

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Thursday 2nd March 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk & Vice-Chair)
K. Jaynes (KJ)
A. Rackham (AR)
A. Jamieson (AJ)

CA0323/1 Apologies

Apologies were received and accepted from Ruth Ward (RW), Sonia Browne (SB) and Cllr Sue Kiddie (SK).

CA0323/2 Minutes

Members approved the minutes from the last meeting. It was.

RESOLVED: that the minutes of the meeting on 9th February 2023 were a true record and duly signed by the Chairman.

CA0323/3 Declarations of Interest

There were none.

CA0323/4 Public Participation

There was none.

CA0323/5 Items of URGENT Business

There were no items of urgent business.

CA0323/6 Finance

Committee received an update on Income and Expenditure for Carnival 2023. Carnival accounts are up to date and the event is currently paying for itself. There is still some extra expenditure to come through the distribution of the Carnival programme and sponsorship banners.

CA0323/7 Entertainment

Committee received an update on entertainment for Carnival 2023. Arena acts need to be finalised with timings and fitted into a main arena schedule. Carnival committee discussed finding a giant inflatable to erect on the pavilion and Kim will research previous inflatables hired.

(Action; KJ to produce an main arena schedule; immediately)

(Action; KJ to research inflatable; immediately)

CA0323/8 Stalls

Committee received an update on stall applications for Carnival 2023. It was confirmed that all charity pitches have been filled and no further free pitches are to be given. We currently have 36 stalls with more expected to apply in the near future.

CA0323/9 Procession

a) Committee received an update on procession entries for Carnival 2023 with 20 entries confirmed so far. KJ will promote for more entries on social media and SK will continue to follow up with previous Carnival entries.

b) Committee discussed insurance for the Carnival procession. Committee members talked through insurance of vehicles in the parade. Check that vehicles in the parade have suitable insurance from their own vehicles if not for insurance to be provided by Carnival to cover the vehicles in the Parade. It was

RESOLVED: (Action: Carnival Committee to pay for vehicles that need extra insurance for the procession. AJ to create a letter for procession for vehicles insurance; immediately)

(Action: KJ to do a social media push for procession entries; by next meeting)

CA0323/10 Grants

Committee received an update on grant applications submitted for Carnival 2023. It was noted that there are no grant application updates at this time and we haven't received a reply from Tesco Community Grants following our application.

CA0323/11

Sponsorship

Members received an update on sponsorship for Carnival 2023. We current have 17 sponsors for Carnival who have all purchased Bronze, Silver and Gold packages. There are no platinum sponsors as yet but committee will continue to spread the word for additional sponsorship. KJ will continue to work through the sponsorship package perks for businesses including their social media posts, banners and adverts.

**(Action: KJ to continue with sponsorship package perks checklist for businesses.
Committee to continue to spread the word for additional sponsorship)**

CA0323/12

Member Updates

- a) Committee received updates from members not reported elsewhere on this agenda.
- b) Committee received a request for a small boat to be placed on the Mere on Carnival Day. The committee agreed that this would be allowed and KJ will confirm back to the applicant.

**(Action: KJ to email the boat applicant back to approve small boat on Mere on Carnival Day,
immediately)**

CA0323/13

Progress Report

Committee noted updates on the Progress Report.

CA0323/14

Roles and Responsibilities

Committee noted updates on the 'Roles & Responsibilities' timeline.

CA0323/15

Date of Future Meeting

Committee noted that the next meeting of the Carnival Committee will take place on Tuesday 4th April 2023 at 7pm.

Meeting closed at: 20:25

SUB-COMMITTEE CHAIRMAN
T. Howard