

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 26<sup>th</sup> November 2024 at 7pm.

In attendance: Kim Jaynes (KJ)  
Cllr Sue Kiddie (SK) (Chair)  
Andy Rackham (AR)  
Alex Rackham (ALR)  
Sarah Villafuerte-Richards (SV-R)  
Robert Ludkin (RL)  
Cllr John Robertson (JR)  
Julia Fairbrother (MTM Youth) (JF)  
Emily Forsdyke (EF)  
Bob Rogers (RBL)  
Mary Cotton (RBL)

- CA1124/1 Apologies**  
Apologies were received from Sue Brazier (SB), Cllr Doreen Collins (DC) and Vice Chair, George Waterman (GW). Sophie Scott (SS) from the Corn Hall was not in attendance but was only sent the email invitation the day of the meeting. It is understood she'd like to be involved.
- CA1124/2 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 12<sup>th</sup> November 2024 were a true record and duly signed by the Chairman.
- CA1124/3 Declarations of Interest**  
There were none.
- CA1124/4 Public Participation**  
There were no members of the public present. Larry Gray has been booked for the fun fair on 8<sup>th</sup> June and has some ideas – will come at a future meeting to discuss.
- CA1124/5 Items of URGENT Business**  
There were no items of urgent business.
- CA01124/6 Committee Membership**  
Committee membership was confirmed for Diss Carnival 2025 as above. KJ to contact those not present to confirm membership.  
**(Action: KJ, immediately)**
- CA1124/7 Theme**  
Members confirmed a theme for Diss Carnival 2025: Around Our World. Lots of variety within the theme, plenty of choice for entertainment. Parade participants to choose from a list of countries to celebrate, avoiding duplications. World Map to be reviewed at next meeting to ensure a good variety of countries are chosen.  
**(Action: SVR to provide world map, 21.01.25)**

Theme fits with other national events taking place in or close to June; Eurovision song contest,

World Eco Day, World Cup.

Research into Sustenta Carnaval – reusing costumes.

**(Action: JF, by next meeting)**

KJ to make minor amendments to 2025 logo (add travel ticket, change colour of passport to blue and play with the background blue to ensure the words and imagery stand out) and add on all paperwork. Theme promotion to be released in January with teaser video and logo. 'Coming soon' social post to schedule for early January.

**(Action: KJ, by next meeting)**

#### **CA1124/8 Infrastructure**

Members reviewed tasks on the roles and responsibilities list. JF confirmed as procession coordinator. KJ to send JF a list of past participants for emailing in the New Year and research for new groups. Melissa will take on infrastructure bookings. Ruth and Doreen had already agreed to review applications so it is hoped they would take on the stall coordinators role. SK to ask Catherine Browning if interested in helping.

**(Action: Members to note individual roles. KJ, SK, by next meeting)**

Site layout, stalls, infrastructure will be reviewed in January. Site meeting to be arranged with RL, ALR, AR, KJ & GW/EF. Committee to agree how many stalls and consider stage or arena depending on requirements. Pavilion could be 'stage' performance area for singers rather than a stage to keep costs down. Keep the arena for dancers, groups etc. Arena space in front of stage at Carnival 2024 wasn't as big and caused congestion in the area.

**(Action: KJ, January 2025)**

More food stalls needed to avoid queuing. Avoid having 'information only' stands. More 'have a go' stalls and must provide something fitting with the theme.

Framlingham country show have a good variety of stalls and entertainment – research for contacts.

**(Action: JF, by next meeting)**

#### **CA1124/9 Entertainment**

a) EF shared suggestions of performers: Dragon dancers, Chinese lion dancers, Moulin Rouge dancers, Karate, Bollywood dancers, Mariachi Band, Ukrainian Singing Group. EF to enquire about availability and quotes. EF also agreed to lead on entertainment asking for support where necessary.

**(Action: EF, by next meeting)**

Committee agreed it's important to look for new performers at the Fun Day rather than repeats of previous years to mix things up. Past performers would still be great in the parade.

Local groups to be contacted who would usually attend Lord Mayor's Procession, Notting Hill Carnival, local dance groups.

**(Action: MC, by next meeting)**

Mary to ask Waveney Choir, 20 members, if interested in performing themed songs.

**(Action: MC, by next meeting)**

Contact Norfolk Wildlife Trust to see what free activities they could provide at the Fun Day for kids.

JF to send EF list of people to contact for doing kids activities.

**(Action: JF / EF, by next meeting)**

Contact Bubblemania early for his availability to join parade and Fun Day – send EF Carl's details to enquire for availability to attend procession and do bubble display at Fun Day.

**(Action: KJ / EF, by next meeting)**

b) Members approved Park Radio's proposal for 'Battle of the Bands'. Committee agreed that the headline band needs to perform to suit the theme in some way, through costume and/or song choices. KJ to note act on master spreadsheet for entertainment. SVR to speak to Park Radio regarding scheduling battle of the bands and promo requirements.

**(Action: KJ / SVR, by next meeting)**

**CA1124/10 Finance**

The committee received an update on finances for Diss Carnival 2025. Starting budget is £8,441.93. Last year's expenditure was around £13,000. Income around £11,500. Cake stall, car boot and hamper are good fundraising opportunities. Happy to continue.

**CA1124/11 Sponsorship**

Members discussed sponsorship packages and agreed to review in January. Consider reducing some of the sponsor perks to assist with workload, not including banners or a free pitch, and reduce the costs to balance with number of perks. Add to next agenda for review.

**(Action: KJ, by next meeting)**

**CA1124/12 Member Updates**

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

A request has been made to the old Post Office building to paint in magnolia and AR suggested decorating the front to celebrate the Carnival theme in the lead up to June.

**(Action: SVR / committee, May/June)**

**CA1124/13 Date of Future Meeting**

The next date for the Carnival Committee will be Tuesday 21<sup>st</sup> January 2024 at 7pm. KJ to add date to calendar and propose list of meeting dates for remainder of year including debrief and 2026 first meeting for next meeting.

**(Action: KJ, immediately)**

The meeting closed at: 20.30.

SUB-COMMITTEE CHAIRMAN  
Cllr Sue Kiddie