

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 18th April 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk & Vice-Chair)
K. Jaynes (KJ)
A. Rackham (AR)
S. Kiddie (SK)
R. Ward (RW)
A. Jamieson (AJ, Responsible Finance Officer)
R. Ludkin (RL, Buildings and Facilities Manager)

CA0423/1 Apologies

Apologies were received from Sonia Browne (SB).

CA0423/2 Minutes

Members approved the minutes from the last meeting. It was.

RESOLVED: that the minutes of the meeting on 4th April 2023 were a true record and duly signed by the Chairman.

CA0423/3 Declarations of Interest

There were none.

CA0423/4 Public Participation

There was none.

CA0423/5 Items of URGENT Business

There were no items of urgent business. RL discussed cleaning arrangements on Carnival Day and it was agreed that Mary Moppins will be contacted.

RL asked about the location of the A-boards and AR confirmed he will drop them off at the office ready to be updated.

**(Action: RL to contact Mary Moppins, immediately
AR, by next meeting)**

CA0423/6 Finance

Committee received an update on Income and Expenditure for Carnival 2023. The carnival committee noted the figures. AJ informed the committee that she is currently chasing outstanding income from stallholders and sponsors. There are still some additional expenditure costs to be added to the finance spreadsheet such as the celebrity cardboard cutouts and Mary Moppins cleaning costs once invoices have been received.

**(Action: AJ to add expenditure costs when invoice received
and Mary Moppins costs when RL books them, by next meeting)**

RL asked the committee about the hay bales arrangements this year and SK confirmed she will be contacting someone in May to see if they are available, weather dependant. SF discussed the option of using hard back chairs if hay bales are unable to be sourced or can't be sprayed with fire retardant spray but committee agreed a preference for hay bales. RL will look into options for hay bale health and safety and update committee.

(Action: RL to update committee on hay bales health and safety, by next meeting)

CA0423/7 Entertainment

Members received an update on entertainment for Carnival 2023. SF confirmed that the Masonic Lodge can be used on Carnival day as a changing area for main arena acts and some walkabout acts. The Masonic Lodge will be given a free stall pitch for providing this but KJ needs to find out the size requirements to allocate their plot on the site map.

(Action: KJ to contact Masonic Lodge regarding their free stall and ask about sizes. KJ to allocate them a pitch on the site map, immediately.)

CA0423/8

Stalls

The committee received an update on stall applications for Carnival 2023. The committee noted that 57 stalls are booked at the Fun Day and we will be fully booked at 60.

TH provided an update on free parking for Carnival day. Morrisons Supermarket have agreed to provide free parking for all visitors on the day and the John Grose car park (opposite their business) will be available to stallholders to park for free. TH still needs to find out from Tesco if they can provide free parking for visitors. It was confirmed that procession floats will be able to unload in the bus station on Park Road after the parade.

(Action: KJ to promote free parking at Morrisons on social media nearer to the event, by start of June.)

TH to ask Tesco for confirmation regarding free parking, immediately)

It was agreed that booze barrow tickets will be sold outside Tatters on 26th May, 2nd June, 9th June. AJ can volunteer to help with ticket sales on 26th May, TH and can do all dates and SF can help on 9th June. SK will ask Doreen Collins if she can help on 2nd June.

(Action: KJ to note dates for promo on social media, immediately)

Committee discussed purchasing a SUM UP machine so booze barrow and tombola tickets can be purchased by card. A float is still required for cash buyers and AJ will arrange this.

(Action: AJ to investigate sourcing SUM UP for Carnival committee, by next meeting. AJ to arrange a float for the booze barrow ticket selling and contact SK/TH when ready to collect)

(Action: KJ to promote on social media that booze donations are needed for the booze barrow raffle, immediately. TH requested a copy of the letter previously sent to local businesses asking for booze donations and KJ will email it to her. KJ, immediately.)

(Action: KK to contact Huws Gray for a wheelbarrow to use for the booze barrow, immediately)

CA0423/9

Procession

Members received an update on procession entries for Carnival 2023. The committee were informed of a draft procession order. TH and SK agreed that the Transformers and stiltwalkers would be moved to earlier in the parade order to avoid any holdups.

Action: SK agreed to move the transformers and stiltwalkers to earlier in the parade. SK will send an updated procession order to KJ. SF to email fire brigade email address to SK to ask if they're coming to procession, immediately.)

Committee discussed the Clerk and Deputy TC leading the parade. Members agreed that the Town Clerk will dress up in the theme but Deputy TC will have a hi-vis on along the sidelines and responsible for having the radios and keeping in touch with the back of the parade/clearing space for the parade etc.

CA0423/10

Car Boot Sale

Members discussed plans for the Carnival Committee Car Boot Sale on Sunday 30th April. AR will put signage up on the park to promote this. SK and KK, SF, AR and TH will be on site to run the event and it was agreed they would arrive at 6am to assist with set up. KJ will promote on social media. SK will bring a float for pitch fee collections.

(Action: KJ to promote Carnival Committee car boot sale on 30th April via social media, immediately. SK to bring a float for pitch fee collections.)

CA0423/11

Member Updates

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

RW will visit all the shops with the entry forms this week. T W Gaze have given in their entry form. KJ will promote on social media. It was confirmed the judges will be the Mayor and Honoured Citizens of Diss and judging will take place in the final week leading up to Carnival.

**(Action: KJ to promote window dressing competition on social media, immediately.
RW to get confirmation from Rob at Photo Elite that he will photograph and frame the winning window)**

Committee discussed air cadets' involvement at Carnival and it was discussed that we require their help with litterpicking and bucket collections in the parade.

(Action: TH to confirm air cadet attendance and their involvement on Carnival Day, immediately.)

CA0423/12 Progress Report

Members noted updates on the Progress Report.

CA0423/13 Roles and Responsibilities

Members noted updates on the Roles & Responsibilities timeline spreadsheet and allocated future tasks.

CA0423/14 Date of Future Meeting

The committee noted that the next meeting of the Carnival Committee will take place on **9th May 2023, 18th May 2023 & 6th June 2023, all at 7pm.**

Meeting closed at: 20:55

SUB-COMMITTEE CHAIRMAN
T. Howard