

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
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Please ask for: Sarah Villafuerte-Richards
Our ref: CA 12.11.24
Date: 07.11.24

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 12th November 2024** at **7.15pm** to consider the business detailed below.



Chief Executive Officer

AGENDA

- 1. Apologies**
To consider apologies for absence.
- 2. Election of Chairman**
To elect a Chair for Carnival sub-committee 2025
- 3. Election of Vice-Chairman**
To elect a Vice-Chair for Carnival sub-committee 2025.
- 4. Minutes**
To approve the minutes of the last meeting held on 24th September 2024 (copy details herewith).
- 5. Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 6. 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*).
- 7. 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).
- 8. Theme**
To discuss a theme for Diss Carnival 2025.
- 9. Task List**
To discuss the updated committee task list for organising Diss Carnival 2025 and allocate outstanding tasks to committee members (copy details herewith).
- 10. Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
- 11. Date of Future Meeting**
To agree a date for the next meeting.

<u>MEMBERS</u>	<u>For information: Councillors</u>
Cllr. S. Browne	
D. Collins	D. Craggs
S. Kiddie	D. Collins
S. Villafuerte-Richards	A. Kitchen
K. Jaynes	E. Taylor
Al. Rackham	J. Welch
J. Robertson	S. Olander
R. Ludkin	A. Goulder
	K. Murphy
	L. Sinfield

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 24th September 2024 at 7pm.

In attendance: T. Howard (TH)
Cllr S. Browne (SB)
C. Halil (CH)
K. Jaynes (KJ)
Cllr S. Kiddie (SK)
Andy Rackham (AR)
J. Mayes (JM)
L. Montgomerie (LM)
Alex Rackham (ALR)
S. Villafuerte-Richards (SV-R)
R. Ludkin (RL)
Cllr J. Robertson (JR)
Cllr D. Collins (DC)

CA0924/1 Apologies

There were no apologies received.

CA0924/2 Election of Chair

Members considered the election of a Chair for Diss Carnival sub-committee 2025. It was

RESOLVED: To elect Tammy Howard as Chair of the Diss Carnival sub-committee 2025.
(Action: Committee, immediately)

CA0924/3 Election of Vice-Chair

Members considered the election of a Vice-Chair for Diss Carnival sub-committee 2025. It was

RESOLVED: To elect Cllr Sue Kiddie as Vice-Chair of the Diss Carnival sub-committee 2025.
(Action: Committee, immediately)

CA0924/4 Minutes

Members considered the minutes from the last meeting of the carnival committee. It was

RESOLVED: that the minutes of the de-brief meeting on 25th June 2024 were a true record and duly signed by the Chairman.

CA0924/5 Declarations of Interest

AL-R said possible declaration of interest with stage/lighting. AR is member of RBL & Remembrance / VE & VJ Day committees.

CA0624/6 Public Participation

There were no members of the public present.

CA0924/7 Items of URGENT Business

There were no items of urgent business.

CA0924/8

Date of Carnival 2025

Members suggested Sunday 8th June as the date of Diss Carnival 2025, which is the traditional date for Carnival one week before Father's Day. It was

RESOLVED: That Sunday 8th June would be proposed as the date for Diss Carnival at the next Facilities committee meeting on 9th October
(Action: SV-R, for Facilities Committee Meeting on 09.10.24)

CA0924/9

Theme

Members discussed a theme for Diss Carnival 2025. SV-R shared the suggestion of a combined event to celebrate VE/VJ Day (80th anniversary year), which came forward following a meeting with that committee the previous week. TH, LM & CH raised several concerns around the VE/VJ theme not appealing to everyone, difficulty in getting the right themed entertainment for children and the sensitivities given those living in the area affected by war. SB thought it could be difficult to get the performers if there are lots of other similar themed events going on around that time of year for VE/VJ Day.

SB shared other theme suggestions: coastal/seaside fun, Farm festivals, Folk Festival, Carnival of colours, nature and green living, Royal Norfolk, vintage theme, Victorian carnival. CH suggested Kings and Queens.

AR suggested having a theme around dance & music from different decades which could incorporate a 1940s era to combine with VE/VJ ideas.

AL-R could see how the theme could work if done sensitively and suggested putting feelers out on social media to see if this theme would be supported by the community.

A space theme was also proposed, and the committee will go away and look at more ideas for this.

Concerns were raised around the impact of another event for VE / VJ day on KJ's workload if Carnival was to have an alternative theme. LM and CH offered to help with the administrative items. KJ to review task list and delegate responsibilities to committee members.

(Action: KJ by next meeting)

A report summarising the discussion would be presented to the next Facilities committee meeting and committee members would consider options before the next meeting.

(Action: SV-R / Committee, by next meeting)

CA0924/10

Member Updates

The committee received and noted updates from members not reported elsewhere on this agenda. RL raised the issue of storing equipment after the Fun Day and suggested a storage container on the Park so everything can be kept in one place after the event and easier to sort afterwards. A report will be presented to the Facilities committee.

(Action: RL & SV-R, by next meeting)

CA0924/11

Date of Future Meeting

The next date for the Carnival Committee will be on Tuesday 22nd October 2024 at 7pm.

The meeting closed at: 9pm.

SUB-COMMITTEE CHAIRMAN
T. Howard

Agreed Roles and Responsibilities for Carnival 2025

Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time.

Task allocated to	Task detail	Date to be completed	Actions/notes
	Operations		
	Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	Sep-24	DONE
Sue Kiddie	Vice Chair - Working alongside Chair, in their absence completing their tasks	Sep-24	DONE
Melissa Hawkes	Purchase orders to be created and emailed to the relevant suppliers below.	Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheets	
	a) Order 10 chemical toilets for Park and High School with transport	Jan-25	
	b) Contact Core Highways to book in traffic management	Jan-25	
	c) Order radios and security stewards	Jan-25	
	d) Organise 6 x 1100l refuse bins with Keith Kiddie SNC, FOC	Jan-25	
	e) Source rope for main arena	Jan-25	
	f) Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	Jan-25	
	g) Sort first aid for event (A11 medical services used for 2024)	Jan-25	
	h) Buy red and white barrier tape, Blue/Red chalk paint and cable ties	Jan-25	
	i) Book Mary Moppins for cleaning on Carnival day	Jan-25	
	j) Contact SNC to get permission for Bus Station for large procession vehicles after parade	Feb-25	
	k) Contact Morrisons and Tesco to get confirmation of free parking for event day	Mar-25	
	l) Get quote and book suitable sound support for the event.	Mar-25	
Robert Ludkin	m) To oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	Mar-25	
Melissa Hawkes	n) Keys to be arranged through DTC office for toilet block	Jun-25	
Robert Ludkin	o) Arrange for maintenance staff cleaning and jobs on the day including putting up barrier fencing around Mere ahead of event. Arrange for them to clean the sanitary bins in week leading up to event to stop overflowing from Carnival day	Jun-25	
Sue Kiddie	Get permission from SNC/ Keith Kiddie for use of the old John Grose overflow car park on Park Rd	Mar-25	
Sue Kiddie	Source 55 hay bales for Fun Day - Simon Callow used 2024 (North Lopham) to be delivered 7.30am on the day and collected first thing Monday	Apr-25	
Keith Kiddie	Contact Mervyn Lambert to discuss exact toilet locations for High School and park loos	Apr-25	
Keith Kiddie	Organise and liaise with procession stewards for Carnival, get permission for use of playgrounds at High School for parking	May-25	
DTC	Decide on maximum number of stalls we will accept on Park. Visit site to measure and work out stall measurements on site, allowing for a gap in between each stall	May-25	
DTC	Email all of the suppliers to confirm details of the day re arrivals, set up, parking etc	May-25	
DTC	Arrange site layout/map and finalise stall positions by end-May, listing them in alphabetical order for volunteers to find easier	May-25	
	Volunteers & Stewards		
Committee to email DTC recommendations	Recruit volunteers and stewards to help run the Carnival Procession and Fun Day. Send out email to request help	Apr-25	
DTC	Update volunteer briefing pack- email to all with site map and volunteer info sheet	May-25	
DTC	Go through volunteer and staff rota to allocate all jobs and timings on the day	Jun-25	

DTC	Print volunteer schedules, site map copies and info sheets for all volunteers and committee members to have on the day	Jun-25	
Alex Rolfe	Organise refreshments for volunteers and the entertainment acts who require food. 300 bottles of water, crisps, sandwich platters?, doughnuts?	Jun-25	
	Stalls		
Committee	Agree amount of charity pitches allowed and accept/decline applications, ensuring a good balance between charitable, commercial, food, drink and crafts	Jan-25	
	Visit Town Council Offices once a week (tbc) - Use laptop of whoever is off that day with a separate login- review stall applications, print any received in carnival stalls email folder along with supporting paperwork, update master spreadsheet ready for committee consideration post-deadline . Applicants will only be considered by committee when full paperwork received- LM/CH to chase for paperwork. Confirmation emails including payment details only to be sent to stallholders when full application, supporting paperwork has been received & with committee approval .	Jan-25	
DTC	Update bar tender form and send out to bar contacts (include Michael Dickson Bar on mailing list)	Jan-25	
	Contact all food stalls for extra info to complete additional hygiene spreadsheet for EMP	Feb-25	
DTC	Email the confirmed bar trader(s) to arrange for them to come in and sign alcohol premises license with Sarah	May-25	
Alex Rolfe	Create and laminate pitch number signs and all other info signs needed for the park. Write names of stallholders on back of each laminated pitch card.	May-25	
DTC	Send out emails to all stallholders 1-2 weeks before Carnival with final details for the day and map (arrivals between 9am - 11am & parking). Vehicles back on at 5pm to take down stalls (stallholder detail letter template on system)	2 weeks before event	
	Admin		
RL / SH	Complete NCC's Road Closure application form and send to streetworks. Sue H to do payment	Dec-25	
Sue Hurst	Create purchase order numbers for anything else booked for Carnival (including entertainment acts and extras) and email suppliers their numbers to include on their invoices. Check when they want payment and update spreadsheet.	Add p/o numbers to master spreadsheet and Income/Expenditure spreadsheet	
Kim Jaynes	Update all carnival forms with new date and new logo. Create new folders on system for 2025	Dec-25	
DTC	Manage Carnival email inbox - stall queries to be put into separate stalls folder in the inbox for TH/CH/LM to review and reply. All other queries outside of stalls folder dealt with by DTC		
DTC	Put together agenda packs and send out to committee		
DTC	Print copies of the agendas for committee meetings and the undrafted previous minutes to be signed		
DTC	Create minute template for meetings and write the minutes at the meetings, send minutes to committee afterwards and upload signed minutes to website		
Kim Jaynes	Update sponsorship packages form and send out to all local businesses in an email	Jan-25	
DTC	Arrange street collection agreement from SNC for carnival event and save permit when received	Jan-25	
Kim Jaynes	To keep this task list spreadsheet updated when jobs are completed / review master spreadsheet		
Sue H / Sue Kiddie/ Doreen Collins	SH to book in Rialtus diary - cake stalls and car boot. Sue K & Doreen to run these events. Cake stall usually end of March, car boot sale usually May	Feb-25	
DTC	Arrange for 2 x DBS checks for covering lost children at the event. Must be specific DBS for this event. Sonia Browne & Joe Mayes TBC	Feb-25	

Alex Rolfe	Letters to be updated and printed for Mount St residents, walcot road, parkside court ref Carnival parade / parking in car parks on the day, and notify mere st flat owners	May-25	
TBC - committee volunteer	Deliver above letters	May-25	
Alex Rolfe	Create road closure advanced notice signs to go up on individual parking bays on Market Place pre-warning people not to park there on Carnival day	May-25	
Alex Rolfe	Make sign to go on Park car park "This car park is closed to the public. Access for authorised vehicles only"	May-25	
Melissa / Sue H	Process any monies from Carnival cake sale, car boot, raffle and money made on the day from tombola	Jun-25	
DTC	Order raffle tickets for prize raffle (instead of booze barrow). Check if lotteries license has been paid for raffle (usually covered by xmas lights one already)		
DTC	Complete street collection return form after the event with proceeds of collection	Jul-25	
	Procession		
Sue Kiddie	Contact local businesses, school groups and societies for inclusion into the Procession	Feb-25	
Sue Kiddie	Create procession running order	May-25	
Alex R	Create and print colour cards for those in the procession to know where they can park their vehicles after the parade and give to SK	Jun-25	
Sue Kiddie	High School layout plan drafted for procession entrants	Jun-25	
DTC	Send emails out to all procession entrants with arrival time & info on children's pick up point and coloured cards for front of vehicles, & parking. Arrive between 10am-11.30am	2 weeks before	
Joe Mayes	Create 2 x A3 laminated signs for 'children's pick up point' to go on MUGA after procession	Jun-25	
Sue Hurst	Book special insurance for Gillings truck	Jun-25	Ordered with Graham Sykes Insurance last year
	To contact Simon Gillings to see if we can use his truck again for Mayor and Dinsdale		
Sue Kiddie	Organise procession judges and inform of where they need to be and timings		
Doreen	Organise recovery of trophies from last year	May-25	
DTC	Print procession judging sheet x 5 copies	Jun-25	
	Entertainment		
	Research and get quotes from suitable entertainment acts for committee review. Add details to master spreadsheet. Chase for relevant paperwork from performers.	Feb-25	
Sue H	To book entertainment acts and Compere		
	To timetable acts for the main arena	Apr-25	
	Ask Masonic Lodge if we can use their building as a changing area for acts	Jan-25	
	Liaise with sound/lighting technician and acts on the day and oversee entertainment on the day		
DTC	Contact all entertainment acts before the event to run through any requirements, sound support requirements, send main arena schedule, inform of arrival times, performance timings, parking etc. (Main Arena Acts Letter saved on system)	May-25	
	Book Larry Gray's Funfair	Nov-24	
DTC	Update running order/briefing sheet for event compere and email over to him before the day	May-25	
	Finance		
Committee	To source prizes, vouchers or experiences for a prize hamper	Jan-25	
Sue H	To keep finance spreadsheet up to date, manage the Carnival accounts and provide statements and costings when required.	Ongoing from Sept-25	

	Town Window Dressing		
TBC	Update window dressing entry form and print copies	Apr-25	
TBC	Email/ Visits shops to organise competition	Apr-25	
TBC	To invite the new Mayor, previous window winner & Honoured Citizens to judge the displays the week leading up to Carnival		
TBC	Get window dressing trophy back from previous winner	end of May	
TBC	Create certificates for window display winners and trophy winners for Best dressed float, best walking group & most flamboyant PG cup	Jun-25	
	Promotion		
	Respond to all Facebook page private message queries and relevant comments	Sep-24	
KJ	Design logo to go on all paperwork	Nov-24	
KJ	Write press releases	Jan-25	
KJ	Promote when application form is 'live' and upload form to our website	Jan-25	
KJ	To release Carnival date and theme to the press, on social media and update website	Jan-25	
KJ	Create and schedule all Facebook posts on Diss Carnival page, ensuring shoutouts are done for everyone, all event info is shared etc. Promote cake stalls and car boot too	Jan-25	
KJ	Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc. Sponsors to be chased for relevant artwork	Feb-25	
	Add Carnival details to other online events listings	Feb-25	
KJ	Complete all promo perks for all sponsors from checklist including banners	Feb-25	Consider not including banners in the sponsorship packages next year?
KJ	Produce article for Diss Matters magazine to promote Carnival	Mar-25	
Robert Ludkin	Inform maintenance staff of date to collect banner, put up at agreed locations & remove	Apr-25	
Sonia Browne & another tbc	To liaise with Park Radio to arrange interview slots to promote the event	Apr-25	
KJ	To create carnival programme and promo poster, and organise print and distribution (get quotes)	May-25	
Keith / Robert	To arrange decoration of the town including bunting, banners and flags. Pearce & Kemp put up 3rd June last year at considerable cost. Flags are put up by Rob/Photo Elite	May-25	
Alex Rolfe	Update buckets with Carnival fundraising label	May-25	
TBC	Update A-Boards with main arena schedule and other key info	Jun-25	