



**MINUTES OF COLCHESTER CITY CARNIVAL AND FUNFAIR 2025 2<sup>nd</sup> PUBLIC MEETING - 3 pm ON SATURDAY APRIL 26, 2025, AT MOSAIC ROOM, FIRSTSITE.**

1. Welcome – The Chair welcomed everyone to the meeting and thanked them for attending despite their busy schedule.
2. Minutes from the 1st Public Meeting – The minutes from the first public meeting were posted on the CDCN WhatsApp group and the CDCN Website. It is important that everyone reads them and implements them as required.
3. Management and staffing structure – The Chair explained the management and staffing structure. Apart from the CDCN Trustees, an important inclusion is Capt. Umesh Kumar Pun MVO as Stallholders and Catering Concessions Manager, Kiran Gurung as **Noise Monitoring Manager**, and Rodney Appleyard, Irene Kettle, Liz Mullen, and Sami Tulachan will act as Master of Ceremonies. Ross Mason will be a professional DJ.
4. Colchester City Carnival and Funfair Budget – We were fortunate to have just over £15,000 from our kind-hearted sponsors, and we must thank them. We will require just over £17,000 to cover the requirements included in the Carnival procession and parade, and to make the procession as lively as possible. We will hold a bucket collection on Saturday, July 19, with volunteers from the Trustees' communities, a total of six trustees, to raise the remaining £2000. Cllr Kemal Cufoglu and Bernard Adugyebi assured that they will signpost to potential funders.
5. Registration Form – The Chair thanked those communities that had already registered, and there were a few communities still to register; they were asked to do so soon. We are still waiting for four or five communities to participate in the procession or parade. The owner of last year's Steam Engine had committed to a funfair in Norwich. He informed the Chair that he would ask his friend to come and take part in the Carnival (to be confirmed). Although the final registration was on March 31, you can still register, fill out the registration form, and submit it to [admin@cdcncn.org.uk](mailto:admin@cdcncn.org.uk). I will then take the necessary action.
6. The Safety Advisory Group grills me again at 11:10 am on Wednesday, April 30, 2025. It will be a Teams meeting; I was grilled on two occasions in 2023 and 2024. And this will be my third grilling. I hope it goes well.
7. Each participating community must provide two safety stewards for their own safety. They are to report to Gordon Evans, Health and Safety Manager, at the junction of Sir Isaac's Walk and Head Street by 12:25 pm on Saturday, July 19

8. A5 Flyer – We had produced 750. They were distributed to those communities that came to attend the public meeting at 3 pm on Saturday, April 26. I will distribute them to the remaining communities, Colchester Bid, Museums, and Supermarkets in June. Cllr Kemal Cufoglu has asked to send the electronic version of the A5 flyer so that he can distribute it electronically. I will send them electronically to Cllr Kemal Cufoglu soon.

9. Noise Pollution leaflets – They will be distributed to residents of Ryegate Rd, Maidenburgh St, Middle MI, and Northgate St a week before July 19, 2025.

10. Banner carriers – We will need two youths to carry the Colchester Carnival banner at the front of the procession/parade. Please send names to the Chair as soon as possible.

11. Program confirmation: The Chair explained the Site Plan, 16 food traders, 15 community promotions, 11 Funfair Traders, nine merchandise traders, parade participants' order of march, and Stage show timings. All the traders must provide their Gazebos to trade. Gayatri asked whether tables would be provided. The Chair said that organising tables is the responsibility of the traders; if we provide one, everyone will ask, and we won't have any tables.

12. Volunteer Stewards from the Rotary Club – The Rotary Clubs of Colchester are organising a 10K run on Sunday, May 10. They are asking us to provide 20 Marshals, and they will provide 20 safety stewards from 12 pm on Saturday, July 19, 2025, until 2:30 pm. It is tit for tat, I will be organising from the communities 20 Marshals on Sunday May 10.

13. We will ask BFBS Radio and Colchester Hospital Radio to broadcast for the Colchester City Carnival and Funfair 2025, starting from June 1.

14. We will also write to BBC Essex to advertise the Colchester City Carnival and Funfair 2025, which starts on June 1

15. Article to be published in Daily Gazette – We will also write to Grace Capel from Colchester Gazette to publish an article describing the Colchester City Carnival and Funfair 2025, its timings for procession/parade and Funfair at Lower Castle Park. Our website is viral on Facebook, and it will be an addition to the advertisement from Facebook.

16. Timeline: Friday, July 18,

a. 1 - 6 pm - Setting up the stage and tents, including deploying the Portaloo. If anyone would like to pitch a tent or Gazebo in Lower Castle Park, please report to Capt. Umesh Kumar Pun, MVO, with your tents/Gazebo, at 1 pm at Lower Castle Park. We will provide security for the evening.

17. Saturday, July 19

a. 08:30 am - Setting up tents, Gazebos, food stalls, merchandise traders and any other stalls

b. 11:15 am - Setup is complete. Food and other stalls are ready to trade.

c. 11:50 am - Rolling Road Closure begins by TMO Highways.

d. 12 pm - Rendezvous for the procession participants at Sir Isaac's Walk and Eld Lane.

e. 12 pm - All vintage cars, SUVs, Cargo Bikes, and floats rendezvous at Headgate and Essex Street (Cargo Bikes be ready in parallel to Sir Isaac's Walk)

f. 12:30 pm - Safety brief to Safety Stewards by the Health and Safety Manager

g. 12:40 pm - All the VIPS, including the mayor and local MP, and sponsors, are in position in front of City Hall. Maria Wilby, Satishchandra Thaker and Racheal Njugunu are responsible.

h. 12:45 pm - The procession/parade begins at Head Street, Church Street, and High Street.

i. 1 pm - The director of Colchester City Carnival and Funfair 2025 salutes the mayor, local MP, and sponsors at the Town Hall. The Carnival procession/parade continues to the War Memorial and through the middle of Castle Park to Lower Castle Park.

j. 2:15 pm - The procession arrives at Lower Castle Park, and it turns into a Funfair.

k. 2:20 to 7:30 pm - Funfair with all the activities including food, non-stop stage show, Colchester Pipe Band, Nepali Naumati Baja (with nine instruments), Chinese Dragon Dance, CLIP and many more.

l. 7:30 pm - Dismantle until 9 pm

#### 18. Requirements are as follows from the participants.

##### a. Food traders

(1) Public Liability Insurance

(2) Food Hygiene Certificate

(3) Fire Risk Assessment

(4) Payment of the rental fee

##### b. All merchandise traders

(1) Public Liability Insurance

(2) Payment of the rental fee

##### c. All vintage cars, SUVs, Cargo Bikes, Funfair operators, Steam engines and floats

(1) Public Liability Insurance

##### d. Remainders will operate under CDCN's Public Liability Insurance.

19. Food Traders – You may use diesel-run generators to provide electricity. No petrol-run generators are allowed.

20. If you need electricity to run your trade, let me know soon, so that I can ask Dicky Hind the Council electricity provider for the Funfair.

21. Any Other Business (AOB)

a. Cllr Kemal Cufoglu enquired whether the Greek Community can join the Carnival and Funfair. The Chair replied that they are welcome; the more the merrier.

b. The Chair showed the meeting's rolling road closure plan for 12 pm onward on Saturday, July 19, 2025.

c. Also informed the meeting that he has already booked the Streets of Colchester and Lower Castle Park on July 18 2026 for Colchester City Carnival and Funfair.

d. Gayatri asked whether the traders could park their vehicle behind their tent/Gazebo, the Chair informed that if there was no rain they can do so, if it rains, no vehicles can drive on the grounds of Lower Castle Park, if we damage the ground Colchester City Council will levy a hefty sum which we can't afford.

e. The Brazilian Samba dancers will change their Samba dresses from 11 to 11:55 at the office of RAMA at Eld Lane, Colchester, postcode CO1 1LS. There will be staff available to open the main door.

d. With no other business to discuss, the meeting closed at 4:30 pm.