

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 11<sup>th</sup> June 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)  
C. Halil (CH)  
K. Jaynes (KJ)  
S. Kiddie (SK) (Vice-Chair)  
K. Kiddie  
R. Ward (RW)  
Andy Rackham (AR)  
J. Mayes (JM)  
L. Montgomerie (LM)  
Alex Rackham (ALR)  
S. French (SF)  
R. Ludkin (Buildings & Facilities Manager)

**CA0624/1 Apologies**  
Apologies were received from Sonia Browne.

**CA0624/2 Minutes**  
Members approved the minutes from the last meeting of the carnival committee. It was

**RESOLVED:** that the minutes of the meeting on 4<sup>th</sup> June 2024 were a true record and duly signed by the Chairman.

**CA0624/3 Declarations of Interest**  
There were none.

**CA0624/4 Public Participation**  
There were no members of the public present.

**CA0624/5 Items of URGENT Business**  
There were no items of urgent business.

**CA0624/6 Run-through of the day**

Members discussed a run-through of the whole event:

- a) **Procession** – The Committee thanked Kim for her work on the procession floats. Members discussed the available toilets at the school, including the two Portaloos that will be arriving on Friday at the High School. The committee discussed parking for the floats, and they were updated that coloured cards would be given out to vehicles to direct them at the end of the procession. KK is still finalising the volunteers for marshalling during the Parade and will update the committee on Sunday. He is still trying to source the key for the car park at John Grose. The committee discussed the lineup of the procession, and it was

**RESOLVED:** That the hedge monkeys will change places with the Garden project in the procession lineup to allow the members of this float to get to activities on the park that they are involved with.

**Action: New green card needed for the steam engine to go on park (SF; immediately)**  
**Action: Judging list to be updated and printed off (SF; immediately)**

- b) **Fun Day** – The committee discussed the final preparations for the fun day, it was noted that there is still outstanding paperwork for Larry Gray Funfair, and members were also updated on the changes to the map due to final alterations. It was noted that one of the bars had pulled out of the Carnival and the committee discussed asking another Bar whether they would like to stand in at this late stage. AA discussed the evening entertainment and updated the committee that he had finally finalised the running order with KJ that day. It was:

RESOLVED: To ask Wonky Donkey if they would like to stay on until 20:30 hours to cover the extra time in the evening.

**Action: To discuss with Wonky Donkey (TH; immediately)**

- c) **Volunteers** – The committee discussed the volunteers and it was noted that some of the volunteers were not available due to illness. Some changes needed to be made to the spreadsheet to highlight the changes. There was also a discussion about the briefing required for volunteers and the paperwork that was needed for each volunteer, it was also noted that all volunteers would need a Hi-Viz and a radio.

**Action: (SF; to make changes and print off new schedules; immediately)**

**Action: (SF; to make briefing sheets for each volunteer)**

**Action: (SF; to Call SB and see if she is helping with the judging of the floats this year; immediately)**

- d) **Infrastructure** – The committee was updated on all of the infrastructure including the toilets and bins that will be placed in the park on Friday morning. The committee was made aware that 4 members would be responsible for helping to remove the vehicles from the park at 5 pm, and the others would have to do litter picking and park clearance. Radios are being dropped off at DTC offices on Friday morning ready for Sunday. Masonic Lodge has stated that they are happy to have acts use their facilities as changing rooms from 10.30 am. It was also noted that the Baptist church would require 8 tables and 10 chairs for their activities.

**Action: (SF; to send a finalised copy of the schedule to him; immediately)**

**Action: (RL; to organise 8 tables and 10 chairs for Baptist church; immediately)**

**CA0624/7**

**Member Updates**

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

**CA0624/8**

**Date of Future Meeting**

Members noted the de-brief meeting of the Carnival committee is scheduled for **Tuesday 25<sup>th</sup> June 2024** at 7 pm.

The meeting closed at: 21:30 hours

SUB-COMMITTEE CHAIRMAN  
T. Howard