

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Greyhound on Monday 20<sup>th</sup> June 2022 at 7pm.

In attendance: C. Keen (CK) – Chair  
T. Howard (TH)  
Cllr S. Kiddie (SK)  
S. French (Deputy Town Clerk)  
R. Ward (RW)  
A. Rackham (AR)

**CA0622/1**

#### **Apologies**

Apologies received from (KJ), Cllr S. Browne (SB)

**CA0622/2**

#### **Minutes**

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 6<sup>th</sup> June 2022 were a true record and duly signed by the Chairman.

**CA0622/3**

#### **Declarations of Interest**

There were none.

**CA0622/4**

#### **Public Participation**

There was none.

**CA0622/5**

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

There were no items of urgent business.

**CA0622/6**

#### **Stalls**

Committee received an update on stalls confirmed for Carnival 2022. RBL needs an application form to be given to Robert Rogers for Carnival.

**(Action: SF to send out application for; immediately)**

**CA0622/7**

#### **Parade Floats**

Members received an update on procession entries for Carnival 2022. We have 27 applicants in the Parade including East Angles Brass Band who will lead the procession. All entrants have been informed of their arrival points and times.

Committee agreed that a Scoresheet for the judges to judge the Parade would help on the day. the categories for judging are:

Best Float  
Best walking group  
Most outrageous flamboyant (Pete Gillings Cup).

Committee agreed that the Mayors car would also carry Dinsdale, the Midwich, representative, Priory representative and, George Waterman (Honoured Citizen) to get a letter to turn up at midday at the school.

**(Action: SF to make scoresheet for voting; immediately)**

**(Action: KJ to emails Mayor, Midwich representative, Priory representative, George Waterman and Dinsdale to attend High School at 12 pm to be available for the Parade - immediately).**

**CA0622/8**

#### **Infrastructure**

The committee received an update on infrastructure for Carnival 2022. Carnival will require 8-10 tables for the Ops Tent and 10 chairs for volunteers, 2 council gazebos from Pavilion, Tent to be brought to Park on Saturday before Carnival to be installed ready for use as a changing room for Arena acts.

Committee were advise that all traffic management signs have been erected. Walcot Road, Mount Street and Parkside court have had their official letters regarding parking on Carnival Day. Parade entrants utilizing

parking would require Coloured labels to determine their destination at the end of the Parade. Feather factory keys to be collected by A.Rackham on Friday 2<sup>nd</sup> July. Meeting points labels for Merryfields,, 2<sup>nd</sup> Diss Scouts, 1<sup>st</sup> Diss Brownies, Greasepaint Academy, Cornhall, Diss Primary academy and voice squad to be made up to place in MUGA, which will be the collection point for parents collecting children from floats. Email will be required to inform leaders of childrens float explaining parents should meet children at the Muga and not at the bus station to avoid any accidents.  
Parade will require buckets for Sue x 20.

Tablecloths for tables. Hi-Viz jackets. Serviettes and paper plates needed.

**(Action: RL to supply Gazebo's, tables, chairs, stakes, ropes and bunting which need to be placed in cupboard at Park; by 02.07.22)**

**(Action: AR to supply tent which needs to be erected on 02.07.22)**

**Action: SF to make coloured cards for floats ready for Parade; 01.07.22)**

**(Action: AR to collect keys for Feather Factory on 01.07.22)**

**(Action: SF to made labels for meeting point; by 01.07.22)**

**(Action: KJ to produce email for children leaders and email informing them of meeting point for children alighting from floats, immediately).**

**(Action: KJ to sort buckets for Carnival by 01.07.22).**

**(Action: SF to find tablecloths, plates and serviettes for Carnival; by 01.07.22)**

**CA0622/9 Window Dressing Competition**

The committee received an update on the Window Dressing Competition. Ruth to visit Kim at 11.00 am on Weds morning and talk through Carnival Window Dressing Competition. Presentation of trophies at 2.15 in main parade.

**(Action: SF to arrange meeting immediately)**

**CA0622/10 Finance**

The committee received an update on Finances for Carnival 2022.

**CA0622/11 Promotion**

The received an update on promotion for Carnival 2022. Kim is putting promotional items together for social media. All sponsorship work to be completed over the next week.

A3 Diss Carnival Posters laminated x 6.

**(Action: KJ sponsorship work completed by next meeting)**

**(Action: SF to make A3 posters for AR collection; immediately)**

**CA0622/12 Progress Report**

The committee noted actions on the Progress Report. Sandwiches to be paid for £42.30 to be collected from Greggs by Tammy, Doughnuts to be collected from Morrisons by Ruth.

**CA0622/13 Member Updates**

The committee received updates from members not reported elsewhere on the agenda.

**CA0622/15 Date of Future Meetings**

Members noted that the next meeting of this committee is scheduled for **Monday 27<sup>th</sup> June** at 7pm.

Meeting closed at: 21:40

SUB-COMMITTEE CHAIRMAN  
C Keen