

**MINUTES OF
COLCHESTER CITY CARNIVAL AND FUNFAIR 2025
1ST PUBLIC MEETING - 3 pm ON SATURDAY FEBRUARY 1
STUDIO 1, FIRSTSITE CO1 1JH**

1. Welcome - The Director of Colchester City Carnival and Funfair extended a welcome to the first of several public meetings planned before Saturday, July 19, 2025. And thanked everyone for attending.

2. Carnival procession and Funfair location - The Carnival procession is to assemble on foot at Sir Isaac's Walk and Eld Lane. Numbers will be placed on the road, so communities need to find their numbers and be prepared. All vintage cars, SUVs, floats, and steam engine will rendezvous at Headgate and Essex Street. The order of march will be made known by 10 July.

3. Date and timings

a. Friday, July 18, at Lower Castle Park

(1) 3 - 6 pm - Setting up stage & marquees, including deploying Portaloo. If anyone likes to pitch their tents, they are welcome.

b. Saturday, July 19, at Lower Castle Park

(1) 8 am - 9 am - Organisations must assemble according to their requirements and the time to set up tents, Gazebos, food stalls, merchandise traders, and any other stalls as required.

(2) 11:15 am - Everyone has completed setting up. The food and merchandise stalls are ready to trade. Leave a person or two to secure their stalls, and the remainder rendezvous at Sir Isaac's Walk and Eld Lane.

(3) 11:50 am - Rolling Road Closure begins by TMO Highways.

(4) 12 pm - Rendezvous at Sir Isaac's Walk and Eld Lane for the procession participants. The order of March will be made known by 10 July.

(5) 12 pm - All vintage cars, SUVs, Cargo Bikes, floats and Steam Engine rendezvous at Headgate and Essex Street. The order of March will be made known by 10 July.

(6) 12:15 pm - Gordon Evans (Health and Safety Manager) conducts a Safety briefing for Safety Stewards. He will provide six safety stewards: the communities to provide two safety stewards for their safety.

(7) 12:40 pm - Maria Wilby and Satish Thaker ensure all the VIPs, including the Mayor, local MP and sponsors, are in position in

front of the Town Hall. They are to ensure that Colchester Town Watch is on parade on either side of the Dais, where The Mayor and the MP will be standing to take a salute from the Director of Colchester City Carnival and Funfair.

(8) 12:45 pm - The procession begins, with the Director of Colchester City Carnival and Funfair leading with two youngsters carrying Colchester City Carnival Banner, Colchester Town Watch and Colchester Town Crier and Carnival King, Queen and Princesses. They will be followed by Colchester ECargo Bikes and Kidical Mass and the remaining communities. The order of March will be announced by 10 July. Vintage cars, SUVs, floats, and steam engines will follow the procession; they will not go to Church Street but wait at the junction of Head Street and High Street until the last community joins High Street.

(9) 1 pm - The Carnival procession arrives at Town Hall, where the Mayor, MP, Satish and Maria stand at the Dais, and sponsors will be standing on either side of the Dais flanked by members of Town Watch. The director of Colchester City Carnival and Funfair 2025 salutes the Mayor, local MP and sponsors at the City Hall. He will let the Colchester ECargo Bikes and Kidical Mass go to prepare their stand at Lower Castle Park.

The procession will march along High Street until the War Memorial turns left at the Castle Gate and down to Lower Castle Park. Vintage cars, SUVs, floats and Steam Engine will disperse on arrival at Castle gate. If the weather is good we may have Vintage cars and SUVs at Lower Castle Park (to be confirmed).

(10) 2:15 pm - The procession arrives at Lower Castle Park and turns into Funfair.

(11) 2:30 to 7 pm - Funfair with all the activities, including food, non-stop stage show, Colchester Pipe Band, Nepali Naumati Baja (with nine instruments), Chinese Dragon Dance, North and South Korean dance, Ukrainian dance, and many more.

4. Procession participants, Food traders, and Merchandise traders, Children's Funfair and Community promotions. After reading through the website, the director of Colchester City Carnival and Funfair explained the list, which includes participants, food traders, merchandise traders, a children's Funfair, and community promotions. Many organisations will take part, so it should be fun.

5. The Colchester City Carnival and Funfair Director read the updated Event Registration Form, which should be completed by March 31, 2025.

6. It is essential that organisations taking part in the Carnival and Funfair must provide the following documents:

a. Food traders

(1) Public Liability Insurance £5m

(2) Food Hygiene Certificate

(3) Risk Assessment

(4) Payment of rental fee - Non-refundable deposit of £30 on registration and rent paid 15 days before July 19, 2025. Ice cream vans are to pay £300 each on registration.

b. All merchandise traders

(1) Public Liability Insurance £2m

(2) Payment of rental fee - Upon registration, a non-refundable deposit of £30 is required, and the rent must be paid 15 days before July 19, 2025.

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

(1) Public Liability Insurance £5m

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

7. Any Other Business (AOB) - There being no further business to discuss, the meeting closed at 3:55 pm.

8. Next Meeting - The next Trustee's meeting will be via Zoom at 7 pm on Saturday, February 15, and a second public meeting will take place at 3 pm on Saturday, March 1, 2025, at Studio 1 at Firstsite.

Electronically signed

Udaibahadur Gurung MBE

Director

Colchester City Carnival and Funfair 2025