

**TOWN CLERK**  
Mrs Sarah Villafuerte-Richards

**DISS TOWN COUNCIL**  
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Please ask for: Kimberley Jaynes  
Our ref: CA 24.09.24  
Date: 17.09.24

## 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 24<sup>th</sup> September 2024** at **7.00pm** to consider the business detailed below.



Chief Executive Officer

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## AGENDA

- 1. Apologies**  
To consider apologies for absence.
- 2. Election of Chairman**  
To elect a Chair for Carnival sub-committee 2025
- 3. Election of Vice-Chairman**  
To elect a Vice-Chair for Carnival sub-committee 2025.
- 4. Minutes**  
To approve the minutes of the last meeting held on 25<sup>th</sup> June 2024.
- 5. Declarations of Interest<sup>1</sup>**  
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
- 6. 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*).
- 7. 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).
- 8. Date of Carnival 2025**  
To consider a possible date for Diss Carnival 2025 to put forward to the next Facilities Committee meeting.
- 9. Theme**  
To agree a theme for Diss Carnival 2025.
- 10. Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
- 11. Date of Future Meeting**  
To agree a date for the next meeting.

<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>Al. Rackham</u>	<u>J. Wooddissee</u>
<u>S. Kiddie</u>	<u>D. Collins</u>
<u>S. Villafuerte-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>L. Montgomerie</u>	<u>A. Goulder</u>
<u>C. Halil</u>	<u>K. Murphy</u>
<u>J. Mayes</u>	<u>L. Sinfield</u>
	<u>D. Craggs</u>

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the de-brief meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 25<sup>th</sup> June 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)  
S. Browne (SB)  
C. Halil (CH)  
K. Jaynes (KJ)  
S. Kiddie (SK) (Vice-Chair)  
Andy Rackham (AR)  
J. Mayes (JM)  
L. Montgomerie (LM)  
Alex Rackham (ALR)  
S. French (SF)

#### CA0624/1 **Apologies**

Apologies were received from R. Ward.

#### CA0624/2 **Minutes**

Members approved the minutes from the last meeting of the carnival committee. It was

**RESOLVED:** that the minutes of the meeting on 11<sup>th</sup> June 2024 were a true record and duly signed by the Chairman.

#### CA0624/3 **Declarations of Interest**

There were none.

#### CA0624/4 **Public Participation**

There were no members of the public present.

#### CA0624/5 **Items of URGENT Business**

There were no items of urgent business.

#### CA0624/6 **Review of the day**

Members reviewed the overall running of Diss Carnival 2024. It was

**RESOLVED:**

- a) **Procession** – It was agreed that 2 more Portaloo's would be needed at the High School for next year. The procession went really well although there was a problem with members of the procession stopping to perform which caused a break in the procession. The committee agreed that stopping and singing during the parade causes issues keeping the parade together and this would need to be addressed next year.

Members reported that only sandwiches and crisps would be purchased for volunteer refreshments next year to reduce waste at the end of the day.

**Health & Safety** – All large vehicles will need a person on each side of the vehicle to ensure the safety of the crowds. The Fire Brigade area at the end of the parade will need to be closed off fully to ensure that no members of the public block this area to watch the parade.

Keith Kiddie was happy with the volunteers who turned up to support traffic management and road closures.

- b) **Fun Day** – Members reported that the fun day was a big success and both stages were well received by the public. It was agreed that the pavilion stage entertainment should finish earlier. The Baptist Church activity tent went down well with lots of happy children enjoying the free activities.  
It was noted that we need to get contact details for the individual funfair ride hosts before they turn up to the event so paperwork can be seen in advance of the event.
- c) **Volunteers** – All volunteers were excellent, and the carnival committee would like to thank them for their help in a very successful carnival. A Thank you to the Callows family for the hay bale contributions and to Phoenix Events Security Team.

**CA0624/7**

**Finance**

Members received an update on the final financial figures of Diss Carnival 2024. Carnival has agreed to pay back Oversound, who provided the pavilion sound system support, £250.00 retrospectively.

**(Action: AR/AL-R to request invoice from Oversound for DTC to make payment)**

**CA0624/8**

**Feedback**

Members reviewed all feedback from Carnival 2024. The social media comments were extremely positive with many reporting 'a fantastic day' and 'huge thanks to the committee'. Constructive feedback from stallholders was noted for next year, including flat ground positioning of stalls on the park and careful consideration to mobile street vendors coming onto the park after the parade.

**CA0624/9**

**Member Updates**

The committee received and noted updates from members not reported elsewhere on this agenda. It was noted that more radios are needed for next year and the stage should be further away from the OPS tent as radios could not be heard.

**CA0624/10**

**Date of Future Meeting**

The next date for the Carnival Committee will be on 24<sup>th</sup> September 2024 at 7pm.

The meeting closed at: 20:15

SUB-COMMITTEE CHAIRMAN

T. Howard