

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Please ask for: Sonya French
Our ref: CA 21.05.24
Date: 15.05.24

NOTICE OF MEETING

Dear Members of the Public and Press,
You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Tuesday 21st May 2024** at **7.00pm** to consider the business detailed below.

S.E. French

Chief Operations Officer

AGENDA

- 1. Apologies**
To consider apologies for absence.
- 2. Minutes**
To approve the minutes of the last meeting held on 7th May 2024 (copy details herewith).
- 3. Declarations of Interest¹**
To note any declarations of Member's 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**
To receive an update on stall applications (copy details herewith).
- 7. Procession**
To receive an update on procession entrants (copy details herewith).
- 8. Finance**
To receive an update on Income and Expenditure for Carnival 2024 (copy details herewith).
- 9. Site Map**
To receive an update on the site map for the Carnival Fun Day.
- 10. Member Updates**
 - a) To receive updates from committee members not reported elsewhere on this agenda.
 - b) To review outstanding tasks for committee members (copy details herewith).
- 11. Date of Future Meeting**
To note the next meeting of the Carnival committee is scheduled for Tuesday 4th June 2024 at 7pm.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>S. Kiddie</u>	<u>D. Collins</u>
<u>S. Richards</u>	<u>A. Kitchen</u>
<u>K. Jaynes</u>	<u>E. Taylor</u>
<u>A. Rackham</u>	<u>J. Welch</u>
<u>T. Howard</u>	<u>S. Olander</u>
<u>R. Ward</u>	<u>M. Gingell</u>
<u>J. Mayes</u>	<u>K. Murphy</u>
<u>C. Halil</u>	<u>L. Sinfield</u>
<u>L. Montgomerie</u>	
<u>Al. Rackham</u>	

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 Diss Town Council Offices on Tuesday 7th May 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)
 K. Jaynes (KJ)
 S. Kiddie (SK) (Vice-Chair)
 R. Ward (RW)
 Andy Rackham (AR)
 J. Mayes (JM)
 Alex Rackham (ALR)
 S. French (SF)
 C. Halil (CH)
 S. Browne (SB)

- CA0524/1 Apologies**
 Apologies were received from L. Montgomerie (LM), Alex Rackham (AL-R) and Sonia Browne (SB).
- CA0524/2 Minutes**
 Members approved the minutes from the last meeting of the carnival committee. It was
RESOLVED: that the minutes of the meeting on 9th April 2024 were a true record and duly signed by the Chairman.
- CA0524/3 Declarations of Interest**
 There were none.
- CA0524/4 Public Participation**
 There were no members of the public present.
- CA0524/5 Items of URGENT Business**
 There were no items of urgent business.
- CA0524/6 Stall Applications**
 Members received an update on stall applications. 51 stalls confirmed. KJ has sent an email to chase stallholders who have outstanding documentation and pitch payments and will do another email in the coming weeks.
(Action: KJ, by next week)
- CA0524/7 Procession**
 Members received an update on carnival procession entrants. 25 procession entries confirmed so far. SK encouraged members to find more floats or tractors for the parade and KJ will contact local tractor clubs and sports clubs.
 SK will contact the Honoured Citizens to join the Mayor and Priory Healthcare Sponsor as parade judges – KJ to send contact details to SK.

(Action: KJ, immediately)

CA0524/8

Finance

Members received an update on Income and Expenditure for Carnival 2024. It was noted that committee have enough income to source a 'wow' factor act for the parade. SF and KJ to look at possible big acts to pay to join parade such as cowboys and Indians, re-enactment group.

(Action: KJ and SF to research acts for parade, by next meeting)

CA0524/9

Site Map

Members received an update on the site map for the Carnival Fun Day. Once site map has been finalised, SF and KJ to create and laminate pitch number signs.

(Action: KJ to let AL-R know where stalls are going with a key, AL-R to update digital map. SF & KJ, by end of month)

CA0524/10

Pavilion Entertainment

Members received an update on performers in the pavilion and performance timings.

Sweet treats burlesque will do a 15 minute performance in front of pavilion. Park Radio will host the pavilion area, announcing acts etc.

Hank JD Sleek (1st)

The Hedge Monkeys (2nd for a little bit)

Jeff Gallant Duo (3rd)

The Hedge Monkeys (4th for a little bit)

Performers timings to be confirmed by AR, by next meeting.

(Action: AR, by next meeting).

CA0524/11

Window Dressing Competition

Members received an update on entries for the Window Dressing Competition. 25 entries confirmed. It was noted that Rosedale would like to take part and judges would be taken by car to Angel Café and Rosedale. Honoured Citizens are happy to judge along with the Mayor and Leslie Ward. Photo Elite confirmed he will take photos of the windows and winner. Saracens Head to be added to list of entries. Source small trophy cup for window winner.

Youbie Yarns has requested a sandwich board and carnival poster to put outside her shop. AR agreed to make one for her and will drop off on Saturday.

**(Action: KJ, immediately.
AR, by end of the week)**

CA0524/12

Member Updates

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

SK updated the committee with the list of raffle prizes, 33 in total. On the day, the only winner announced will be the main £250 prize winner. The rest will be contacted by phone after the event. SK to make display board with prizes on for promotion on market stall and at car boot sale.

(Action: SK, by date of first market stall)

Car Boot marshalls – SK, KK, AR, AL-R will marshall the car boot sale on 19th May.

AR to create promo boards to go round town with Carnival and date on.

(Action: AR, by next meeting)

KJ to print 18 A3 carnival posters and laminate - 6 for AR, 6 for SK. 5 for JM and 1 for RW.

KJ to print 2 x A4 carnival posters for TH for Time Out Cafe and Pavilion kiosk.

(Action: KJ, by end of the week)

JM confirmed Charlie will be the event photographer from 12.30pm – 7pm for £250. JM will email KJ with his email address to send a p/o number, request invoice and add to expenditure list.

(Action: KJ, by end of the week)

SF requested availability for committee members' roles on the day:

CH will do shift in OPS tent and is a Lost Children's rep. Also happy to help at high school in morning from 11am.

JM to be Dinsdale and assist with OPS tent and Lost Children's rep.

RW to do tombola and is another Lost Children's rep so can help in OPS tent.

SK, SV-R, LM, JM and KK to assist at High School in morning from 9am. JM will change into Dinsdale at SK's house before parade.

KJ, SF, TH and AR to be on park (AR will assist with Market Place set up of judging area briefly)

Raffle ticket selling via market stall being run by:

31st May CH & SF, 7th June SK & SF, 14th June CH & LM.

SK requested committee members to contribute atleast 10 prizes for tombola. Anything from bottles to smellies, gifts, chocolates, biscuits. SF to ask all councillors for contributions.

(Action: All members, by next meeting)

SK to find out from KK if all ok with parking at High School.

(Action: SK, immediately)

CA0524/13 Date of Future Meeting

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 21st May 2024 at 7pm.**

Meeting closed at: 9.05pm

SUB-COMMITTEE CHAIRMAN
T. Howard

Pitch Number	Stall Name	Type of Stall & measurements	App Form	RA	PL	Hygiene Cert	Paid	Notes
n/a	*WALKABOUT* BALLOON SELLER: Balloon Occasions		Y	Y	Y	n/a	£105 paid by bacs 15579	confirmed -
15 / 22	2 x Wonky Donkey Mobile Horsebox Bars	2 Horsebox Bars -each 6m frontage, serving at rear and side. Split up pitches to spread out queues	Y	Y	Y	Y	£600 - paid by cheque 15616	Confirmation email sent 08.02.24. Serves from rear and side of horsebox*
44	1st Diss Scouts	3m x 3m stall						Form sent 14.05.24
38 / 39	2nd Diss Scouts	2 pitches - large space for crockery smash by the mere, small space for kids free activities beside - soft archery/tommerhawk	Y	Y	due - being renewed	n/a	Free pitch as providing free kids activities	confirmation email sent 06.03.24
52	Abbes Attic	Handmade Recycled Vintage Jewellery for the whole family. 3m x 3m gazebo	Y	Y	Y	n/a	£60 paid by bacs 15559	Confirmation email sent 30.01.24
26	Adult Learning (NCC)	6ft x 6ft table, providing educational information and free activities for families	Y	Y	Y	n/a	£60 due	Confirmation email sent 30.04.24
32	Air Cadets	3 x 4m gazebo, stall to enable recruitment for volunteers and cadets. Couple of small fundraising activities including a flight simulator.	Y	Y	Y		Charity Pitch	Free pitch as help on the day. Confirmation email sent 13.03.24
32	Army Cadets	3m x 3m stall	Y	Y	Y	n/a	Charity Pitch	Free pitch as help on the day.
49	Away With The Fairies	Craft Stall 3m x 3m - handmade boho jewellery and wooden keyrings	Y	Y	Y	n/a	£60 paid by bacs in two separate payments	Confirmation email sent 30.01.24
48	Bounce Fitness	3m x 3m stall with leaflets to promote fitness class, plus small trampoline for demonstration with 80s 90s music (not loud) - does need to be on flat ground.	Y	Y	Y	n/a	£120 due - Paid 11594	confirmation email sent 06.03.24
25	Churchill Retirement Living	3m x 3m gazebo, promoting launch of recent development in Diss, handing out goodie bags containing literature	Y	Y	Y	n/a	£120 due - Paid 15599	confirmation email sent 06.03.24
30	Crazy Skins Face Painting	3m x 3m Professional Face Painting	Y	Y	Y	n/a	£120 due - paid 15595	confirmation email sent 06.03.24
65	C W Logistics & Diss Town Youth Football Club	5m x 15m penalty shootout game in MUGA-small goal with rings or holes to score points. Prizes for different age groups.	Y	Y	Y	n/a	£240 paid 15675	confirmation email sent 08.05.24
18	Designer Farmer Cat Ltd	Rainbow Street Food - Kebabs, meat salad box, wraps. 3m x 3m Gazebo	Y	Y	Y	Y	£120 paid by bacs 02.05.24	Confirmation email sent 30.01.24.
29	Diss & District Rotary Club	3m x 3m	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
43	Diss Baptist Church	3m x 3m Stall	Y	Y	Y	n/a	Free pitch as they are running the craft/colouring area	Confirmation email sent
43	Diss Baptist Church - JAM MARQUEE TENT	Marquee to be positioned by path - for colouring & activities 6m x 12m (position next to their stall) face painting, crafts, sheriff badge making, colouring, giant connect 4 & jenga, bracelet making, toys for toddlers, icing biscuits, tin can alley target practice, lasso training	Y	Y	Y	n/a	Free	Confirmation email sent 15.02.24
23	Diss Churches Together (2 stall pitches)	Two 3m x 3m pitches - 1 charity stall, 1 paid stall - stalls will support wild west theme and promote Diss URC Dove Events and the work of Salvation Army.	Y	Y	Y	n/a	£60 due	confirmation email sent 06.03.24 chased for payment 01.05.24
31	Drama Tots	3m x 3m with sound system to play music	Y	Y	Y	n/a	£120 paid 15604	confirmation email sent 13.03.24
12	Dyers Diner and Coffee Shack	Burgers, Hotdogs, Bacon, Egg. Coffees, milkshakes, frappe, slushies. 3m x 4.5m	Y	Y	Y	Y	£180 paid 15625	Confirmation email sent 08.02.24
19	Fully Loaded Fries	Loaded Fries with toppings, soft drinks in cans, Converted Horse Trailer 5m x 3m	Y	Y	Y	Y	£180 Paid 15672	Confirmation email sent 30.01.24.
51	Grannys Little Charms	Scrabble frames, keyrings, wooden craft products, bottle openers, dog treat tins 3m x 3m	Y	Y	Y	n/a	£60 paid by bacs 15549	Confirmation email sent 30.01.24.
16	German Sausages (S & K Tasty Treats)	German Sausages 3m x 3m	Y	Y	Y	Y	£120 due - Paid 15679	Confirmation email sent 30.04.24
59	Hannah's Pet Services - Fun Dog Show registration stand	3m x 3m registration stand for dog show entries	Y	Y	P/L will be sent to us nearer to event when she knows weather situation	n/a	n/a	Done - received 23.04.24
47	Incorknito Designs	3m x 3m gazebo for handpainted earrings crafted from cork	Y	Y	Y	n/a	£60 due - paid 15597	confirmation email sent 06.03.24
10	Jen Bakes & Creates	3m x 3m homemade cakes	Y	Y	Y	Y	£120 due - paid 15593	confirmation email sent 06.03.24

Pitch Number	Stall Name	Type of Stall & measurements	App Form	RA	PL	Hygiene Cert	Paid	Notes
46	Kingsley Homecare	Raffle, Giveaway Bags 3m x 3m	Y	Y	Y	n/a	£120 due	confirmation email sent 08.02.24. chased for payment 01.05.24
17	M & M Sweet Treats	Sweet Treats & Bakes. 3m x 3m plus parking van	Y	Y	Y - expires in May 2024	Y	Y £120 paid 15332	Confirmation email sent 30.01.24
50	Mancave Scents Ltd	Candles for men, wax melts, skincare and beard care products for men. 3m x 3m	Y	Y	Y	n/a	£120 paid by bacs 15634	Confirmation email sent 05.04.24
20/21	My Bubbles Waffles & Bar	waffles/ waffle cones with sweet toppings					Free pitch in return for rodeo bull, gold mining and staging	
56	Narlas Treasure Trove	3m x 3m Children's Toys & Gifts	Y	Y	Y	n/a	£120 due - Paid 15680	confirmation email sent 06.03.24
34	Norfolk and Suffolk 4 x 4 Response	3m x 4m gazebo plus a vehicle on display with a small radio controlled car course for the children to have a go	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
55	Norfolk Blood Bikes	Information about the charity - 3 m x 3 m Gazebo	Y	Y	due	n/a	Approved free charity pitch	confirmation email sent 06.03.24. chased for p/l 01.05.24
58	Norfolk Wildlife Trust	2 x 2m gazebo raising awareness and support for local wildlife charity	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
61	Oxfam	3m x 3m stall selling secondhand items including clothing, children's toys, bric-a-brac & some fairtrade sourced goods	Y	Y	Y	n/a	£60 paid bacs 15674	confirmation email sent 23.04.24
13	Party In Box	Fresh candy floss on sticks in bags, 3m x 3m gazebo with generator	Y	Y	Y	Y	£120 paid by bacs 15582	Confirmation email sent 30.01.24.
62	Phoenix Bird of Prey Rescue	Adult Tombola and kiddies game. 3m x 3m gazebo	Y	Y	Y - expires May 2024	n/a	Approved free charity pitch	Confirmation email sent 06.03.24
54	Prettys Wax	Wax and home fragrance products. 3m x 3m Gazebo	Y	Y	Y	n/a	£60 paid by bacs 15617	Confirmation email sent 30.01.24
28	Priory Healthcare - PLATINUM SPONSOR		Y	Y	Y	n/a	Pitch included with their platinum sponsorship	Confirmation email sent 20.02.24
33	Real Henna Tattoos	3m x 3m, Organic, freehand, henna tattoo designs	Y	Y	Y	n/a	£120 paid 26.03.24 by bacs 15623	confirmation email sent 26.03.24
67	Rosedale Funeral Home	Teddy Tombola - Name The Bear, Lucky Dip, 3m x 5m	Y	Y	Y	n/a	£180 Paid by bacs 15572	Confirmation email sent 30.01.24
24	Royal Air Force Association	Aviation themed items and advertising work of RAFA for past and present raf members. 3m x 3m	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
64	Royal British Legion	Charity Information and Raffle 3m x 3m. Space next to pitch needed for RBL vehicle after procession	Y	Y	Y	n/a	Approved free charity pitch	Confirmation email sent 06.03.24
53	Sakura Studio Gallery	3m x 3m gazebo craft stall featuring works from a selection of local artists	Y	Y	Y	n/a	£60 Paid 15640	confirmation email sent 06.03.24
57	Spie Jewels	Craft Stall Jewellery and accessories	Y	Y	Y	n/a	£60 due - paid 15570	confirmation email sent 08.02.24
63	Spire Solicitors	3m x 3m	Y	Y	due	n/a	£120 paid 15673	confirmation email sent 11.04.24. chased for p/l 01.05.24
68	Suffolk Owl Sanctuary	Bird of Prey rescue info, family activities and tombola, 3m x 3m	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
11	Suffolk Village Ciders	Craft Cider in bottles and by glass on the day. 3m x 3m	Y	Y	Y	n/a - has mid suffolk alcohol licence	£120 paid by bacs 15606	Confirmation email sent 30.01.24
45	Toy Stall	Toy Stall /Crafts 3m x 3m	Y	Y	Y	n/a	£60 paid by bacs 15557	Confirmation email sent 30.01.24
27	Waveney Foodbank	Information and fundraising via collection bucket. 3m x 3m gazebo	Y	Y	Y - expires May 2024	n/a	Approved free charity pitch	confirmaiton email sent 06.03.24
60	Westbrook Green Sensory Dog Park	3m x 3m stall with small tombola for a dog charity and a free entry chance to win hour in the dog park.				n/a		Form sent 02.05.24
14	Yellow Door Eats	Woodfired Pizzas - Homemade dough, various toppings with themed names 3m x 3m	Y	Y	Y	Y	£120 due - paid 15566	Confirmation email sent 08.02.24

Entry Name	Contact	Type
East Angles Brass Band	David	Lead band for parade
Diddy Long Legs	Nicky	2 x stiltwalkers
Dinsdale & Mayor		Joe Mayes is Dinsdale. New Mayor. Will be on Gillings truck?
Merryfields Playschool	Sharon	Vintage Tractor & Trailer. 10 Children, 7 adults.
Cheeky Cherubs Baby & Toddler Group	Rebecca Chrystal	Walking group with buggies
Fiery Foxes/ The Red Hatters	Rebecca Kinsey	Walking group of 10 people
Tribe All	Amy Bobbins	Walking Group and Vehicle - float provided by Pink Fusion DJ Services (Lee Davie - email included)
Norfolk Blood Bikes	Sandy Gourlay	2 Motorcycles
Norfolk and Suffolk 4 x 4 Response	Rob Hawley	1 vehicle with a 6 x 4ft trailer
Keshar Whitelock, David Whitelock, Peter Hood & Jenny Bacon	Keshar Whitelock	4 people walking
Kingsley Homecare	Daniel Wellings	1 vehicle - Kingsley homecare car
Star Wars Galactic Troopers	Wayne Hart	Sci Fi Costume group - walking. They will dress with a wild west twist
The Hedge Monkeys	Phil Wells	Local skiffle/hillbilly/country band - to perform in pavilion and join parade - Andy Rackham sourced trailer for them
Sweet Treats Burlesque	Abigail Marshall	Walking group of 12 people- dancing. Car to follow playing music.
Diss Vixens Women's & Girls Rugby Team	Hannah Arnott	Walking group of players from Diss Vixens Rugby team, wearing the match kit, doing small passing drills with balls, lifts etc. Others handing out leaflets
1st Diss Rainbows	Holly Rednall	Float
Priory Healthcare	Gemma Lanchester	Walking group
Monterey Line Dance	Melissa Hawkes	Small vintage dodge truck with passengers
Diss Primary Academy Partnership	Claire Gladwin	Walking group 30 adults/children
Diss Royal British Legion	Dave hines	Vehicle tbc
The Garden Project Team	Alex Rackham said James will be putting in an application	
2nd Diss Scouts	Laura Montgomerie	1 vehicle
Believe In Magic	Lauren	Jessie (Toy Story) character & Barbie Cowgirl character walking
Drama Tots	Donna Corbyn	1 Pick Up Truck playing music
Air Cadets	Ben Rogers	Cadets walking alongside parade to help with bucket collections
Voice Squad	Birgitta Kenyon	Singing children
Chevy American Pick Up Truck	Terry Goldsmith	1 truck

INCOME					
	GROSS	VAT	TOTAL NET INCOME	Date Paid	Receipt /Po No
FUNDRAISING					
Car boot Sale					
Cake Stall	£ 383.00				
Hamper/ Ticket Sales					
SPONSORSHIP					
Phoenix Events East	£ 250.00	£ 41.67	£ 208.33		
Travis Perkins	£ 100.00	£ 16.67	£ 83.33		
Pearce & Kemp	£ 100.00	£ 16.67	£ 83.33		15550
Larking Gowen LLP	£ 100.00	£ 16.67	£ 83.33		15560
Baileys Fish and Chips	£ 250.00	£ 41.67	£ 208.33		15544
Tudor Bakehouse	£ 250.00	£ 41.67	£ 208.33		15531
Reads Property	£ 250.00	£ 41.67	£ 208.33		15546
Lexham Insurance	£ 500.00	£ 83.33	£ 416.67		15532
Dipple and Conway	£ 500.00	£ 83.33	£ 416.67		15534
Priory Healthcare	£ 1,000.00	£ 166.67	£ 833.33		15577
Rosedale Funeral Home	£ 100.00	£ 16.67	£ 83.33		15567
H.L Perfitt Stonemasons	£ 100.00	£ 16.67	£ 83.33		15576
Adkins Opticians	£ 250.00	£ 41.67	£ 208.33		15563
M Scott Properties	£ 500.00	£ 83.33	£ 416.67		15580
Diss Scaffolding	£ 1,000.00	£ 166.67	£ 833.33		
TOTAL SPONSORSHIP	£ 5,250.00	£ 875.03	£ 4,374.97		
		£ -	£ -		
STALLAGE		£ -	£ -		
M&M Sweet Treats	£ 120.00	£ -	£ 120.00		15332
Grannys Little Charms	£ 60.00	£ -	£ 60.00		15549
Toy Stall - L&J Williams	£ 60.00	£ -	£ 60.00		15557
Abbes Attic - DG Yaxley	£ 60.00	£ -	£ 60.00		15559
Yellow Door Eats	£ 120.00	£ -	£ 120.00		15566
Spie Jewels	£ 60.00	£ -	£ 60.00		15570
Wonky Donkey Bars x 2	£ 600.00	£ -	£ 600.00		15616
Dyers Diner & Coffee Shack	£ 180.00	£ -	£ 180.00		15625
Kingsley Homecare					
Prettys Wax	£ 60.00	£ -	£ 60.00		15617
Fully Loaded Fries	£ 180.00	£ -	£ 180.00		15672
Rosedale Funeral Home	£ 180.00	£ -	£ 180.00		15572
Suffolk Village Ciders	£ 120.00	£ -	£ 120.00		15606
Designer Farmer Cat Ltd	£ 120.00	£ -	£ 120.00		15666
Party In Box	£ 120.00	£ -	£ 120.00		15582
Balloon Occasions	£ 105.00	£ -	£ 105.00		15579
Away with the fairies	£ 60.00	£ -	£ 60.00		15601/15632
Jen Bakes & Creates	£ 120.00	£ -	£ 120.00		15593
Sakura Studio Gallery	£ 60.00	£ -	£ 60.00		15640
Narlas Treasure Trove	£ 120.00	£ -	£ 120.00		15680
Crazy Skins Face Painting	£ 120.00	£ -	£ 120.00		15595
Incorknito Designs	£ 60.00	£ -	£ 60.00		15597
Churchill Retirement Living	£ 120.00	£ -	£ 120.00		15599
Diss Churches Together					
Real Henna Tattoos	£ 120.00	£ -	£ 120.00		15623
Drama Tots	£ 120.00	£ -	£ 120.00		15604
Mancave Scents Ltd	£ 120.00	£ -	£ 120.00		15634
Spire Solicitors	£ 120.00	£ -	£ 120.00		15673
Westbrook Sensory Dog Park					
C W Logistics and Diss Town Youth FC	£ 240.00	£ -	£ 240.00		15675
Oxfam	£ 60.00	£ -	£ 60.00		15674
German Sausages	£ 120.00	£ -	£ 120.00		15679
Adult Learning NCC					
Bounce Fitness	£ 120.00	£ -	£ 120.00		15594
TOTAL INCOME Actual	£ 9,075.00	£ 875.03	£ 8,199.97		
EMR from April 2024	£ 5,286.17		£ 5,286.17		

Council Contribution for 24-25	£ 2,750.00		£ 2,750.00		
TOTAL INCOME to Budget so far	£ 17,111.17	£ 875.03	£ 16,236.14		
EXPENDITURE					
PROMOTIONAL					
Distribution of Carnival programmes - Falcon	£ 540.00	£ 90.00	£ 450.00	30.04.24	24/6694
Sponsor Banners x 11 - Fatstickman	£ 924.00	£ 154.00	£ 770.00	30.04.24	24/6698
2 x Carnival poster banners - Fatstickman	£ 108.00	£ 18.00	£ 90.00	15.05.24	24/6715
Photographer - Charlie Scott Bell	£ 250.00				24/6718
Programmes x 5100 copies	£ 735.00	£ -	£ 735.00	30.04.24	24/6669
PROCESSION					
Trophy presentation shield for Pete Gillings cup- Diss Trophy Cer	£ 52.00	£ -	£ 52.00	30.04.24	24/6665
Nicky Driscoll - Stiltwalkers x 2	£ 360.00				24/6669
Core Highways - Traffic Management for Parade	£ 487.00				24/6672
East Angles Brass Band	£ 600.00				24/6696
NCC Road Closure	£ 40.55	£ -	£ 40.55	29.11.23	
Gillings Truck Insurance	£ 78.97	£ -	£ 78.97	30.04.24	24/6711
FUN DAY					
Phoenix Events East- 6 x Security Staff & Radios	£ 1,481.76				24/6663
Story Photoboosts - Vintage Horsebox with wild west props	£ 600.00	£ -	£ 600.00	29.02.24	24/6671
Mervyn Lambert Toilets & Transport	£ 840.00				23/6652
Paul Preston Mills- Compere	£ 220.00				23/6551
Mary Moppins - Additional toilets cleaning	£ 197.40				24/6678
Foolhardy Circus - performances and workshop	£ 750.00	£ -			24/6682
First Aid	£ 730.00	£ -			24/6681
Evolve Entertainment - Western Stunt Show	£ 2,104.80	£ 350.80	£ 1,754.00	29.02.24	24/6683
Bix.B Productions - Dj, Dance Lessons & Set Hire	£ 500.00	£ -	£ 500.00	29.02.24	24/6670
Jeff Gallant duo	£ 450.00	£ -			24/6685
Baptist Church activities	£ 100.00	£ 20.00	£ 100.00	30.04.24	24/6686
Believe In Magic 2 x characters for parade (Jessie & Barbie)	£ 210.00	£ 42.00	£ 210.00	30.04.24	24/6688
The Hedge Monkeys /Phil Wells (£250/£300 tbc)					24/6709
Wood for Andy Rackham - Carnival props	£ 120.00				24/8330
Simply Sound	£ 750.00				24/6703
Screwfix	£ 23.96	£ 3.99	£ 19.97	17.04.24	24/8317
Flags & Flagpoles- PVC Bunting	£ 336.00	£ 569.00	£ 280.00	13.03.24	24/6690
Raffle Tickets.com	£ 32.95	£ -	£ 32.95	13.03.24	24/6689
TOTAL EXPENDITURE so far	£ 11,065.39	£ 985.79	£ 5,713.44		

	TASKS OUTSTANDING - DISS CARNIVAL 2024		
Rackhams/Kim/Sonya	Arrange site layout and finalise stall positions by End-May, listing them in alphabetical order for volunteers to find easier	20.05.2024	Basic site map created - Alex to review and update
SF/KJ/Rackhams	Visit Park to re-measure and work out stall measurements on site	w/c 06.06.2024	
Sonya/Kim	Go through volunteer and staff rota for jobs on the day.	01.06.2024	
KJ/ SF	Finalise volunteer briefing pack and send out on email with the rota	01.06.24	
Sue/Tammy	Organise refreshments for volunteers and the entertainment acts who require food. SK to buy 300 bottles of water and boxes of crisps. AJ will source some crisps TH to arrange sandwich platters from Greggs and buy doughnuts from supermarket	01.06.2024	
Kim	Write names of pitch holders on relevant laminated signs once confirmed on site map		
Kim & SF	Send out emails to all stallholders 1-2 weeks before Carnival with final details for the day (allocated arrival time & parking). Add in exit time for stallholders too.	2 weeks before - w/c 5th June	
Sonya / Kim	create and print colour cards for those in the procession to know where they can park their vehicles	01.06.2024	
Sue Kiddie	High School layout plan drafted for procession entrants	01.06.2024	
KJ	with their allocated arrival time and details for the day & info on children's pick up point and coloured cards for front of vehicles, & parking	2 weeks before - w/c 5th June	

Kim	print procession judging sheet x 5 copies	01.06.24	form updated 14.05.24 - add any extras nearer to the event and print
SF	Print themed colouring sheets for Baptist Church colouring area & purchase colouring pens/pencils	May-24	
SF/ TH/ KJ	Contact all entertainment acts before the event to run through any requirements, sound support requirements, send main arena schedule, inform of arrival times, parking etc.	May-24	
Sue Kiddie	To liaise with stewards to arrange bucket collections on the day for carnival funds	16.06.2024	buckets are ready and at the office
Alex R / KJ	Buy small trophy cup for Window Winner		
Sonia B	Organise recovery of trophies from last year	by May 2024	1 returned so far - best dressed float.
Andy Rackham	Update A-board with main arena schedule	01.06.2024	
Kim/ Keith / Robert	To arrange decoration of the Town including bunting, banners and flags	01.05.2024	Bunting date tbc - KK awaiting a helper. Banners are up. Flags to be put up by Rob/Photo Elite.
Sonia B	To liaise with Park Radio to arrange interview slots and promo releases	Ongoing	
Kim	Chase stallholders for paperwork and payments		
KJ/SF/ Committee	Research 'wow' factor acts for parade		
Andy Rackham	Confirm pavilion entertainment timings for acts		
Sue Kiddie	Make display board to promote prizes for raffle		
Andy Rackham	Create promo boards to go round town with Carnival date on		
Committee	Contribute prizes for tombola - bottles, smellies, gifts, chocolates, biscuits		