

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 the **Saracens Head** on **Monday 14th January 2019 at 7.00pm** to consider the business detailed below.



Deputy Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 19th November 2018 (copy details herewith).
3. **Declarations of Interest¹**
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. **Stalls**
 - a) To consider the stall applications received for Carnival 2019. (copy details herewith)
 - b) To approve the bouncy castle provider for Carnival 2019.
7. **Procession**
To receive an update on procession entrants for Carnival 2019.
8. **Entertainment**
To receive an update on entertainment for Carnival 2019.
9. **Grants**
To receive an update on progress of grant applications for Carnival 2019.
10. **Sponsorship**
To approve the bronze, silver and gold sponsorship packages (copy details herewith).
11. **Window Dressing Competition**
To agree on the launch date for the window dressing competition and approve the entry form. (copy details herewith)
12. **Committee Meetings Schedule**
To discuss dates of future committee meetings for Diss Carnival 2019.

13. Member Updates

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

14. Date of Future Meeting

To note that the next meeting of this committee is scheduled for Monday 11th February 2019

Members:	Cllr S. Browne S. French K. Jaynes C. Keen S. Kiddie	N. Thornton-Jones A. Tomlin R. Ward Cllr F. Wenman	For Information:	Councillors: K. Button M. Crawford M. Gibson N. Howard K. Kiddie A. Kitchen	C. Liggett J. Mason S. Olander E. Taylor T. Wenman
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NOTES

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

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

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 19th November 2018 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair
 Sonia Browne (SB)
 Sonya French (SF)
 Kimberley Jaynes (KJ)
 Sue Kiddie (SK)
 Julian Mason (JM)
 Amy Tomlin (AT)
 Ruth Ward (RW)

CA1118/1 Apologies

Apologies were received from Fiona Wenman (FW) & Claire Keen (CK).

CA1118/2 Minutes

It was

RESOLVED: That the amended minutes of the meeting on 22nd October were a true record and duly signed by the Chairman.

CA1118/3 Declarations of Interest

There were none.

CA1118/4 Public Participation

There were no members of the public present.

CA1118/5 Items of URGENT business

There were none.

CA1118/6 Stalls

Members considered the stall applications received for Carnival 2019. It was

RESOLVED:

- a) Hop Skip & Jump is a pending application to be given further consideration.
- b) Priory Healthcare- awaiting PL/Payment
- c) Granny's Little Charms is a complete application.
- d) Harris' Hog Roast is a complete application.
- e) Risi Bici Coffee is a complete application for 2 pitches.
- f) Gourmet Grub- awaiting payment
- g) Party In A Box- awaiting payment
- h) The Food Dude is a complete application.
- i) Katie's Kitchen- awaiting all documents and payment.
- j) Andy Hot Dog -awaiting documentation and payment
- k) Keith Canham- Pavilion kiosk bbq requires follow up.
- l) Bar Tender Application: None received yet

**Actions: KJ to chase stallholders for all outstanding documentation.
 KJ to chase interested bar providers. (by 21.01.19)**

CA1118/7

Procession

a) Members received an update on procession entrants for Carnival 2019. It was

RESOLVED: a) Vibe City –Confirmed entry for leading procession
b) Priory Healthcare- walking group
c) Corn Hall (registered interest)
d) Solo Housing (registered interest)
e) Fair Green Chip Shop (registered interest)

b) Members discussed vehicle height restrictions in the procession. It was discussed that it was impossible to get a maximum height for vehicles due to the variation of the bunting height along the procession route. Members agreed that articulated lorries and oversized vehicles would not be acceptable. It was

RESOLVED: SK to source additional parade entries after Christmas and to chase up further information from the Corn Hall, Solo Housing and Fair Green Fish & Chip Shop. (by 21.01.19)

CA1118/8

Entertainment

Members received an update on entertainment for Carnival 2019. It was

RESOLVED: • a) Will Lord – Caveman Experience -Activities/Props/Workshops Demo's
b) Dino Hire – Velociraptor/ Jurassic Journey
c) Pavillion Decoration – NTJ & AT to look for suitable themed rental pieces
d) Flax Farm Train ride – discussed health and safety needs to be looked into i.e cushions/volunteer on board/ liability signs/risk assessments. SF to check County Councils Insurance
e) Tractor & Trailer have been offered to be used for a float for Roydon School

Actions: NTJ to book Will Lord and confirm Dino hire prices/availability. NTJ & AT to find Pavillion decoration. SF to check CC insurance for children's train ride. (by 21.01.19)

CA1118/9

Grants

Members received an update on progress of grant applications for Carnival 2019. It was

RESOLVED: Diss Cyclathon have agreed to donate £500 to Diss Carnival 2019 with a pitch included at the Fun Day.

CA1118/10

Sponsorship

Members received an update on the bronze, silver and gold sponsorship packages. It was

RESOLVED: Members discussed the new simplified sponsorship package details and it was agreed that this was much clearer & easy to follow. Minor changes were agreed as below:

1. Remove the + on each package
2. Item 4 to be re-worded to simplify the item
3. Item 5 to be included (1/4 page silver/1/2 page bronze/Platinum full page)
4. Remove banners from silver but add press release (to maximise number of gold/platinum)

Actions: KJ to make amendments to the sponsorship package form. NTJ to start approaching companies in the New Year. (by 21.01.19)

CA1118/11

Members Updates

The committee received updates from members not reported elsewhere on this agenda. It was

RESOLVED:

- a) NTJ has contacted NCC regarding parking at the Bus Station and is awaiting response from Highways.
- b) NTJ confirmed that SNC has requested her to resubmit application in March 2019 for the license for exclusive use of the Park Car Park.
- c) NTJ – to approach the Feather Factory
- d) NTJ – Tesco's have offered Car park/volunteers & to supply water on the day

- e) SB – Has received new volunteer applications from Youth Council and will carry out shop leaflet drop and radio appearances in the New Year.
- f) SB – Agreed to compare the event with helpers from the Youth Council.
- g) KJ – Has moved all Carnival content directly on the Council Website and will promote through FB page with link to Council Page for more information.

CA1118/11

Date of Future Meeting

Members noted that the next meeting of this committee will be held at 7pm on Monday 14th January 2019.

Meeting closed at 8:20pm

Natalie Thornton-Jones

COMMITTEE CHAIRMAN

Diss Carnival 2019 Sponsorship Packages

SPONSORSHIP PACKAGES 2019	Bronze £100	Silver £250	Gold £500	Platinum £1000
"Friend of Diss Carnival 2019" certificate for display in your premises.	✓	✓	✓	✓
Your Company name & logo inclusion on Diss Carnival 2019 website & Facebook pages.	✓	✓	✓	✓
Dedicated Facebook & Twitter "Thank You" posts with links to your Company's website.	✓	✓	✓	✓
Your Company name/ logo mentioned in the Diss Carnival 2019 programme.	✓ name	✓ name	✓ logo	✓ logo
Advert within the Diss Carnival 2019 programme.		✓ 1/4 page	✓ 1/2 page	✓ 1 page
1m x 3m 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 20 th May 2019 until 10 th June 2019. (5 available)			✓ logo	✓ logo
OR				
1m x 3m Banner with your logo to be displayed on the Main Arena or Craft Tent. (subject to availability; first come, first served basis) (8 available)			✓	✓
Publicly thanked at (via tannoy system) and after (via social media) Diss Carnival 2019		✓	✓	✓
Use of the "Proud Sponsor of Diss Carnival 2019" logo on all your business stationary and websites.			✓	✓
Press release stating Companies support.		✓	✓	✓
Free pitch on the park during the Funday.			✓	✓
Official Sponsorship Link, e.g.; Carnival Games T-shirts, Craft Tent, Programme print, etc (subject to availability; first come, first served basis)				✓
Media Opportunity: Photoshoot with Carnival attendants for your Company's own PR. (to be requested by you)				✓

2018 ENTRIES

Name of Shop	Window Competition	Volunteer poster given
<u>Green - definite</u>		
<u>Yellow - maybe</u>		
The Saracens Head		Yes
Fairchild's Tea Room	Yes	Yes
Albrights	Yes	Yes
T W Gaze (EA)	Yes	Yes
Park Flowers		
Whitley Parish	Yes	Yes
Contract Personnel	Yes	Yes
John Grose		
Diss Antiques	Yes	Yes
D A Browne (Butchers)		Yes
Mere Moments		
The Greyhound	Yes	Yes
Skincense	Yes	
Thatchers Needle		
Photo Elite	Yes	Yes
Diss Publishing	Yes	Yes
CopyDiss	Yes	
McColls	n/a	Yes
Greggs	n/a	Yes
M & Co	yes	Yes
Myhills pet and garden	Yes	Yes
Myhills Electronics	Yes	Yes
Waterfront Inn	Yes	Yes
Solo Housing	yes	
Muster McIntyre	Yes	Yes
Harriets	No	No
Tatters	Yes	No
Durrants	Yes	Yes
Cafe Delices	n/a	Yes
Coral		
Poundland	No	No
Diss Discount	No	Yes
Thomas Cook	No	No
Happy Palace	Yes	Yes
Co-op Travel	No	No
Boots		Yes

Beales	Yes	Yes
Well Pharmacy	No	No
Chix	Yes	Yes
Fish and chip shop		
Post Office		Yes
Spice Cottage		
Diss Museum		
Sanda's	Yes	Yes
Jewellery Workshop	Yes	Yes
Lizzie 2 Shoes	Yes	Yes
Crackers and Chaps	No	Yes
Half Moon Salon		
Diss Dental Care		
Rooms with a view	Yes	Yes
Bella Beauty	Yes	Yes
Amandines	n/a	Yes
Fredericks		
Diss Deli	n/a	Yes
Tudor Bakehouse		Yes
Oxfam	Yes	Yes
PACT	Yes	Yes
EACH	Yes	Yes
Feline Care	Yes	Yes
British Heart Foundation	Yes	Yes
Card Factory		
Costa	Yes	Yes
Carphone Warehouse	n/a	Yes
Diss Wool and Craft Shop	Yes	Yes
Holland and Barrett	Yes	Yes
Toy Box Toys	Yes	Yes
VAE Hair	Yes	Yes
Market Hill Hair	Yes	Yes
Turkish Barbers		
Diss Express		
Diss Mercury		
Boutique of Dreams	Yes	
Park Hotel		
Spire Solicitors	yes	Yes
Dipple and Conway opticians	Yes	Yes
Hilary and Alice		
The Flower Shop	Yes	
Jackamans Solicitors	Yes	
Our Slice of Country Life	Yes	Yes
Stephanie Hare		

The Corn Hall	Yes	Yes
PDSA	Yes	Yes
Diss Iron Works	Yes	Yes
Christine Hinchcliffe	Yes	Yes
Diss Car Parts	Yes	Yes
Flories	Yes	Yes
Red Cross	Yes	Yes
Sue Ryder	Yes	Yes
Fine & Country Estate Agents	Yes	Yes
William H Brown	Yes	Yes
Designer Makers 21	Yes	Yes
Sweetie Shop	Yes	Yes
Cards 'n' Wrap	Yes	Yes
Break	Yes	Yes
Mind	Yes	Yes
Hemstocks Jewellers	Yes	Yes
Lily and Rose	Yes	Yes
Katie's Kitchen	n/a	Yes
Leslie Ward Gifts	Yes	
Larter and Ford	Yes	Yes
Aldi		
Tesco		
Morrisons		
Superdrug		Yes
Be Active Mobility	Yes	Yes
Scrivens Opticians	Yes	Yes
Cafe Culture	No	Yes
Cannells	n/a	Yes
Barkers butchers	n/a	Yes

WINDOW DRESSING COMPETITION

ENTRY FORM

I can confirm that _____ will be entering in the Diss Carnival 2019 Window Dressing competition from _____ (dates to be inserted) with the theme 'Pre-DISS-toric'.

Signature: _____

Date: _____

