

TOWN CLERK
Mrs Sarah Villafuerte-Richards

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

Please ask for: Sonya French
Our ref: CA 05.03.24
Date: 23.02.24

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 5th February 2024** at **7.00pm** to consider the business detailed below.



Chief Operations Officer

AGENDA

- 1. Apologies**
To consider apologies for absence.
- 2. Minutes**
To approve the minutes of the last meeting held on 13th February 2024 and the amended minutes from 9th January 2024 (copy details 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. Stall Applications**
 - a) To receive an update on stall applications (copy details herewith).
 - b) To review and approve charity pitches (copy details herewith).
 - c) To discuss if there is a need for an extra bar in addition to the two already confirmed.
 - d) To discuss the cost received from the Baptist Church for activities and volunteers for erecting/dismantling the tent (copy details herewith).
- 7. Procession**
 - a) To receive an update on carnival procession entrants (copy details herewith).
 - b) To discuss ideas for the lead band at the front of the procession.
- 8. Finance**
To receive an update on Income and Expenditure for Carnival 2024 (copy details herewith).
- 9. Entertainment**
 - a) To receive an update on entertainment (copy details herewith).
 - b) To review quote from Believe In Magic for Jessie and Barbie cowgirl to be in the procession. (copy details herewith)
- 10. Sponsorship & Grants**
 - a) To receive an update on sponsorship.
 - b) To receive an update on grants from Diss Town Council.

11. Promotion

- a) To review a quote for printing the Diss Carnival programmes. (copy details herewith)
- b) To review a quote for distribution of the Carnival programmes by Falcon Publications.

12. Member Updates

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

13. Date of Future Meeting

To note the next meeting of the Carnival committee is scheduled for Tuesday 9th April 2024.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>S. Kiddie</u>	<u>D. Collins</u>
<u>S. Richards</u>	<u>A. Kitchen</u>
<u>K. Jaynes</u>	<u>E. Taylor</u>
<u>A. Rackham</u>	<u>J. Welch</u>
<u>T. Howard</u>	<u>S. Olander</u>
<u>R. Ward</u>	<u>M. Gingell</u>
<u>J. Mayes</u>	<u>K. Murphy</u>
<u>C. Halil</u>	<u>L. Sinfield</u>
<u>L. Montgomerie</u>	
<u>Al. Rackham</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 Town Council Offices on Tuesday 9th January 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk)
K. Jaynes (KJ)
S. Browne (SB)
S. Kiddie (SK & Vice-Chair)
R. Ward (RW)
Andy Rackham (AR)
Alex Rackham (ALR)
L. Sinfield (LS)
G. Waterman (GW)
C. Halil (CH)
J. Mayes (JM)

CA0124/1 Apologies

Apologies were received and accepted by committee from L. Montgomerie.

CA0124/2 Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 14th November 2023 were a true record and duly signed by the Chairman.

CA0124/3 Declarations of Interest

There were none.

CA0124/4 Public Participation

There were no members of the public present.

CA0124/5 Items of URGENT Business

There were no items of urgent business.

CA0124/6 Infrastructure

Members received an update on infrastructure booked for Carnival 2024 and discussed outstanding tasks on the roles and responsibilities list. SF gave a list of work that had been completed by the office regarding the infrastructure to committee members. All infrastructure has been booked but we are still awaiting responses from Graham Minshull regarding bins from SNC and Michelle Earp for use of the car park.

Committee discussed the First Aid quote received. Committee would like one more quote to be sourced for a comparison. TH will contact Norfolk Scouts Ice Emergency Aid for another quote as a comparison. It was

RESOLVED: To chase up the outstanding tasks on the Infrastructure list.
To research another first aid quote for 4 first aiders to cover carnival day.

(Action: SF to chase Graham & Michelle, by next meeting)

(Action: TH to get first aid quote, by next meeting)

CA0124/7 Application Form

Members reviewed the Carnival 2024 application form, scheduled for release on 12th January 2024, alongside the theme promo video. Deliberations centered on stall costs, with consensus reached that charity stalls would be priced at £60 each.

Additionally, it was highlighted that three complimentary charity pitches are open for application until the end of February. Notably, two of these free charity pitches have already been allocated to Air Cadets and Army Cadets in appreciation of their assistance on the day."

It was

RESOLVED: To accept the application form with some amendments.

(Action: KJ to action amendments and release form online on Friday 12th January)

CA0124/8 Entertainment

Members discussed entertainment ideas for Carnival 2024. AR and KJ updated the committee with ideas including gold panning, rodeo bull, vintage photobooth, calamity jane act, knife throwing. Texas two-step dance lessons, country music band, miniature donkeys and a stunt show. There were discussions around changing the site layout to create a larger space for more have-a-go activities and entertainment. Committee also discussed quotes for entertainment that had already been received. It was

RESOLVED:

To accept quote from Diddy Long Legs for 2 stilt walkers to join the procession and fun day.

(Action: KJ to send p/o number and confirmation by next meeting)

To confirm Hank DJ Sleek and accept quote for £500 to provide DJ Set and Honky Tonk dance lesson in pavilion.

(Action: KJ to give p/o number and confirmation by next meeting)

To contact Hannah from Hannah's Pet Services to see if she would like to organise the Fun Dog Show at this years Carnival.

(Action: KJ to contact Hannahs Pet Services by next meeting)

To contact Sam the Magic Man to enquire for a Wild West Punch & Judy Show.

(Action: KJ & TH, by next meeting)

CA0124/9 Site Layout

Members received an update on site layout ideas for Carnival 2024. There was a proposal from ALR & AR to make amendments to the site plan including moving the funfair to the car park, having a small stage with a semi-circle with hay bale seating, this would be situated close to the public toilets, food stalls would be positioned under the trees on the flat area of the park running adjacent to Park Road. The pavilion area would be utilised for country music and entertainment. There would also be a craft stall area near the play equipment incorporating a colouring area and crafts area for children.

The committee discussed having the pavilion entertainment continue on after the Carnival fun day

has ended, finishing later in the evening. Committee would like further information on time closure for this section of the event. Committee also discussed the need for extra security for this section of the event and this would be looked into for costs.

There were discussions around the bars needed for Carnival and it was agreed that there will be two mobile bars, one beside the pavilion and one elsewhere on the park. It was

RESOLVED:

To get AR to confirm closure time of the pavilion for entertainment and bars.

(Action: AR to get closure time to KJ by 19th January 2024)

SK requested that wild west themed cardboard cutouts were purchased and placed around the park and mere. It was

RESOLVED:

To get KJ to purchase celebrity cardboard cutouts in the carnival theme.

(Action: KJ by end of March 2024)

CA0124/10 Sponsorship & Grants

a) Members reviewed existing sponsorship packages form for businesses. It was

RESOLVED:

To include 'publicly thanked on tannoy at the fun day' as part of the bronze package.

To remove 'main arena' as location of gold and platinum sponsor banners and change to main stage and MUGA.

To get KJ to make the amendments to form and send email to local businesses to gain interest.

(Action: KJ, send out from 12.01.24)

b) Members discussed grant applications to submit for Carnival 2024. It was

RESOLVED:

GW will research into Aviva Grants and report back to next meeting.

TH and KJ to complete Tesco community grant application on 18th January 2024 at 10.00 hours.

(Action: GW, by next meeting)

(Action: TH & KJ, to complete grant application on 18.01.24)

CA0124/11 Member Updates

Committee received updates from committee members not reported elsewhere on this agenda. A discussion was held for an alternative hamper idea instead of the booze barrow. SK, SB and TH will source a variety of hamper prizes including vouchers and experiences and update committee at next meeting.

(Action: SK, TH & SB to source prizes by end of Feb 2024)

CA0124/12 Date of Future Meeting

Members considered and agreed dates for future carnival meetings. It was

RESOLVED:

The next meeting of the Carnival committee is scheduled for **Tuesday 13th February 2024 at 7pm** and that additional meeting dates would be as follows: 9th April, 7th May, 21st May, 4th June & 11th June 2024.

Meeting closed at: 21:20 hours

SUB-COMMITTEE CHAIRMAN
T. Howard

MINUTES

DRAFT

Minutes of the meeting of the Carnival Sub-Committee held at Diss Town Council Offices on Tuesday 13th February 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk)
L. Montgomerie (LM)
K. Jaynes (KJ)
S. Kiddie (SK) (Vice-Chair)
R. Ward (RW)
Andy Rackham (AR)
C. Halil (CH)
J. Mayes (JM)

CA0224/1 Apologies

There were apologies received from Sonia Browne (SB). No apologies were received from Liz Sinfield (LS) and Alex Rackham (ALR). George Waterman has resigned from the committee following other commitments.

CA0224/2 Minutes

Members requested some amendments to the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 9th January 2024 would be duly signed by the Chairman at the next meeting following the required amendments.

(KJ to make amendments immediately, TH to sign at next meeting)

CA0224/3 Declarations of Interest

There were none.

CA0224/4 Public Participation

There were no members of the public present.

CA0224/5 Items of URGENT Business

There were no items of urgent business.

CA0224/6 Finance

Members received an update on Income and Expenditure for Carnival 2024.

SF confirmed that infrastructure expenditure for Carnival would be considered at the Facilities meeting to be funded by Diss Town Council.

A discussion was made around hampers. It was confirmed that two different hampers will be created –

A food and drink hamper, a smellies hamper, it was also agreed that there would be an additional raffle with items tbc.

There would also be a tombola of Alcoholic beverages on the day of Carnival.

A letter with the Carnival logo will be created by SF to send to potential prize givers. TH will disseminate letter to local businesses.

Raffle tickets are to be purchased for the hampers.

It was

RESOLVED: To source hamper prizes for a food & drink hamper, smellies hamper and experiences raffle.

To create a letter with the Carnival logo on for sending to potential prize givers.

**(Action: SK to research prizes.
KJ to create headed letter for SF to write.
TH to send letter out, by next meeting
Admin Team to purchase raffle tickets)**

CA0224/7 First Aid

Members reviewed and discussed the quote for first aid cover for the Carnival event.

It was

RESOLVED: To accept the first aid quote from A11 Medical Services Ltd for £730. KJ to complete the quote acceptance form and return to them.

(Action: KJ, immediately)

CA0224/8 Entertainment

Members received an update on entertainment for Carnival 2024. They reviewed a quote from a band to lead the parade but it was agreed that further quotes would be required as they may need more than one band.

It was agreed to source other quotes for a suitable band or group.

An update was received regarding Voice Squad's performance at the Carnival Fun Day. Due to a full entertainment schedule on the main stage, committee suggested Voice Squad do a couple of singing flashmobs in the park for £90. KJ to enquire Voice Squad whether this would be agreeable with them.

KJ shared details of a Western Stunt Show by Evolve Entertainment and would like to proceed with this pending confirmation of cost– KJ to discuss logistics for what exactly they will do, space required, and the additional costings for travel.

The committee accepted a quote from Foolhardy Circus for £750 to do 2 performance slots including a specialist whip act, this price included a children's workshop by the Mere. KJ to confirm.

SF suggested that some 'wow factor' acts need to be in the parade and the committee were tasked to research some acts and bring them back to the next meeting in March.

It was

RESOLVED: KJ to speak to Birgitta regarding Voice Squad's performance.
KJ to confirm the quote from Foolhardy Circus and give p/o number.
KJ to liaise with Evolve Entertainment on details for the Western Stunt Show and confirm costings before proceeding.
Committee to research into 'wow factor' acts to join the parade and find a band or group to lead the parade.

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

CA0224/9 Stall Applications

- a) Members received an update on stall applications. Committee took note that there are 19 stall applications which have been approved so far. KJ will do promotions online to encourage more stalls and send generic emails out to possible stallholders. AR stated that they would like to have one more small bar and has suggested that KJ contact another gin/whisky bar.

Committee received a pending application from a balloon seller who attended last year selling balloons around the park. Committee accepted the application to have a roaming balloon seller for. TH will respond via email to confirm their booking and request payment.

**(Action: KJ to research a gin/whisky bar, by the next meeting.
KJ to promote on Facebook for more stallholders, by the next meeting.
TH to respond to Balloon Occasions to accept their application, by the next meeting)**

- b) Members discussed charity pitches. It was agreed these will be chosen at random at the next meeting.

CA0224/10 Sponsorship & Grants

- a) Members received an update on sponsorship received. There is currently a total of £3,958.33 received from sponsorship to date. The committee will continue to draw interest in sponsorship.
- b) Members received an update on grant applications. KJ confirmed the Go For It grant application was sent to SNC today. Unfortunately, Carnival does not qualify for other well-known grants such as Tesco Stronger Starts and Aviva.

CA0224/11 Member Updates

Committee received updates from other committee members not reported elsewhere on this agenda.

It was agreed that the small boats that were originally made in Diss which attended Carnival last year can reattend again this year due to their popularity and historical interest – SF to email them to confirm.

(Action: SF, by next meeting)

AR shared an update of the draft site plan with committee.

The Baptist Church has confirmed they are happy to lead on the colouring/craft area and could also provide face painting, making sheriff badges, giant Connect 4, bracelet making, toys for toddlers – the committee would like to proceed with the additional activities. KJ to correspond with Ben Mansfield to confirm.

(Action: KJ, by next meeting)

AR will contact Simeon at Simply Sound once the draft site plan has been completed to discuss the quote.

(Action: AR, by next meeting)

RW provided an update on the window dressing competition. Leslie Ward has confirmed to go round and judge the windows with the rest of the panel. RW to liaise with KJ to update entry forms and printing for shops.

(Action: RW, by April)

Carnival Committee agreed to get a quote from TC Printers for printing the Carnival programs again –KJ to source a quote and enquire with Falcon Publications for possible delivery courier

contact as Dayburst no longer operates.

(Action: KJ, by next meeting)

CA0224/12 Date of Future Meeting

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 5th March April 2024** at **7pm**.

Meeting closed at: 21:15 hrs

SUB-COMMITTEE CHAIRMAN
T. Howard

Stall Name	Type of Stall & measurements	App Form	RA	PL	Hygiene Cert	Paid
M & M Sweet Treats	Sweet Treats & Bakes. 3m x 3m plus parking van	Y	Y	Y - expires in May 2024	Y	Y £120 paid 15332
Fully Loaded Fries	Loaded Fries with toppings, soft drinks in cans, Converted Horse Trailer 5m x 3m	Y	Y	Y	Y	£180 due
Designer Farmer Cat Ltd	Rainbow Street Food - Kebabs, meat salad box, wraps. 3m x 3m Gazebo	Y	Y	Y	Y	£120 due
Yellow Door Eats	Woodfired Pizzas - Homemade dough, various toppings with themed names 3m x 3m	Y	Y	Y	Y	£120 due - paid 15566
Dyers Diner and Coffee Shack	Burgers, Hotdogs, Bacon, Egg. Coffees, milkshakes, frappe, slushies. 3m x 4.5m	Y	Y	Y	Y	£180 due
My Bubbles Waffles (bar aswell?)	waffles/ waffle cones with sweet toppings					Free pitch in return for rodeo bull, gold mining and staging
Wonky Donkey Mobile Bar	Horsebox Bar - 6m frontage, serving at rear and side.	Y	Y	Y	Y	£350 due
Party In Box	Fresh candy floss on sticks in bags, 3m x 3m gazebo with generator	Y	Y	due	Y	£120 paid by bacs 15582
Suffolk Village Ciders	Craft Cider in bottles and by glass on the day. 3m x 3m	Y	Y	Y	n/a - has mid suffolk alcohol	£120 due
Away With The Fairies	Craft Stall 3m x 3m - handmade boho jewellery and wooden keyrings	Y	Y	Y	n/a	£60 due - will pay by bacs on 8th Feb
Prettys Wax	Wax and home fragrance products. 3m x 3m Gazebo	Y	Y	Y - expires in March 2024	n/a	£60 due
Grannys Little Charms	Scrabble frames, keyrings, wooden craft products, bottle openers, dog treat tins 3m x 3m	Y	Y	Y - expires Feb 2024	n/a	£60 paid by bacs 15549
Rosedale Funeral Home	Teddy Tombola - Name The Bear, Lucky Dip, 3m x 5m	Y	Y	Y	n/a	£180 Paid by bacs 15572
Toy Stall	Toy Stall /Crafts 3m x 3m	Y	Y	Y	n/a	£60 paid by bacs 15557
Abbes Attic	Handmade Recycled Vintage Jewellery for the whole family. 3m x 3m gazebo	Y	Y	Y	n/a	£60 paid by bacs 15559
Spie Jewels	Craft Stall Jewellery and accessories	Y	Y	Y	n/a	£60 due - paid 15570
Kingsley Homecare	Raffle, Giveaway Bags 3m x 3m	Y	Y	Y	n/a	£120 due
Priory Healthcare - PLATINUM SPONSOR		Y	Y	Y	n/a	Pitch included with their platinum sponsorship
Diss Baptist Church - JAM MARQUEE TENT	Marquee to be positioned by path - for colouring & activities 6m x 12m (position next to their stall) face painting, crafts, sheriff badge making, colouring, giant connect 4 & jenga, bracelet making, toys for toddlers, icing biscuits, tin can alley target practice, lasso training	Y	Y	Y	n/a	Free

Stall Name	Type of Stall & measurements	App Form	RA	PL	Hygiene Cert	Paid
Diss Baptist Church	3m x 3m Stall	Y	Y	Y	n/a	Free pitch as they are running the craft/colouring area
Air Cadets						Charity Pitch
Army Cadets						Charity Pitch
Diss Scaffolding - PLATINUM SPONSOR						Pitch included with their platinum sponsorship
WALKABOUT BALLOON SELLER: Balloon Occasions		Y	Y	Y	n/a	£105 paid by bacs 15579
[REDACTED]						
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

From: [Ben Mansfield](#)
To: [Kimberley Jaynes](#)
Subject: Re: Carnival activities - query
Date: 27 February 2024 08:02:08

Hi Kimberely,

Thanks for email.

Please find below items that we need for the carnival:

- Water pistols - super soaker x3 so we have spare
- Wild West Photo backdrop
- Wooden badges star shaped
- Metallic markers for these
- Permanent markers
- Pins or clips for backs
- Magnets to make them as fridge magnets?
- Iced biscuit ingredients
- Cowboy hats for leaders
- Lasso rope or hoop on rope
- Bracelet kit for making themed keychains with cactus, horse shoe charms
- A booth with 'Wanted poster ' to pose behind and photograph on phone Hobby
- horse activity- garden canes with precut horse heads to decorate and name
- Miniature cowboy hats to decorate
-
-
-

I think we are probably looking at £100 in total for all these items

Happy to chat this over if easier

Regards

Ben

Entry Name	Contact	Type	Phone	Email	Judges	Notes
Diddy Long Legs	[REDACTED]	2 x stiltwalkers				
Merryfields	[REDACTED]					
Cheeky Cherubs Baby & Toddler Group	[REDACTED]	Walking group with buggies		[REDACTED]		Requested to be behind or close to Merryfields. Awaiting form.
Tribe All	[REDACTED]			[REDACTED]		
Norfolk Blood Bikes	[REDACTED]	2 Motorcycles	[REDACTED]	[REDACTED]		Form received
Norfolk and Suffolk 4 x 4 Response	[REDACTED]	1 vehicle with a 6 x 4ft trailer	[REDACTED]	[REDACTED]		Form received
Keshar Whitelock, David Whitelock, Peter Hood & Jenny Bacon	[REDACTED]	4 people walking	[REDACTED]	[REDACTED]		Form received
Kingsley Homecare	[REDACTED]	1 vehicle - Kingsley home care car	[REDACTED]	[REDACTED]		Form received
Star Wars Galactic Troopers	[REDACTED]	Sci Fi Costume group - walking. They will dress with a wild west twist		[REDACTED]		Form received
The Hedge Monkeys		Local skiffle/hillbilly/country band - to perform in pavilion and join parade				£250-£300 quoted. P/O to be given - pending contact from Andy R
Sweet Fantasy Dance	[REDACTED]	Walking group of 12 people- dancing. Car to follow playing music.	[REDACTED]	[REDACTED]		Form received
Diss Vixens Women's & Girls Rugby Team	[REDACTED]	Walking group of players from Diss Vixens Rugby team, wearing the match kit, doing small passing drills with balls, lifts etc. Others handing out leaflets	[REDACTED]	[REDACTED]		Form received
Fiery Foxes/ The Red Hatters	[REDACTED]	Walking group of 10 people	[REDACTED]	[REDACTED]		Form received
Priory Healthcare	[REDACTED]	Walking group	[REDACTED]	[REDACTED]		Form received. Priory would also like to be a procession judge as part of their sponsor perks

Monterey Line Dancers

Small vintage 1935 dodge truck as a float

Form received

Diss Primary Academy (school)

Walking group 30 adults/children

Form received

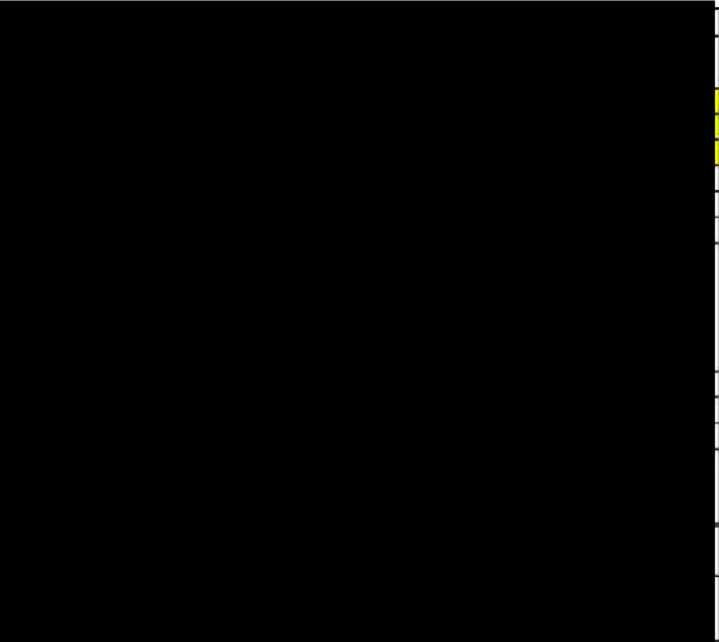
INCOME					
	GROSS	VAT	TOTAL NET INCOME	Date Paid	Receipt /Po No
FUNDRAISING					
Car boot Sale					
Cake Stall					
Hamper/ Ticket Sales					
SPONSORSHIP					
Phoenix Events East	£ 250.00	£ 41.67	£ 208.33		
Travis Perkins	£ 100.00	£ 16.67	£ 83.33		
Pearce & Kemp	£ 100.00	£ 16.67	£ 83.33		15550
Larking Gowen LLP	£ 100.00	£ 16.67	£ 83.33		15560
Baileys Fish and Chips	£ 250.00	£ 41.67	£ 208.33		15544
Tudor Bakehouse	£ 250.00	£ 41.67	£ 208.33		15531
Reads Property	£ 250.00	£ 41.67	£ 208.33		15546
Lexham Insurance	£ 500.00	£ 83.33	£ 416.67		15532
Dipple and Conway	£ 500.00	£ 83.33	£ 416.67		15534
Priory Healthcare	£ 1,000.00	£ 166.67	£ 833.33		15577
Rosedale Funeral Home	£ 100.00	£ 16.67	£ 83.33		15567
H.L Perfitt Stonemasons	£ 100.00	£ 16.67	£ 83.33		15576
Adkins Opticians	£ 250.00	£ 41.67	£ 208.33		15563
M Scott Properties	£ 500.00	£ 83.33	£ 416.67		15580
Diss Scaffolding	£ 1,000.00	£ 166.67	£ 833.33		
		£ -	£ -		
STALLAGE		£ -	£ -		
M&M Sweet Treats	£ 120.00	£ -	£ 120.00		15332
Grannys Little Charms	£ 60.00	£ -	£ 60.00		15549
Toy Stall - L&J Williams	£ 60.00	£ -	£ 60.00		15557
Abbes Attic - DG Yaxley	£ 60.00	£ -	£ 60.00		15559
Yellow Door Eats	£ 120.00	£ -	£ 120.00		15566
Spie Jewels	£ 60.00	£ -	£ 60.00		15570
Wonky Donkey Bar					
Dyers Diner & Coffee Shack					
Kingsley Homecare					
Prettys Wax					
Fully Loaded Fries					
Rosedale Funeral Home	£ 180.00	£ -	£ 180.00		15572
Suffolk Village Ciders					
Designer Farmer Cat Ltd					
Party In Box	£ 120.00	£ -	£ 120.00		15582
Balloon Occasions	£ 105.00	£ -	£ 105.00		15579
Away with the fairies					
TOTAL INCOME Actual	£ 6,135.00	£ 875.00	£ 5,260.00		
EMR from April 2024	£ 5,286.17		£ 5,286.17		
Council Contribution for 24-25	£ 1,250.00		£ 1,250.00		
TOTAL INCOME to Budget so far	£ 12,671.17	£ 875.00	£ 11,796.17		
EXPENDITURE					
PROMOTIONAL					
Banners					
Distribution of Carnival programmes					
Programmes x 5100 copies	£ 735.00				
PROCESSION					
Trophy presentation shield for Pete Gillings cup- Diss Trophy Cen	£ 50.00				24/6665
Nicky Driscoll - Stiltwalkers x 2	£ 360.00				24/6669
Core Highways - Traffic Management for Parade	£ 487.00				24/6672
NCC Road Closure	£ 40.55				
FUN DAY					
Phoenix Events East- 6 x Security Staff & Radios	£ 1,481.76	£ 246.96	£ 1,234.80		24/6663
Hank DJ Sleek / Matt Nunn Honky Tonk DJ Set & Lessons	£ 500.00	£ -	£ 500.00		24/6670
Story Photoboosts - Vintage Horsebox with wild west props	£ 600.00	£ -	£ 600.00	29.02.24	24/6671
Mervyn Lambert Toilets & Transport	£ 840.00	£ 140.00	£ 700.00		23/6652
Paul Preston Mills- Compere	£ 220.00	£ -	£ 220.00		23/6551
Mary Moppins - Additional toilets cleaning	£ 197.40	£ 32.90	£ 164.50		
Foolhardy Circus - performances and workshop	£ 750.00				24/6682

First Aid	£ 730.00				24/6681
Evolve Entertainment - Western Stunt Show	£ 2,104.80	£ 350.80	£ 1,754.00	29.02.24	24/6683
Bix.B Productions - Dj, Dance Lessons & Set Hire	£ 500.00	£ -	£ 500.00	29.02.24	24/6670
Simply Sound					
TOTAL EXPENDITURE so far	£ 8,861.51	£ 770.66	£ 5,673.30		

Entertainment

Artist	Contact	PO No	Invoice	Status	Amount	Paid
Paul Preston Mills - Compere	[REDACTED]	23/6551			£220.00	
Diddy Nicky (Nicky Driscoll x 2 Stiltwalkers for 3 sets)	[REDACTED]	24/6669			£360.00	
Hank DJ Sleek / Matt Nunn - Honky Tonk Set	[REDACTED]	24/6670	Y		£500.00	
Vintage Horsebox photobooth (Story Photoboosts) & wild west props	[REDACTED]	24/6671	Y		£600.00	
Gold Panning	[REDACTED]					
Rodeo Bull	[REDACTED]					
Tribe All dancers	[REDACTED]					
Baptist Church- Colouring Craft Area in gazebo and lots of free activities/games	[REDACTED]				£100 tbc	
Park Radio	[REDACTED]					
Fun Dog Show- Hannah's Pet Services	[REDACTED]					
The Hedge Monkeys (country music band)	[REDACTED]	to be given				
Evolve Entertainment - Wild West Stunt Shows	[REDACTED]	24/6683			£2,104.80	
Voice Squad	[REDACTED]					
Foolhardy Circus	[REDACTED]	24/6682			£750.00	

TOTAL: £4,534.80 £0.00



Believe In Magic Parties – QUOTE for character in parade

We would love to be a part of your event again this year. Unfortunately we don't currently have either of those characters available, however we have been considering adding Jessie to our line up so perhaps we could 'launch' her at the carnival? Pocahontas isn't a character that we would be looking at adding at this time.

Perhaps Barbie in her new 'cowgirl' outfit (from the new Barbie movie would be a good second option?

As with last year, we are able to offer you a significantly reduced rate to support your community event. However as our base has now moved out of Diss, we have had to increase our rate a little to allow for increased travel distance.

1 character / 1 hour - £70

2 characters / 1 hour - £110

1 character / 2 hours - £120

2 characters / 2 hours - £160

1 character / 3 hours - £170

2 characters / 3 hours - £210

Please let us know which of these options would be best for you and how you would like to proceed with your booking.

We would ask that if you are to proceed with your booking, that we would require exclusivity of these two characters at the event and that there wouldn't be any other 'Toy Story' characters or 'Cowgirl Barbies' as part of the parade from any other companies, charities or volunteers. This is to ensure that we maintain the magic for children and families in believing that our performers are the 'real' versions of these characters, which will not be the case if there are multiples present in the same place at the same time. Thanks in advance for your understanding of this.

With best wishes,

Lauren

The Believe in Magic Parties Team

Carnival programme printing quote – Town & Country Printers

Hi Kimberley

Title: 12pp A5 Booklet (115gsm)

Size/spec: A5: 12pp Self Cover

Printing: Printed in 4 colour process throughout

Materials: 115gsm Silk throughout

Finishing: Fold stitch, trim to size

Quantity Price: 5100

Price for 2024: £735.00

Prices are valid for 30 days

Regards Ashley