

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Greyhound on Monday 4th April 2022 at 7pm.

In attendance: C. Keen (CK) – Chair
T. Howard (TH)
Cllr S. Kiddie (SK)
S. French (Deputy Town Clerk)

CA0422/1 Apologies

Apologies received from (KJ), (AR), (SB) and (RW)

CA0422/2 Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 7th February and 7th March 2022 were a true record and duly signed by the Chairman.

CA0422/3 Declarations of Interest

There were none.

CA0422/4 Public Participation

There were none.

CA0422/5 Items of URGENT Business

There were no items of urgent business.

CA0422/6 Stalls

Committee received an update on stalls confirmed for Carnival 2022. There are currently 28 stalls confirmed, DTC has received £1k of revenue to date for the stalls. Committee agreed that there is a need for a face painter, Committee were given an update on craft stalls, there is currently 8 stalls confirmed for the craft tent.

CA0422/7 Parade Floats

Members received an update on procession entries for Carnival 2022. There appears to be not a lot of interest in Floats so far this year, SK alongside KJ will do a push for floats after Easter. Insurance has been sourced for all floats. -

(Action: KJ to do a poster to push for floats for the carnival.)

CA0422/8 Entertainment

The committee received an update on entertainment for Carnival 2022. Full hardy circus has been booked, ladder walking and juggling, they will be in the parade and do 30 minutes in the area. Booked dog show with Hannah. Animal zoo has been booked which includes miniature donkeys, goats, sheep, and small animals. Lost in Translation circus go back with information awaiting further information.

(Action: SF to book Lost in Translation)

CA0422/9 Infrastructure

The committee received an update on Infrastructure, Portable loos are still required. South Norfolk have confirmed that the bus station can be utilized, SF to liaise with bus companies to ensure no conflict of interest. Bins to be sourced from SNC, Sue Kiddie to update at next meeting. Feather Factory have agreed to allow Carnival to use their car park for the day, a member of the team to collect the key the Friday before Carnival. Morrisons to be contacted by Tammy to contact Morrisons and Tesco to ask for them to lift charges for parking for the day. Cleaners are required for the day SF to liaise with (RL). Security guards quote sourced and awaiting one further quote to be received before a decision is made.

(Action: CK to confirm bookings for Portaloos.)

(Action: SF to speak to bus companies and Robert Ludkin.)

(Action: SK to talk to KK and GM reference large bins.)

- CA0422/10 Sponsorship**
The committee received an update on Sponsorship for Carnival 2022. There has been a great response to sponsorship and the committee are very pleased with the work carried out so far regarding sponsorship.
- (Action: KJ to start work on Banners for Carnival).
- CA0422/11 Finance**
The committee received an update on Finances for Carnival 2022.
- CA0422/12 Promotion**
The committee discussed promotion for Carnival 2022. The promotion to date includes the octogen at the Mere showing slides of previous carnival pictures. Program will be completed by KJ and disseminated nearer the time. Diss Matters will also have a double page spread which will go out to all homes in Diss at the beginning of May. Booze Barrow to be completed in June Booze barrel tickets to be sold on 17th & 24th June at the Market to be booked in by Melissa.
- (Action: KJ to work on Brochure for Carnival which needs to be delivered week commencing 6th June 2022)
(Action: KJ to liaise with Day burst to arrange delivery of brochures.)
(Action: SF to order lottery tickets and to check License to selling of tickets is in order.)
(Action: MH to book in Booze barrow sellers for the Market Place on the 17th & 24th June 2022.)
- CA0422/13 Progress report**
The committee noted actions on the Progress Report. Members were asked to cross off anything that had been completed and update Facebook. KJ to take updates off Facebook and put onto the report.
- CA0422/14 Member Updates**
The committee received updates from members not reported elsewhere on the agenda. Committee agreed that they would like the Balloon car will be in parade and doing bubble shows during the day. Committee were informed that the window dressing work has been completed and work will be completed, and that further work will be completed after Easter. Bar invites have gone out and tent to be arranged by Claire Keen. SK to arrange Cake stall 16th April and Car Boot 1st May 2022.
- Volunteers needed as stewards for Carnival
- (Action: SK to ask KK to contact Air Force Cadets, Army Cadets.)
(Action: SF to contact Councillors and local litter picking group to find some volunteers).
(Action: KJ to do a social post asking for volunteers).
- CA0422/15 Date of Future Meetings**
Members noted that the next meeting of this committee is scheduled for Monday 9th May, Monday 23rd May, Monday 6th June, Monday 20th June, Monday 27th June 2022 at 7pm.
- Meeting closed at: 21:15

SUB-COMMITTEE CHAIRMAN
C Keen