

**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 18.03.25  
Date: 12.03.25

To: **ALL MEMBERS OF THE CARNIVAL SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Tuesday 18<sup>th</sup> March 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 12<sup>th</sup> February 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. Stall Applications**
  - a) To review and agree stall applications for Diss Carnival 2025 (copy details herewith).
  - b) To review and agree charity stall applications (copy details herewith).
  - c) To review tender forms and agree the bar for Diss Carnival 2025 (copy details herewith).
- 7. Procession**  
To receive an update on procession entries (copy details herewith).
- 8. Entertainment**
  - a) To receive an update on entertainment (copy details herewith).
  - b) To discuss quotes received from Find A Performer Group, walkabout bubble display, themed interactive living statues and Foolhardy Circus.
- 9. Sponsorship**  
To receive an update on sponsorship (copy details herewith).
- 10. Finances**  
To receive an update on finances for Diss Carnival 2025 (copy details herewith).
- 11. Task List**  
To review the Roles & Responsibilities Task List (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 Tuesday 15<sup>th</sup> April 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

#### **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 12<sup>th</sup> February 2025 at 7pm.

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

**CA0225/1**

#### **Apologies**

There were no apologies.

**CA0225/2**

#### **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 21<sup>st</sup> January 2025 were a true record and duly signed by the Chairman.

**CA0225/3**

#### **Declarations of Interest**

There were none.

**CA0225/4**

#### **Public Participation**

There were no members of the public in attendance.

**CA0225/5**

#### **Items of URGENT Business**

There were no items of urgent business.

**CA0225/6**

#### **Task List**

Members noted updates on the Roles & Responsibilities Task List. Park Radio Ltd is happy to operate from the pavilion and their forms have been received. The Fair Green Neighbourhood Association would be willing for us to use the green for stallholder parking overspill for a donation and subject to it being manned and litter collected. Members agreed that volunteers could man the parking on entrance and exit with appropriate barrier and signage at other times. It was agreed that a £200 donation would be offered to include making a giant globe for Carnival day.

**(Action: Clerk; immediately)**

Morrisons has agreed to lift the three-hour parking restriction and haven't heard back from Tesco yet. Emily has a contact so could get in touch.

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

Liz confirmed that 55 hay bales are being provided for seating around the arena and pavilion. There was discussion regarding positioning the fire engine in the gap along Park Radio alongside the larger food stalls. Paul Preston Mills has been booked as a compere.

Robert offered to discuss the fun fair requirements with Larry Gray.

(Action: RL; by 18.03.25)

**CA0225/7 Procession**

- a) Members received an update on the procession entrants. Kim has sent an email out to those who have previously taken part. The emails received will be reviewed and Liz advised to follow up. It was also noted that Dave Hines has agreed to escort the Mayor and Dinsdale in a suitably decorated vehicle.

(Action: RW / LS; by 18.03.25)

- a) Members reviewed a quote received from East Angles Brass Band to lead the procession. It was

**Resolved:** To approve the quote of £675 for East Angles band to lead the procession.

(Action: MH; immediately)

**CA0125/8 Entertainment**

- a) Members received an update on entertainment. Emily advised that the updated price for the three performers across three themes / countries is £989 including travel expenses. Possible themes were discussed and it was agreed that it would be good to cross continents and have acts that weren't already involved in the procession. Members favoured the Chinese lion dance amongst others.

Each act lasted around 25 minutes last year generally including set up and close down. Emily will liaise with Find a Performer regarding the duration of acts, preferred themes and their ability to perform on grass.

(Action: EF; by 18.03.25)

It was also noted that the Finnish juggler who recently performed at No. 8 The Marketplace might be available. EF is awaiting confirmation from Tribal Fitness and Bollywood Sparkles. Robert will speak to Park Radio regarding their Battle of the Bands proposal given they have not yet moved to the Corn Hall.

(Action: EF / RL; immediately)

Members discussed the trophy presentation. There is no longer a slot on the programme given the winners were not always available so once they are located, the winners are announced during the act change over period.

The Baptist church provided free activities last year but took up considerable space in a marquee. It was agreed alternative free activities would be considered initially. There is no charge to the committee for the dog show.

It was agreed that Kim would speak to Foolhardy circus to check availability for activities by the Mere.

(Action: KJ; by 18.03.25)

The 2<sup>nd</sup> Diss SA crockery smash by the Mere is always popular. It was agreed that they usually have two pitches, one paid for. This would be considered with the other 'charity' pitch applications. It is hoped we will find additional walkabout acts and Ember the dragon.

(Action: MH; immediately)

**CA0125/9 Sponsorship**

Members received a verbal update on sponsorship. There has been a good initial response with a total of £1,541.67 in funds raised. Three bronze packages purchased by Pearce & Kemp, Larter & Ford & Beckford & Lewis, one x silver (Phoenix Events East) & four gold (Baileys Fish & Chips / Kings & Co Lettings, Lexham Insurance & Dipple & Conway).

Flour & Bean will be providing prizes for the raffle. Members discussed volunteers for the car boot sale on 27<sup>th</sup> April. George, Emily and Liz agreed to help and George will ask cllr Murphy and his

dad as they helped last year.

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

George also advised on the No.8 Marketplace screen adverts where he has already promoted the monthly litter pick and Quaker Wood. There is no charge for a community event so it was agreed that the graphics would be sent to Emily for formatting a landscape advert for Carnival.

**(Action: KJ / EF; by 18.03.25)**

George also suggested we consider the large advertising sign near railway bridge. The costs have reduced to £60 for a week. Kim will get in touch.

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

A new lettings company – Minors & Brady – who will have a Diss office opposite Flour & Bean soon emailed ref sponsorship. They asked for the Platinum package for the gold price. Members agreed that this would not be possible and Melissa will advise accordingly.

**(Action: MH; immediately)**

#### **CA0225/10 Window Dressing Competition**

Members agreed plans for the Window Dressing Competition and approved the entry form. Bob and Mary from the Royal British Legion would be visiting businesses in the town centre regarding entry into the window dressing competition. Forms will be printed for collection from 25<sup>th</sup> February along with two Carnival lanyards for identification purposes and a list of businesses involved previously.

**(Action: Admin – AR / MH / BR / MC; by 25.02.25)**

It was noted that the Platinum sponsor, Mayor & Honoured Citizen(s) & Mayor's Cadets would be approached to judge the competition with the winner receiving a trophy, an article in the Autumn/Winter issue of Diss Matters and online promotion.

#### **CA0225/11 Publicity**

Members were encouraged to share social posts and considered a proposal from Falcon Publications to produce the Carnival Programme. The Town Council already works with Falcon on Diss Matters and the Town Guide is published by them also. There was discussion regarding how it would affect the sponsors who receive adverts as part of their package.

The publication may need to be bigger to provide them the space but it mustn't be full of ads. It was agreed that Kim would liaise with Falcon and that a donation could be offered to reduce the number of ads.

**(Action: KJ; immediately)**

Diss Matters will be delivered in April and two pages have been set aside for the Carnival article. Some information on the entertainment acts would be required by the second week in March.

**(Action: EF / KJ; by 18.03.25)**

#### **CA0225/12 Member Updates**

There were several updates from members not reported elsewhere on this agenda. Fifteen stall applications have been received to date including three charity (non-fee paying) applications. Sue will apply for 1<sup>st</sup> Diss Scouts and Ruth will come in weekly to review applications and update the spreadsheet.

The Pete Gillings trophy needs to be engraved and Merryfields will return theirs.

**(Action: KJ; immediately)**

George has reached out to groups who may be able to volunteer including the Round Table.

Bubblemania is provide a bubble machine on a pole so it was agreed that we would look for alternative larger bubble providers.

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

#### **CA0225/13 Date of Future Meeting**

Members noted the next meeting of this committee is scheduled for Tuesday 18<sup>th</sup> March 2025.

The meeting closed at: 8.08pm.

SUB-COMMITTEE CHAIRMAN  
Kimberley Jaynes

Pitch Number	Stall Name	Type of Stall & measurements	App Form, Ts & Cs	RA	PL	Hygiene Cert	Contractor Generator	Paid	Notes
*50 stalls approx on site	Applications received BELOW-unconfirmed								
	Away With The Fairies	3m x 3m Jewellery crafts	Y	Y	Y accepted at £1 million. Low risk	n/a	n/a	£ 60 due	
	Bounce Fitness	3m x 3m Trampoline for demonstrations. Info about classes. <b>Will use music</b>	Y	Y	Y	n/a	n/a	£120 due	
	Brownie & The Bean	3m x 3m - Brownies, cakes and cookies. Poss coffee	Y	Y	Due - Will send after renewed in March 2025	due		£ 120 due	can also do coffee is Florencos can't come - Let her know after deadline. Additional risks to be listed if doing coffee
	Cafe Espresso	6m x3m - Belgian Waffles and Barista Coffee. All cold & hot drinks	Y	Y	Y	Y	n/a	£240 due	
	Crazy Skins Face Painting	3m x 3m Face painting	Y	Y	Y - expires 28th March 2025 - need new one	n/a	n/a	£120 due	
	Classic Ice Cream Bike Co	3m x 4.5m soft scoop ice cream and soft drinks	Y	Y	Y	Y	n/a	£180 due	
	Designer Farmer Cat Ltd	3m x 3m turkish cuisine	Y	Y	Y	Y	Wants use of contractor's generator £20. inform Alex	£120 due	*additional risks to be added
	Diss & District Bowls Club	3m x 3m to display aspects of the bowls club in Diss and promote membership	Y	Y	Y - will send after renewed in April 2025	n/a	n/a	£120 due	
	Dyers Diner and Coffee Shack	5m x 3m. Coffee drinks, smoothies, cold drinks, burgers, hotdogs, bacon rolls	Y	Y	Y - renewed copy due in May 2025	Y 5 star rating	n/a	£180 due	*additional risks to be added
	Giorgia Gilbey - Churros	3m X 3m, Churros with chocolatey sauces	Y	Y	Y	Y	n/a	£120 due	
	Gilyatt Designs	Face painting	Y	Y	Y	n/a	n/a	£120 due	
	Grannys Little Charms	3m x 3m Scrabble frames, tote bags, figure keyrings, wooden dog hooks and bottle openers	Y	Y	Y	n/a	n/a	£60 due	
	Harris Hog Roast	3m x 3m Hog Roast	Y	Y	Y	Y	n/a	£120 due	*additional risks to be added
	Jen Bakes & Creates	3m x 3m Cakes Brownies Blondies Cookies Flapjacks, Scones	Y	Y	Y - expires 15th May 2025- need new one	Y 5 star rating	n/a	£120 due	
	Little Treasures (Toy Stall)	3m x 3m Toy Stall	Y	Y	Y	n/a	n/a	£120 due	
	Minors & Brady	3m x 3m pitch	due	due	due	n/a	n/a	n/a, pitch included in platinum sponsorship package	TBC
	M&M Sweet Treats	3m x 3m. Sweet treats, cookies, brownies, cakes etc	Y	Y	due	due	n/a	£120 due	wrong insurance sent chase PL 10.03.25
	Montgomerie Lodge	3m x 3m gazebo	due	due	due	n/a	n/a	tree in return for use of masonic lodge for changing area	Provisionally confirmed. Form sent to him 12.03.25
	Orchard End Crafts	3m x3m gazebo laser engraved wood products and sea glass art	Y	Y	Y	n/a	n/a	£60 due	
	Park Radio (hosting in pavilion) Lost Children's gazebo next to pavilion	Hosting park pavilion playing music	Y	Y	Y	n/a	n/a	n/a	Katie Brame & Matt Smith DBS confirmed. New License Agreement needed
	Party In Box	3m x 3m Candyfloss	Y	Y*	Due	Y 5 star rating	n/a	£120	*Additional risks to be added for her generator
	Prettys Wax	3m x 3m Wax Melts handmade	Y	Y	Y	n/a	n/a	£60 due	
	Real Henna Tattoos	3m x 3m	Y*	Y	Y	n/a	n/a	£120 due	
	Susan Whymark Funeral Service	3m x 3m Wine or Water - £2 a go, money goes to charity.	Y*	Y	Y	n/a	n/a	£120 due	insurance chased again 10.03.25
	Sniff Snuffle & Tug	3m x 3m Handmade Enrichment for Dogs, Dog Tug Toys, Snuffle Mats	Y	Y	Y	n/a	n/a	£60 due	
	Suffolk Village Ciders	3m x 3m Bottled Ciders. Requested to have truck parked behind stall if possible for ease restocking	Y*	Y	Y - need new insurance when renewed	n/a	n/a	£120	*signed Ts & Cs awaited. License needs signing with Clerk if successful.
	Spie Jewels	3m x 3m Silver and semi precious stone jewellery, handmade scarves, hair accessories.	Y	Y	Y - need new insurance when renewed in May 2025	n/a	n/a	£60 due	
	Simonds Transport Made Simple	3m x 3m (2 Small Tables 1.2m each with Gazebo) offering free merchandise, holiday and day excursions + handouts.	Y	Y	Y	n/a	n/a	£120 due	
	The Durban Grill	3m x 3m South African Street Food	Y*	Y*	Due	Due	Wants use of contractor's generator £20. inform Alex Rackham	£120 due	*signed Ts & Cs needed, signed risk assessment needed and additional risks to be added.

Pitch Number	Stall Name	Type of Stall & measurements	App Form, Ts & Cs	RA	PL	Hygiene Cert	Contractor Generator	Paid	Notes
	Tikka Tonic	5m x 2.2m. Traditional Indian Street Food	Y	Y	Y	Y 5 star rating	Wants use of contractor's generator £20. inform Alex Rackham	£180 due	
	Tony Story Horsebox Photobooth	size needed							DTC 6794. We paid him £500. Requested paperwork



Pitch Number	Stall Name	Type of Stall & measurements	App Form, Ts & Cs	RA	PL	Contractor Generator	Notes
	<b>CHARITY APPLICANTS BELOW</b>						
	Diss & District Royal British Legion (confirmed)		due	due	due	n/a	Awaiting forms. Free pitch agreed due to helping with event
	Battersea Cats & Dogs Home	3m x 3m. Small lottery raising funds.	Y	Y	incorrect insurance received. Chased for public liability 27.02.25	n/a	NOT PRINTED -advised 3 free pitches for local charities, asked if they would accept paid pitch at £60 24.2.25. They would accept £60 charge
	Charity Application received from Citizens Advice Bureau	3m x 3m Charity Information stall	Y	Y	Y - expires 1st April 2025. Will need new copy before event.	n/a	
	Diss Army Cadets	3x3m. Small demo stall, leaflets and collection buckets.	Y	Y	Y	n/a	
	Norfolk Blood Bikes -	3m x 3m	Y*	Y	Y	n/a	
	Phoenix Bird of Prey Rescue	3m x 3m. Tombola and lucky egg game-prize every time.	Y	Y	Y expires 27th May 2025 - need new one before event.	n/a	
	RAFA Diss Branch - application received	3m X 3m Aviation and RAF themed items	Y	Y	Y	n/a	
	1st Diss Scouts	3m X 3m Games for children and adults, fundraising- prize every time	Y	Y	Y	n/a	
	2nd Diss Scouts	Crockery Smash.	Y	Y	Y	n/a	
	Diss Churches Together	wants 2 3x3m pitches	Y	Y	requested 27.2.25	Wants use of contractor's generator £20 - inform Alex Rackham	Requested 2 pitches but happy to pay for 1 £60 - Types of stall candyfloss plus?

## BAR TENDERS

	<b>WONKY DONKEY</b>	<b>MEL'S HAPPY DAZE BAR</b>	<b>AZURE BARS LTD</b>
<b>Vehicle</b>	Horsebox	Bar trailer with built in cellar	Horsebox
<b>Size</b>	6m frontage, serves from rear and side	16ft	9ft 2
<b>Experience</b>	Been trading since 2017, Previous Diss Carnival trader, 4 bars each year at Heveningham Hall fireworks 14,000 tickets, Lots of weddings, Felixstowe Food & Drink festivals, Gorleston Clifftop Festival, R.A.F Honington Annual Families Day, Harleston Youth Football Awards, NCFC Annual Party, TFL Museum at Covent Garden for various events.	Been trading for 6 years. Provided the bar for Diss' Kings Coronation event in the Park, Clacton Pride event with up to 12,000 visitors, festivals, fetes, carnivals, airshows, pride events, car shows, weddings and private parties all over East Anglia. Annually provide bar for the following Carnivals: Martham, Downham Market, Beccles, Great Bentley, Basildon, Hunstanton and Clacton.	Over 30 years of experience working and managing bars. Blicking Christmas Lights Event with around 40,000 attendees.
<b>Menu /Pricing</b>	average cost of drinks £5-£6. Full range of choices	Average cost of drinks £6-£7. Full range of draught beers, ciders, spirits, bottled drinks, wines etc.	Average cost of drinks £5-£7.50. Variety of beers, ciders, wine, spirits, gin cocktails
<b>Waste Management &amp; Sustainability</b>	Reusable/biodegradable plastics. They put extra bins by their bars and can take away their rubbish. Full paperwork received.	All drinks served in biodegradable plastic. Full paperwork received.	Full paperwork received.
<b>Carnival theme</b>		Happy to incorporate the theme in their bar set up, bunting, decorations, could create themed cocktails.	They always work with the organisers to understand the theme required and work out special drinks to add to the menu.
<b>Extra</b>	Bars maintained and checked by Greene King so all drinks are properly chilled	Fully supported by Greene King	Operate with a minimum of 3 bar staff.
	They have 4 horsebox bars in total plus gazebos if we want more than 1		



WONKY DONKEY



MEL'S HAPPY DAZE BAR



AZURE BARS LTD



Entry Name	Type	Phone	Email	Notes	Preference on country for parade. Schedule in to let all entrants know their country
East Angles Brass Band	Band leading parade				
Diddy Long Legs	2 stiltwalkers in themed costume				
Diss Citizens Advice Bureau	Walking Group and 1 vehicle (not noisy)			form received	1st choice UK, 2nd UKRAINE, 3rd POLAND, 4th AUSTRALIA, 5th NEW ZEALAND
Park Radio	1 vehicle with walking group			form received	n/a
David Hines (RBL) - escorting Mayor and Dinsdale in procession	1 vehicle			no form required	
Diss Army Cadet Force	Walking Group			form received	n/a
Norfolk Blood Bikes	Blood Bike or Car			form received	n/a
Diss Primary Academy Partnership	Walking Group			form received	
Keshar Whitelock, Peter Hood & Jenny Bacon	Walking group			form received	Keshar- India (is from India, has Sari) Jenny - Egypt (has the outfit already) Peter -1st Choice United States, 2nd choice France
1st Diss Scouts	Walking Group			form received	1st Australia, 2nd Sweden, 3rd Brazil , 4th Egypt, 5th Kenya
2nd Diss Scouts	1 vehicle - Lorry and flatbed trailer			form received	1st Brazil, 2nd Hawaii, 3rd Peru, 4th Madagascar, 5th Spain
Basil Abbott TBC	Walking Group - some in Indian costumes			Sent him the form 06.03.25	
Simonds Transport Made Simple	Small E200 Bus, Height 10ft 2 x Length 8.9m. <b>Possibly small bluetooth speaker.</b>			form received	1st Ukraine, 2nd UK, 3rd Hawaii, 4th Spain, 5th Jamaica
Susan Whymark Funeral Service	1 Lorry. <b>PA Style speaker</b>			form received	1st Canada, 2nd Australia, 3rd Hawaii, 4th Mexico, 5th Jamaica
The Garden Project Team	1 vehicle with trailer, approx 35ft <b>Music and Loud Noises</b>			form received	1st Iraq (written on form as 'other'), 2nd Space (around our world), 3rd Norway, 4th Yorkshire

Company Name	Email	Package	Costs inc VAT
Pearce & Kemp	[REDACTED]	BRONZE	£100
Larter & Ford	[REDACTED]	BRONZE	£100
Beckford & Lewis	[REDACTED]	BRONZE	£100
Bob Rogers	[REDACTED]	BRONZE	£100
Phoenix Events East	[REDACTED]	SILVER	£200
Reads Property	[REDACTED]	SILVER	£200
Adkins Opticians	[REDACTED]	SILVER	£200
Baileys Fish and Chips	[REDACTED]	GOLD	£450
Kings and Co Lettings	[REDACTED]	GOLD	£450
Lexham Insurance	[REDACTED]	GOLD	£450
Susan Whymark Funeral Service	[REDACTED]	GOLD	£450
Dipple and Conway	[REDACTED]	GOLD	£450
Minors & Brady	[REDACTED]	PLATINUM	£950
<b>TOTAL GROSS</b>			<b>£4,200</b>
<b>TOTAL VAT</b>			<b>£700.00</b>
<b>TOTAL NET</b>			<b>£3,500.00</b>

**Carnival Budget 2025**

Start With	£	8,191.93	£2750 from DTC, £5,441.93 EMR Apr 25
Money In	£	3,500.00	Income from Carnival 2025
Money Out	£	5,471.30	Expenditure from Carnival 2025
<b>Left over</b>	<b>£</b>	<b>6,220.63</b>	Starting balance for 2025

## 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	Feb-25	£761.30 quoted. Booked. DONE
	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. Simply Sound no longer offer hire service but outsource from Mike's Audio Visuals	Jan-25	Awaiting price from Mike before we can book. Mike's Audio Visual.
Melissa Hawkes	f) Inform sound support of any additional requirements for performers.	Apr-25	None required for Tribe All, Dog Show, Bollywood Sparkles. Awaiting confirmation of final 2 performers and will let Mike know.
	e) Get quote from Park Radio to host the pavilion 1.15pm to 5.30pm play music for the theme and decorate as necessary	Jan-25	Park Radio confirmed pavilion hosting.
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 & Has been agreed
	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 DONE 21.02.25
	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. Chased but no reply.
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	drafted- needs tweaking
DTC /Melissa/Kim	Add the approved food stallholders & additional info to EMP	Mar-25	After 18th March meeting
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	DONE Andy Rackham/ FGNA confirmed use of Fair Green car park for small donation.
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	DONE. Simon Callow confirmed to Liz
6	Robert Ludkin Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	Apr-25	

	Task allocated to	Task detail	Date to be completed	Actions/notes
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	
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? Find marshalls for Fair Green car park	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	Kim/Melissa	Review and print stall applications, update master spreadsheet ready for committee consideration on 18th 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/March	Ongoing
18	DTC	Update bar tender form and send out to all bar contacts	Jan-25	DONE
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	parking at Fair Green this year.
		<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



	Task allocated to	Task detail	Date to be completed	Actions/notes
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		ongoing
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		ongoing
30	Kim Jaynes	Update sponsorship packages form and send out to all local businesses in an email	Jan-25	DONE
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, George. Provisionally booked in Sat 29th March & Sat 26th April TBC. Car Boot provisionally Sun 27th April - if too close to cake sale, consider moving either to following weekend 3rd/4th May
34	DTC	Enquire with Park Radio (Matt) re DBS for the lost children's point at Carnival.	Feb-25	Matt confirmed he can and Katie can - DBS in folder
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. (cordonning 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		DONE Melissa booked East Angles Brass Band
42	DTC/ Liz Sinfield	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-25	DONE
	KJ / DTC	Notify all procession entrants of the country they are given as per their chosen preference on the form.	Mar-25	After review date 18th March
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	Dave Hines confirmed jeep can chauffeur Dinsdale and Mayor
	DTC	Check Dave Hines' vehicle has correct insurance for chauffeuring passengers.	Jun-25	Dave confirmed vehicle for Mayor and Dinsdale via email 11.02.25
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. Get pete gillings trophy engraved from 2024 winners.	May-25	KJ sent Liz contact details for previous winners; Merryfields, Tribe All and Garden Project Team. Liz took trophy to diss trophy centre 28.02.25
52	DTC	Create and print procession judging sheet x 5 copies	Jun-25	

	Task allocated to	Task detail	Date to be completed	Actions/notes
		<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	Mar-25	
54	Melissa	To book Compere	Jan-25	DONE - Paul Preston Mills
55	Emily	To timetable acts for the main arena	Apr-25	Draft schedule made
56	KJ/DTC	Ask Masonic Lodge if we can use their building as a changing area for acts	Feb-25	Confirmed by Neil Morley 11.03.25 in return for free pitch
57	Emily/George	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		
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	Robert met with Larry end of Feb. Will meet again nearer event. Need paperwork
	DTC / Emily	Confirm Hannah is available to organise fun dog show and find out categories etc.	Mar-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	Mar-25	DONE. Starting 26th Feb- forms given to Bob.
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	Ongoing
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	drafted
78	Robert Ludkin	Inform maintenance staff of date to collect banners, put up at agreed locations & remove	Apr-25	

	Task allocated to	Task detail	Date to be completed	Actions/notes
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	May be working with Falcon on programme? TBC
	KJ	•Info about event photography to be included in programme and on social media. "We will have an event photographer taking photos on the day and these will be shared on our social media sites, website and to local press contacts on request"		
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	