

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: town council@diss.gov.uk

Please ask for: Sonya French
Our ref: CA 20.06.22
Date: 16.06.22

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 Greyhound** on **Monday 20th June 2022** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 6th June 2022. (copy herewith)
3. **Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
4. **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*).
5. **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).
6. **Stalls**
To receive an update on stalls confirmed for Carnival 2022 (copy details herewith).
7. **Parade floats**
To receive an update on procession entries for Carnival 2022 (copy details herewith).
8. **Infrastructure**
To receive an update on infrastructure for Carnival 2022.
9. **Window Dressing Competition**
To receive an update on the Window Dressing Competition (copy details herewith).
10. **Finance**
To receive an update on Finances for Carnival 2022 (copy details herewith).
11. **Promotion**
To receive an update on promotion for Carnival 2022.

12. Progress Report

To note and update the progress report (copy details herewith).

13. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

14. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Monday 27th June 2022 at 7pm.**

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>R. Peaty</u>
<u>R. Ward</u>	<u>K. Murphy</u>

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Greyhound on Monday 6th June 2022 at 7pm.

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

CA0622/1 Apologies

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

CA0622/2 Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 9th May 2022 were a true record and duly signed by the Chairman.

CA0622/3 Declarations of Interest

There were none.

CA0622/4 Public Participation

There were none.

CA0622/5 Items of URGENT Business

There were no items of urgent business.

CA0522/6 Stalls

Committee received an update on stalls confirmed for Carnival 2022. There are currently 55 stalls, 8 of these stalls are part of the craft tent. 8 food vendors. Face painter organized by CK and will need to have a stall.

(Action: CK to organise the craft marquee with AR for 8- 10 stalls in craft tent).

CA0622/7 Parade Floats

Members received an update on procession entries for Carnival 2022. SK is working on confirming the floats for Carnival and can state that there is 25 confirmed. Committee discussed letters that need to be sent to all entrants prior to the event, ensuring dates are met. Procession will leave at 12.30 with a view to entering park around 1.00-1.15 pm. Awards will be presented to the best float, best walking group, most outrageous float or walking group this is the Pete Gillings Cup.

Judges have been arranged for the float voting and they are:

Ross Floyd from Midwich
Sara Smith Priory
Eric Taylor
George Waterman (Honorary Citizen)
Kim to help chaperone judges.

(Action: SK Procession Letters to go out by 17.06.22)

(Action: Mount Street parking letters to go out by 17.06.22) KK to do walcot road, CK & SF to complete Mount Street and Parkside Court).

(Action: CK to arrange Tropies for Procession Winners by next meeting)

CA0622/8 Entertainment

The committee received an update on entertainment for Carnival 2022. All of the entertainment has been arranged. No further entertainment is required.

(Action: CK Letters to entertainers providing details by 20.06.22)
(Action: CK to organise Titans arrival by 20.06.22)
(Action: CK to organise script for Compere, Lost Children by 01.08.22)

CA0622/9 Infrastructure

The committee received an update on Infrastructure, Radios are still required and Dep TC is dealing with this issue.

(Action: SF to organise Radios by next meeting)
(Action: AR to organise Stakes, ropes and bunting by next meeting)
(Action: AR to collect keys from feather factory by 30.06.22)
(Action: TH to organise sandwiches for event by next meeting)
(Action: CK to organise Marquee for craft stalls by next meeting).

CA0622/10 Sponsorship

The committee received an update on Sponsorship for Carnival 2022. We have had an amazing response for Carnival sponsorship and have raised in excess of £5k.

CA0622/11 Finance

The committee received an update on Finances for Carnival 2022.

CA0622/12 Promotion

The committee discussed promotion for Carnival 2022. SK to arrange booze barrel stall in Mere Street.

(Action: MH to book in Booze barrow sellers for the Market Place on the 17th & 24th June 2022.)
(SF to do earlier shift from 8am until 9am on booze barrow, TH & SK to do from 9am -12am).
(Board advertising Carnival to be placed by AR on Park Road (AR by next meeting)).

CA0622/13 Volunteering Rota

Committee talked through volunteers for carnival and amalgamated lists for allocation of roles.

CA0622/14 Progress report

The committee noted actions on the Progress Report.

CA0622/14 Member Updates

The committee received updates from members not reported elsewhere on the agenda.

Volunteers are still required as stewards for Carnival.

(Action: SF to contact Councillors regarding volunteering for a second time immediately)
(Action: KJ to do a social post asking for volunteers).
Action: AR to ask Rotary club to help with volunteering).

CA0622/15 Date of Future Meetings

Members noted that the next meeting of this committee is scheduled for **Monday 20th June, Monday 27th June 2022** at 7pm.

Meeting closed at: 21:20

SUB-COMMITTEE CHAIRMAN
C Keen

Stall holders

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes	On Ledger
2 nd Diss (S.A.) Scouts	Julia McCathie	Scouts Crockery Smash and Plant sale	Community Group	Yes	Yes	Yes		N/a	Crockery Smash needs to be alone: by mere.	
B B's Bakery	Becky Bridges	Cakes and Cookies	Food	Yes	Yes	Expires 3.6.22			Request for £80 and PL 21.5.22	
Bar Hire Norwich	Kent Roye	Bar		Yes				£250.00		14422
Bonner Wood Designs and Memorials	Melanie Bonner	Wooden Crafts (Hand turned and carved items)	Crafts	Yes	No	No			£50 RA and PL requested 13.4.22	
Brownie & The Bean	Charlotte Giddings	Brownie Gift Boxes	Food	Yes	Yes	Expires 11/3/22	yes	£80.00	Request for renewed PL tba	14269
Cam's Creations	Cameron		Craft Tent	Yes	Yes	Yes		£25.00		
Collette's Crepes	James Amps	Crepes and Waffles	Food	Yes	Yes	Yes	yes	£130.00		14351
Corn Hall	Libby Seymour	Brochures and flyers, Activity tbc Elephant puppets to accommodate	Other	Yes					Request for £80, RA and PL 2.3.22 Elephant puppets to accommodate?	
Dipple & Conway	Matthew Conway	Business	Sponsor					N/A	Sponsor	
Diss 41 club/Round Table	Des Fulcher									
Diss Brownies and Guides	Helen Bowman	tbc						N/a		
Diss Churches Together	Keith Rackham	Community Church	Charity	Yes	Yes	Yes		N/a	Want to be next to Hope Church	
Diss Fit Club	Anouska Stott	Fit Club	Other	Yes	Yes	No			PL, signed RA and £80 requested 21.5.22	
Diss Knit and Natter Group	Heather Chamberlain	Knitted elephants and circus themed items	Community Group	Yes	Yes			N/A	Were offered a free stall for 2020. Confirmation sent 24.1.22	
Durrants	Anna Wimpenny	Business	Sponsor	Yes	Yes	Expires 30.4.22		N/A	GOLD Sponsor	
Dyer Diner & Coffee Shack	Mark Dyer	Barista Coffee, Milkshakes, Burgers, Hot Dogs and Bacon Rolls – Wrapped Transit Van	Food	Yes	Yes	Yes		£130.00		14328
Earth Goddess Jewellery by Jai	Janine Paice	Handmade Holistic Jewellery	Craft Tent	Yes	Yes	Yes		£25.00	Completed.	14333
Elsie's Pizza	Chris Holmes	Wood Fired Pizza	Food	Yes	Yes	Yes	yes		Request for £130 22.4.22	
Florenco's Coffee	Connor Florenco	Coffee Stall (In Market Sq)	Food	Yes	No	No	No	£130.00	Get PL and RA from DTC	14293
Frames and Conservatories Direct	Gavin Barson	Mobile Exhibition Truck	Sponsor	Yes	Yes	Yes		N/a	electric? Email to Gavin 9.6.22	
Fying Chef aka Andy Hotdog	Andy Garrard	Hotdogs	Food	Yes	Yes	Expires 6.4.22	yes	£130.00	updated PL to be sent	

Stall holders

Get Me Out The Four Walls	Lucinda Terry	Promoting Support & Play Sessions and free craft activities	Charity	Yes	Yes	Expires 18.4.22		N/a	Can no longer do stall, but will flyer the park instead.	
Gosman Spoons	Nicolas Gosman	6" Pitch – Handcrafted Wooden Spoons and Demonstration	Crafts	Yes	Yes	Yes		£50.00	Completed. 2 pymts received for £50. Sue H dealing	14286
Granny's Little Charms	Jasmine Tobias / Kevin Kincarr	Shabby Chic handmade items	Crafts	Yes	Yes	Expires 12/2/22		£80.00	PL to be sent once renewed. Confirmation sent 24.1.22	14261
Groundwork East	Katy Mossman	Water Pollution Info – crafts and activites and Car display	Charity	Yes	Yes	Yes		N/a	Car from parade to park by pitch	
Harris's Hog Roast	Dave Harris	Hog Roast	Food	Yes	Yes	Yes		£130.00	Completed.	14266
Heywood Sports	Tom Bobbins	Bar		Yes				£250.00		14398
Hope Church	Kim Boardman	Community Church	Community Group	Yes	Yes	Yes		N/a	Completed.	
Jack and Norah	Andrea Hannon	crochet items, clothing, handmade cake toppers and craft kits	Craft Tent	Yes	Yes	Yes		£25.00	Completed.	14390
Jens Makes and Creates	Jen Lord	Homemade Cakes	Food	Yes	Yes	No	yes		£80 requested with PL 3.3.22	
Kingsley Healthcare	Mandy Bowers/Stephen Pullinger	Business	Sponsor	Yes	Yes	Yes		N/a	Completed.	
Little Treasures	Linda Williams	kids balls / toys /plaques & signs	Other	Yes	Yes	?		£80.00	PL requested 17.3.22	14352
Made With Love and More	Sophie Bailey	various keepsakes	Craft Tent	Yes	Yes	No			£25 requested with PL 3.3.22	
Marmalade Mountains	Ruby Pease	Earrings?	Craft Tent	Yes	Yes	Yes			£25 requested 2.5.22 Email said she has 6mx3m table!!	
Midwich Plc	Ben Thompson / Lesa Orford		Sponsor					N/a		
Montgomerie Masonic Lodge	Neil Morley	Masonic trailer	Community Group	Yes	Yes	No		N/a	Fee waived in lieu of Titan	
Norfolk Blood Bikes	Alix Freeman	Badges, Face masks and Pens raising money for charity.	Charity	Yes	Yes	Expires 10.3.22		N/a	Want 3x3 Pitch plus Car and 2 bikes on park. Need to be on end as Car & Bikes will be in parade.	
Park Radio	Linda Bryant	Music Playing	Community Group	Yes	Yes	Yes		N/a	4m x3m gazebo. Electricity needed for Mixing Desk and Sneakers!	

Stall holders

Party In a Box	Melanie Walker	Candy Floss / Popcorn and Chocolate Fountain	Sweets	Yes	No	No	No	£80.00	PL and RA required.	14271
Phoenix Bird of Prey Rescue	Denise Elyot	Tombola and Kids Game (prize every time)	Charity	Yes	Yes	Expires 27.5.22		N/a	PL to be sent once renewed. Confirmation sent 16.2.22	
Phoenix Squared	Cailin Phoenix	Handmade clay jewellery and gifts	?	Yes	Yes	only for £1m			Emailed 9.6.22 PL needs upping and need to know if craft tent or pitch.	
Prettys Wax	Diane Pretty	Wax Melts	Other	Yes	Yes	Expires 28/03/22		£80.00	New PL needed.	14314
Prints and Crafts by Claire	Claire Sales	prints and dyes onto materials	Craft Tent	Yes	Yes	Yes		£25.00	Completed.	14366
Priory Healthcare	Sara Smith	Healthcare Recruitment	Sponsor	Yes	Yes	Expires 1.7.22		N/a		
Red Panda			Craft Tent	Yes	Yes	Yes		£25.00		
Rosedale Funeral Home	Kerry Welch	Business	Sponsor	Yes	No	No		N/a	Sponsor	
Royal Air Force Air Cadets	Ben Rogers / Georgia Brinkley	Recruitment & Fundraising (Tombola/Raffle)	Community Group	Yes	No	No		N/a	simulator? Emailed Ben 17.3 to confirm and request RA and PL	
Royal Air Forces Association	Peter Bensley	RAFA Fundraising	Charity	Yes	Yes	Yes		N/a	Completed.	
Scent So Good	Hayley Palmer	Wax melts, candles, etc	Other	Yes	No	No			Bottle of Gin Donated. Cancelled via email 25.4.22	
SassDotCom	Sheila Maymair	Face Painter	Other	Yes	Yes	Yes		N/a	Fee waived as Sheila doesn't charge kids	
Southwold Succulent Co.	Niamh Mullally	Vintage Houseplanters	Crafts	Yes	Yes	Yes		£50.00	Completed.	14292
Spie Jewels	Susan Caves	Jewellery	Crafts	Yes	Yes	Expires 21.5.22		£50.00	£50 and PL requested 17.3.22	14364
Stardust Spirits	Garry Bowman	Handmade Small Batch Spirits and Liqueurs for Offsite consumption	Crafts	Yes	Yes	Yes		£80.00	Completed.	14298
Suffolk Village Ciders	Peter Runacres	Cider stall	Other	Yes	Yes	Yes			£80 requested 6.6.22	
Suffolk Spice Fusion	Poppy Singh	Indian Streetfood	Food	Yes	Yes	Yes	Yes		£130 Requested 9.6.22	
Sweets and treats	Charlie Knights	Sweets – Pick n Mix	Sweets	Yes	Yes	Yes			£100 requested 17.3.22	
The Bucket List	Nathan Boon	Loaded Chips	Food	Yes	No	No	No		£130 and RA requested 22.4.22	
The Dog House	Helen Swain/Dawn Taylor	Gifts for Dogs	Other	Yes	Yes	Yes			Cancelled via email 5.22	
Tropic Skincare	Rachel Digganes	Skincare range retailer	Other	Yes	No	Yes			£50 requested 3.3.22. Also wants to be next to craft tent	
UPP Corporation	Samantha Jeffries	Business	Sponsor	Yes	Yes	Yes		N/a	Completed.	14343

Stall holders

Wood N Clay	Michael Yeomans	Ceramic and Wooden Gifts	Crafts	Yes	Yes	Yes	£50.00	Completed.	14367
Zarya Handmade UK	Avonie Tang	handmade baby and child clothing and accessories	Craft Tent	Yes	Yes	Yes	£25.00	Completed. Wants to be next to a friend?	14394
							£1,730.00		

Diss Carnival Procession Order

Please read the below procession order and timeslots for entrants to arrive at the High School.

It is particularly important that you arrive as per your time slot, this will ensure that Stewards are able to position all entrants in the order of the Procession.

All entrants in **purple** are to arrive at the High School between 10.00 – 10.30 am.

All entrants in **orange** are to arrive at the High School between 10.30 – 11.00 am.

All entrants in **Blue** are to arrive at the High School between 11.00 -11.30 am.

1. Town Clerk and Deputy Town Clerk Leading Procession
2. Band
3. Mayor, Dinsdale, Midwich, Honoured Citizens (travelling in Gillings vehicle)
4. Red Hatters
5. Rosedale Funeral Home - Trailer & Wicker elephant
6. Diss Primary Academy
7. De Lucy House
8. Believe In Magic Parties
9. Diddy Long Legs – Stilt Walkers
10. Merryfield's Nursery in Vintage tractor and trailer
11. Greasepaint Academy
12. Tribe All
13. Get me out the four walls
14. 1st Diss Brownies and Rainbows
15. Clown x 4

16. Lost in Translation elephants
17. Lost in Translation Stilt Walkers
18. Rock Paper Glass
19. The Voice Squad
20. The Corn Hall
21. Priory Healthcare
22. Groundwork East – 2cv car with clowns
23. Kingsley Healthcare
24. 2nd Diss Scouts

25. Frames and Conservatories
26. The Garden project
27. Bubble Truck
28. Park Radio
29. Fire Brigade Engine

Air Cadets and Army Cadets to walk alongside the Parade with buckets, Keith Kiddie to walk behind the Parade.

Diss Carnival is brought to you by the Carnival Sub-Committee of Diss Town Council.

Get in touch: towncouncil@diss.gov.uk • www.diss.gov.uk • 01379 643848 • 11-12 Market Hill, Diss, IP22 4JZ

Diss Town Carnival & Fun Day Window Dressing Competition 2022

Listed below are the shops and businesses that have entered.

Spires Solicitors
Leslie Ward
C - Pride Animal Rescue
Kingsley Home Care
Bella Beauty
Hilary and Alice
Beckford and Lewis
C - Mind
Grape tree
Diss Publishing
Tatters
Frames, Conservatories Diss
Youbie's
C - Break Charity
Co-op Travel
Durrants
Flories
Saracens Head
The Waterfront
Hemstocks
Myhills Pet and Garden
Whittley Parish
Photo Elite
Copy Diss
Just A Label
USA Sensations
Fredericks Fine Food
Number 11
Make it Special
C - Oxfam
The Dealers Choice
Diss Antiques
T W Gaze
Scrivens
Travis Perkins
Adkin's Opticians
C - PACT
Dipple and Conway Opticians

JUDGING DATE: Possibly Friday 1st July or Saturday 2nd July

CATEOGRIES: Best Window, 2nd Place, 3rd Place

PRIZES: The winning window will receive a trophy, a framed photograph of their window (photographed and framed by Photo Elite) and an article in the Autumn/Winter edition of 'Diss Matters' magazine which is delivered to all Diss households.
2nd and 3rd place winners will receive a certificate each.

From: [Alex Jamieson](#)
To: [Kimberley Jaynes](#)
Subject: Carnival Finances
Date: 16 June 2022 14:40:22
Attachments: [Carnival Finance sheet for Committee 31.05.22.pdf](#)

Dear Kim,

Please find attached the carnival spreadsheet.

This is inclusive of transactions upto 31/05/22, since then I have received into the bank (so it is inclusive of VAT) £80 from Runacres PJ & HM, £50 from A Bonner and £80 from Diss Fit Club, which I have not received any paperwork to inform of what these sums are for.

We have also received £500 (inc VAT) from Frames & Conservatories which I believe is sponsorship, this will be added to the spreadsheet once I have received confirmation.

I will forward you and the committee any further updates as soon as possible.

Kind regards,

Alex Jamieson

RFO – Diss Town Council
11/12 Market Hill
Diss, IP22 4JZ
Tel: 01379 643848 (Ext #204)
Email: [REDACTED]

CARNIVAL FINANCES

16/06/2022

INCOME

(excluding VAT)

EMR B/F	£	8,670.73
Council Contribution	£	625.00
Car Boot	£	359.17
Car Boot	£	505.00
Donations	£	500.00
Cake Sale	£	337.00
	£	<u>10,996.90</u>

Stallholders

Harris Hog Roast	£	108.33
Andy Garrard	£	108.33
Gosman Associates	£	41.67
Garry Bowman - Stardust Spirits	£	66.67
D.Pretty - Wax Melts	£	66.67
Grannys Little Charms	£	66.67
Brownie & the Bean	£	66.67
M Walker - Party in a box	£	66.67
Southwold Succulant	£	41.67
Florencos coffee	£	108.33
M Dyer	£	108.33
J Paice - Craft Tent	£	20.83
Amps A&J Collettes crepes	£	108.33
Yeomans CN - Wood N Clay	£	41.67
C.Sales - Prints & Crafts	£	20.83
Caves SM - Spie Jewels	£	41.67
Mrs P A Davison - Red Panda Craft	£	20.84
Mrs P A Davison - Cam's Creations	£	20.83
Andrea Hannon - Jack & Norah	£	20.83
Zarya Handmade UK	£	20.83
Heywood Sport - Bar Stallage	£	208.33
Norwich Bar (Keson-Inv Ltd)	£	208.33
Mr & Mrs Williams - Little Treasures	£	66.67
Rosedales Funeral Home	£	83.33
Inflata Fun sweets & treats	£	83.33
	£	<u>1,816.66</u>

Sponsorship

Gillings of Diss	£	208.33
Midwich	£	833.33
Dipple & Conway	£	416.67
Kingsley Health Care	£	416.67
Fonemagic	£	208.33
UPP Corporation Ltd	£	416.67
Beckford & Lewis	£	208.33
Durrants	£	416.67
Priory Healthcare	£	833.33
Pearce & Kemp	£	83.33
Simply Sound & Light	£	208.33
Lexham Insurance	£	416.67
Rosedales Funeral Home	£	208.33
The Voice Squad	£	208.33
Adkins Opticians	£	208.33
Frames and Conservatories	£	416.67
	£	<u>5,708.33</u>

Total Income

£ 18,521.89

EXPENDITURE

Admin

Car Boot Advertising	£	7.92
Raffle Tickets	£	32.95
Fatstickman banners	£	360.00
Carnival Flags	£	149.16
Cable Ties	£	17.06
Carnival Booklets Print	£	753.00
Octago Advertising	£	85.00
Sponsor Banners x5	£	300.00
Gillings Carnival Banner	£	60.00
Brochure Delivery	£	303.00

Procession

Vibe Streets Band	£	500.00
Procession insurance	£	76.96
Road Closure	£	38.66
Diddy Long Legs	£	300.00

Fun Day

Wycombe Petting Farm	£	550.00
The Foolhardy Folk	£	420.00
Line Marking Paint	£	30.85
Lost in Translation	£	8,180.00
Sound System Hire	£	660.00
	£	<u>12,824.56</u>

Balance inc prev years surplus

£ 5,697.33

Additional Pending payment/invoice

PENDING INCOME

Stallholders

A Bonner	£	41.67
Fit Club	£	66.67
Runacres RJ & HM	£	66.67

Sponsorship

£ 175.01

PENDING EXPENDITURE

P/O Number

Admin

Procession

Titan	£	2,300.00	21/5986
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Merv Lambert traff mgt

£ 498.60 22/6079

Fun Day

Paul Preston Mills	£	175.00	22/6050
Premier Toilet Hire	£	480.00	22/6122
Phoenix Events Security	£	703.50	22/6151
	£	<u>4,157.10</u>	

Working balance

£ 1,715.24

CA0522/7		To send Mount Street Parking letters out to residents	KJ, SF	by 17.06.22	Printed need volunteers to deliver
		To arrange for KK to attend next meeting	SF	immediately	Completed
		To organise judges before the event	SB	day of event	Completed
CA0522/8	Entertainment				
		To organise Town Clerk to be main arena organiser	SF	by 12.05.22	Town Clerk/Sonya Daughter to share
CA0522/9	Infrastructure	To organise radios	SF	by 20.05.22	Completed
		To find Hi-Vis jackets	SF	by 20.05.22	done
		To organise Sharon at First Aid	CK	by next meeting	Completed
		To organise parking for visitors in Tesco/Morrisons	TH		tesco confirmed yes. Morrisons still waiting
		To organise float for refreshments	SF	by 30.06.22	Completed Rfo will deal with this
CA0522/10	Sponsorship	To order banners for sponsors and chase artwork	KJ	immediately	done
CA0522/12	Promotion	To work on Carnival Programme which needs to be delivered w/c 6th June 2022	KJ	ongoing	done
		To liase with Day Burst to arrange delivery of brochures	KJ		done
		To book in Booze Barrow sellers for the Market Place on 17th & 24th June 2022	MH		done
		To put together an A4 and A5 leaflet for Carnival	KJ	immediately	done
		To laminate A4 Carnival leaflet and put up around town	TH and RW	by 05.06.22	done
		To deliver A5 leaflets around local shops	TH and RW	by 05.06.22	done
CA0522/13	Progress Report	To update progress report with updates from Facebook group	KJ	ongoing	

CA0522/14	Member Updates	To contact Councillors regarding volunteering for a second time	SB	immediately	
		To contact local litterpicking group to find some volunteers	SK	immediately	
		To do a social post asking for volunteers	KJ	immediately	done
CA0622/6	Stalls	To organise the craft marquee with AR for 8-10 stalls in craft tent	CK		
CA0622/7	Parade Floats	To send procession confirmation letters to entrants	SK	by 17.06.22	
		To deliver parking letters to Mount Street residents	CK	by 17.06.22	
		To deliver parking letters to Parkside Court residents	SF & KJ	by 17.06.22	
		To deliver parking letters to Walcot Road residents	KK	by 17.06.22	
		To arrange trophies for procession winners by next meeting	CK	by 20.06.22	
CA0622/8	Entertainment	To send letters to entertainers with event details	CK	by 20.06.22	
		To organise Titan's arrival	CK	by 20.06.22	
		To organise script for compere, lost children	CK	by 01.08.22	
CA0622/9	Infrastructure	To organise radios	SF	by 20.06.22	
		To organise stakes, ropes and bunting	AR	by 20.06.22	
		To collect keys from feather factory	AR	by 30.06.22	
		To organise sandwiches for event	TH	by 20.06.22	
		To organise marquee for craft stalls	CK	by 20.06.22	
CA0622/12	Promotion				

		To place Carnival advertising board on Park Road	AR	by 20.06.22	
		To do another social post asking for volunteers	KJ	immediately	
		To ask Rotary Club to help with volunteering	AR		