correctly.			
Removal of rubbish	Public, event organisers, dignitaries and staff	All food vendors must provide their own litter bin & take rubbish away post event.	Extra bins to be sited around the park to ensure that there is no hazards from rubbish collected.	1 x 1 = 1 Low Risk	Immediately and during event.	Stallholders, DTC to provide extra bins.

Fire Safety	Public, event organisers, dignitaries and staff.	Stalls posing a fire risk must have their own appropriate control measures	<p>Each stall posing a first risk will provide a fire extinguisher/blanket.</p> <p>Safety Officer to check that the stalls meet the above requirements.</p> <p>All stewards/marshalls to have walkie talkies which are connected with the main arena PA to ensure crowd safety.</p>	2 x 4 = 8 Medium Risk	During set up before event.	<p>Stallholders</p> <p>Nominated safety officer</p> <p>Carnival Chair</p>
Food Safety and Hygiene	Public, event organisers, dignitaries and staff.	<p>All stallholders handling food must have an up to date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p> <p>The event team reserves the right to request a trader to turn off a generator if complaints are received.</p>	1 x 4 = 4 Low Risk	Stallholders	<p>Nominated safety officer</p> <p>Nominated safety officer</p> <p>Stallholders</p> <p>Stallholders</p> <p>Carnival Chair/Safety Officer</p>
Toilets	Public, event organisers, dignitaries and staff.	Permanent and portable toilets will be available on site.	Toilets will be monitored and cleaned during the event.	1 x 1 = 2	Throughout the event	Contract cleaners (TBC)

Risk Rating**Action Bands**

Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9-12-16 = High Risk	Consider not running the event

Signature:		Print Name:		Date:	
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Risk assessments undertaken by Maintenance Manager and authorised by the Town Clerk.



Event Stallholder Terms & Conditions of Booking

By applying and standing at any event, you agree to abide by the following terms and conditions:

1. **Payment** – All stalls must be paid for at least six weeks prior to the event. No refunds can be provided for cancellations after this time.
2. **Health & Safety** – Stallholders must prioritise Health and Safety. All boxes, bags, and other items should be cleared away before the event opens to ensure public walkways are unobstructed. Stallholders are required to comply with all applicable health and safety, food, and environmental regulations during the setup, operation, and breakdown of their stand. Diss Town Council will not be held responsible for any accidents caused by stallholder negligence.
3. **Public Liability Insurance** – All stallholders must hold Public Liability Insurance with a minimum cover of £2 million. Stallholders are solely responsible for ensuring adequate insurance coverage for all equipment and personnel brought to the event site. A copy of the insurance policy must be available on-site during the event.
4. **Gazebos & Tables** – Stallholders using their own infrastructure must ensure it is safe and fit for purpose. Diss Town Council will not be liable for damages or injuries caused by stallholders' infrastructure. Gazebos must be securely anchored to the ground and positioned to avoid trip hazards. Tables must be sturdy, properly secured, and appropriate for the intended load.
5. **Generators** – The use of generators must be pre-approved by Diss Town Council. Generators must be operated safely, appropriately placed, and secured to prevent public access. Exhaust fumes must not endanger others, and a suitable fire extinguisher must be provided. Diss Town Council reserves the right to disable any generator that fails to meet these requirements or causes a nuisance.
6. **Event Adjustments** – Diss Town Council retains the right to postpone, cancel, or shorten the event. If such actions are necessary due to circumstances beyond the reasonable control of the event organisers (such as severe weather conditions), the Council will not be held liable for any loss or damage incurred and will not issue refunds for any fees or charges paid.
7. **Stands and Space Allocation** – Diss Town Council is not liable for any loss or damage caused by errors in the allocation of space or by an exhibitor encroaching on the area assigned to another.
8. **Exclusivity** – Diss Town Council does not guarantee exclusivity to stallholders at events.
9. **Responsibility** – Stallholders are solely responsible for their stalls and the goods and services they provide.
10. **Trading Standards** – All goods must be clearly priced to comply with Trading Standards Regulations.
11. **Unsuitable Goods** – Diss Town Council reserves the right to request the removal of any goods deemed unsuitable for the event.
12. **Stock Security** – Stallholders are responsible for safeguarding their own stock. Diss Town Council will not be liable for loss or theft.
13. **Income Loss** – Diss Town Council disclaims all responsibility for any loss of income resulting from events outside the control of the event organisers.
14. **Food and Drink Exhibitors** – Stallholders selling food and drink must comply with the Food Law Code of Practice and provide relevant documentation, including Food Safety and Hygiene Rating Certificates. Documents must be available for inspection at the event.

15. **Alcohol Sales** – Stallholders selling alcohol are required to sign our premises license at least 1 month prior to the event in the presence of the DPO, Sarah Villafuerte-Richards, Town Clerk. Please contact towncouncil@diss.gov.uk to make an appointment. Diss Town Council reserves the right to reject any or all proposals. Submission of a proposal does not guarantee selection. Diss Town Council reserves the right to inspect the bar setup and operations during the event.
16. **Vehicles** – Vehicles are prohibited from moving within the event area during public opening hours. When allowed on-site, vehicles must not exceed a speed of 5 mph and must use hazard lights.
- Diss Carnival attendees - Only 1 vehicle is permitted on site for set up per stall pitch due to space restrictions. Procession entrants – Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc, these must be given out by hand. The only collection buckets allowed in the procession are for Diss Carnival. Any other collection buckets are not allowed along the parade route. You are welcome to collect monies on the Park at the Fun Day.
17. **Behaviour & Conduct** – Diss Town Council reserves the right to remove anyone exhibiting inappropriate behaviour from the event without a refund.
18. **Rubbish** – Stallholders must keep their area clean and remove all waste. Leaving rubbish on-site is prohibited, and any disposal costs incurred by Diss Town Council will be charged to the stallholder.
19. **Liability and Indemnification** – Stallholders must take full responsibility for their activities and protect Diss Town Council from any claims, losses, or damages caused by their actions. The Council is not responsible for any accidents, damage, or loss involving people, animals, vehicles, or equipment at the event. Stallholders must follow these terms and provide public liability insurance coverage of at least £2 million.

Acceptance of these terms is a condition of participation.

By signing below, stallholders agree that these terms and conditions will apply to your event booking with Diss Town Council.

Stall/Business name:
Signature:
Print name:
Date:

Tender Document for Bar Provision at Diss Carnival

- **Event Name:** Diss Carnival
- **Date:** 8th June 2025
- **Location:** Diss Park, Park Road
- **Event Duration:** 12 noon – 5.30pm

Tender Overview: Diss Town Council is seeking proposals from experienced and reputable bar operators to provide bar services at our upcoming carnival event. This document outlines the requirements, expectations, and selection process for interested applicants.



1. Scope of Services The successful tenderer will be required to:

- 1.1 Operate and manage bar services during the event, including setup, operation, and teardown.
- 1.2. Supply and serve a range of alcoholic and non-alcoholic beverages.
- 1.3. Ensure all staff are appropriately trained and licensed to serve alcohol.
- 1.4. Adhere to all relevant health and safety regulations.
- 1.5. Manage waste generated from the bar area responsibly.
- 1.6. Provide all necessary equipment, furniture, and supplies for the bar operation.
- 1.7. Ensure bar operations are professional, efficient, and customer-focused.

2. Requirements

- 2.1. Proof of relevant licenses and permits to operate a bar and serve alcohol in Diss Park.
- 2.2. Evidence of public liability insurance to a minimum of £2 million.
- 2.3. Demonstrated experience in providing bar services at events of a similar scale.
- 2.4. A proposed menu with pricing structure, size of bar frontage and serving area.
- 2.5. A plan for ensuring responsible service of alcohol.
- 2.6. Details of the team, including qualifications and experience of key personnel.
- 2.7. A waste management plan for the bar operation.
- 2.8 Signature of Park Licensing agreement with DPO.

3. Selection Criteria Proposals will be evaluated based on the following:

- 3.1. Compliance with the scope of services and requirements.
 - 3.2. Experience and track record in delivering similar services.
 - 3.3. Quality and variety of the proposed menu.
 - 3.4. Competitive pricing structure.
 - 3.5. Commitment to sustainability and waste management.
 - 3.6. References from previous clients.
-

5. Key Dates

- **Tender Release Date:** Friday 31st January 2025
 - **Submission Deadline:** Friday 7th March 2025
 - **Selection Notification:** w/c 24th March 2025
 - **Event Date:** Sunday 8th June 2025
-

6. Terms and Conditions Please see attached.

7. Fee The pitch fee of £350 is payable to Diss Town Council upon acceptance of the application.

8. Declaration

I have read the conditions and confirm my agreement. If my application is successful I agree to pay the fee above. A binding agreement only occurs when there is written acceptance of the application by Diss Carnival.

Signed:

Dated:

Diss Carnival 2025

SPONSORSHIP PACKAGES 2025	Bronze £100	Silver £200	Gold £450	Platinum £950
Your Company name & logo inclusion on Diss Carnival 2025 webpage & Facebook page.	✓	✓	✓	✓
Dedicated Facebook "Thank You" post with links to your Company's website.	✓	✓	✓ + hyperlink	✓ + hyperlink
Your Company name/ logo mentioned in the Diss Carnival 2025 programme.	✓ name	✓ name	✓ logo	✓ logo
Publicly thanked at via tannoy system at the event.	✓	✓	✓	✓
Advert within the Diss Carnival 2025 programme.		✓ 1/4 page	✓ 1/2 page	✓ Full Page- prominent position
720mm x 1400mm Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from April 2025 until June 2025.			✓	Choice of town or park ✓
Use of the "Proud Sponsor of Diss Carnival 2025" logo on all your business stationery and websites.			✓	✓
Press release stating Companies support.				✓
Free 3m x 3m stall pitch on the park at the Carnival Fun Day on Sunday 8th June 2025.				✓
Opportunity to be one of our Carnival judges - be part of the Procession or Window Dressing judges' panel.				✓
Please tick your chosen sponsorship package:				

YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

Email:

PAYMENT OPTIONS:

Cash accepted in person to the Town Council Offices

Cheques made payable to *Diss Town Council*or by **BACS**: Barclays Bank, Account Name: Diss Town Council, Account No: 00361127, Sort Code: 20-26-34

Diss Carnival 2025

Procession Floats

1. United Kingdom
2. United States
3. Australia / New Zealand
4. Madagascar
5. China
6. Japan
7. Brazil / South America
8. Poland
9. France
10. Germany
11. Spain
12. Turkey
13. Ukraine
14. South Africa
15. Egypt
16. Denmark/ Sweden / Norway
17. Mexico
18. Greece
19. India
20. Italy
21. United Nations (Gillings Truck)

Carnival Budget 2025

Start With	£	8,191.93	£2750 from DTC, £5,441.93 EMR Apr 25
Money In	£	-	Income from Carnival 2025
Money Out	£	-	Expenditure from Carnival 2025
Left over	£	8,191.93	Starting balance for 2025

From: [Charlie Scott-Bell](#)
To: [Kimberley Jaynes](#)
Subject: Re: Photography- Diss Christmas Lights Switch On
Date: 18 December 2024 16:52:30

I would be available for the carnival next year, however my quote would be £250 as it was last year so I would invoice for £50 closer to the time.

Have a discussion with the council and let me know!

Charlie

On Wed, Dec 18, 2024, 09:29 Kimberley Jaynes < wrote:

Good morning Charlie,

The only other event we could transfer the payment to would be Diss Carnival, which is scheduled for Sunday 8th June 2025. We wouldn't need to book you for the same length of time as this year's Carnival as it won't be running into the evening... so the cost would probably work out similar to xmas lights anyway.

I would need to get this approved by the Carnival committee if you're able to do it but we could provisionally say yes if you're available.

Many thanks,

Kimberley

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)