

**TOWN CLERK**  
Mrs Sarah Villafuerte-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 04.04.23  
Date: 30.03.23

## 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 4<sup>th</sup> April 2023** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes from the last meeting held on 2<sup>nd</sup> March 2023. (copy herewith)
3. **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).
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. **Finance**  
To receive an update on Income and Expenditure for Carnival 2023 (copy details herewith).
7. **Entertainment**  
To receive an update on entertainment for Carnival 2023 (copy details herewith).
8. **Stalls**  
To receive an update on stall applications for Carnival 2023 (copy details herewith).
9. **Procession**
  - a) To receive an update on procession entries for Carnival 2023 (copy details herewith).
  - b) To discuss insurance for the Carnival procession (copy details herewith).
10. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.
11. **Progress Report**  
To note updates on the Progress Report (copy details herewith).

## 12. Roles & Responsibilities

To note updates on the 'Roles & Responsibilities' timeline spreadsheet and to allocate future tasks (copy details herewith).

## 13. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Tuesday 18<sup>th</sup> April at 7pm.**

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<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<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>A. Jamieson</u>	<u>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>G. Waterman</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 Thursday 2<sup>nd</sup> March 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)  
S. French (Deputy Town Clerk & Vice-Chair)  
K. Jaynes (KJ)  
A. Rackham (AR)  
A. Jamieson (AJ)

**CA0323/1**

#### **Apologies**

Apologies were received and accepted from Ruth Ward (RW), Sonia Browne (SB) and Cllr Sue Kiddie (SK).

**CA0323/2**

#### **Minutes**

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

RESOLVED: that the minutes of the meeting on 9<sup>th</sup> February 2023 were a true record and duly signed by the Chairman.

**CA0323/3**

#### **Declarations of Interest**

There were none.

**CA0323/4**

#### **Public Participation**

There was none.

**CA0323/5**

#### **Items of URGENT Business**

There were no items of urgent business.

**CA0323/6**

#### **Finance**

Committee received an update on Income and Expenditure for Carnival 2023. Carnival accounts are up to date and the event is currently paying for itself. There is still some extra expenditure to come through the distribution of the Carnival programme and sponsorship banners.

**CA0323/7**

#### **Entertainment**

Committee received an update on entertainment for Carnival 2023. Arena acts need to be finalised with timings and fitted into a main arena schedule. Carnival committee discussed finding a giant inflatable to erect on the pavilion and Kim will research previous inflatables hired.

**(Action; KJ to produce an main arena schedule; immediately)**

**(Action; KJ to research inflatable; immediately)**

**CA0323/8**

#### **Stalls**

Committee received an update on stall applications for Carnival 2023. It was confirmed that all charity pitches have been filled and no further free pitches are to be given. We currently have 36 stalls with more expected to apply in the near future.

**CA0323/9**

#### **Procession**

a) Committee received an update on procession entries for Carnival 2023 with 20 entries confirmed so far. KJ will promote for more entries on social media and SK will continue to follow up with previous Carnival entries.

b) Committee discussed insurance for the Carnival procession. Committee members talked through insurance of vehicles in the parade. Check that vehicles in the parade have suitable insurance from their own vehicles if not for insurance to be provided by Carnival to cover the vehicles in the Parade. It was

**RESOLVED: (Action: Carnival Committee to pay for vehicles that need extra insurance for the procession. AJ to create a letter for procession for vehicles insurance; immediately)**

**(Action: KJ to do a social media push for procession entries; by next meeting)**

**CA0323/10**

#### **Grants**

Committee received an update on grant applications submitted for Carnival 2023. It was noted that there are no grant application updates at this time and we haven't received a reply from Tesco Community Grants following our application.

**CA0323/11**

**Sponsorship**

Members received an update on sponsorship for Carnival 2023. We current have 17 sponsors for Carnival who have all purchased Bronze, Silver and Gold packages. There are no platinum sponsors as yet but committee will continue to spread the word for additional sponsorship. KJ will continue to work through the sponsorship package perks for businesses including their social media posts, banners and adverts.

**(Action: KJ to continue with sponsorship package perks checklist for businesses.  
Committee to continue to spread the word for additional sponsorship)**

**CA0323/12**

**Member Updates**

- a) Committee received updates from members not reported elsewhere on this agenda.
- b) Committee received a request for a small boat to be placed on the Mere on Carnival Day. The committee agreed that this would be allowed and KJ will confirm back to the applicant.

**(Action: KJ to email the boat applicant back to approve small boat on Mere on Carnival Day, immediately)**

**CA0323/13**

**Progress Report**

Committee noted updates on the Progress Report.

**CA0323/14**

**Roles and Responsibilities**

Committee noted updates on the 'Roles & Responsibilities' timeline.

**CA0323/15**

**Date of Future Meeting**

Committee noted that the next meeting of the Carnival Committee will take place on Tuesday 4<sup>th</sup> April 2023 at 7pm.

Meeting closed at: 20:25

SUB-COMMITTEE CHAIRMAN  
T. Howard

<b>AS AT 23/03/23</b>			
<b>INCOME</b>			
	<b>GROSS</b>	<b>NET</b>	<b>VAT</b>
<b>SPONSORSHIP</b>			
Pearce & Kemp Ltd	£ 100.00	£ 83.33	£ 16.67
Phoenix Events East	£ 250.00	£ 208.33	£ 41.67
Reads Property	£ 250.00	£ 208.33	£ 41.67
Travis Perkins	£ 250.00	£ 208.33	£ 41.67
John Doe	£ 500.00	£ 416.67	£ 83.33
Partridge Paving	£ 500.00	£ 416.67	£ 83.33
Lexham Insurance	£ 500.00	£ 416.67	£ 83.33
Dipple and Conway	£ 500.00	£ 416.67	£ 83.33
Spire Solicitors	£ 100.00	£ 83.33	£ 16.67
Frames & Conservatories	£ 250.00	£ 208.33	£ 41.67
Diss Van Centre	£ 500.00	£ 416.67	£ 83.33
Baileys Fish & Chips	£ 500.00	£ 416.67	£ 83.33
Beckford & Lewis	£ 250.00	£ 208.33	£ 41.67
Upp	£ 250.00	£ 208.33	£ 41.67
Madgetts Cycles	£ 250.00	£ 208.33	£ 41.67
Kingsley Homecare	£ 500.00	£ 416.67	£ 83.33
Rosedale Funeral Home	£ 250.00	£ 208.33	£ 41.67
<b>STALLAGE</b>			
Brownie & The Bean	£ 120.00	£ 100.00	£ 20.00
Breeze Bakes	£ 120.00	£ 100.00	£ 20.00
Fully Loaded Fries	£ 240.00	£ 200.00	£ 40.00
Stardust Spirits	£ 120.00	£ 100.00	£ 20.00
M & M Sweet Treats	£ 120.00	£ 100.00	£ 20.00
Elsie's Pizza	£ 240.00	£ 200.00	£ 40.00
Tropic Skincare Ambassador	£ 60.00	£ 50.00	£ 10.00
The Bucket List	£ 240.00	£ 200.00	£ 40.00
The Suffolk Smoke Company (await confirmation of pitch)	£ 240.00	£ 200.00	£ 40.00
YooHoo Donuts	£ 180.08	£ 150.08	£ 30.08
Diss & District Churches Together	£ 60.00	£ 50.00	£ 10.00
Tiddly Mare Horsebox Bar (to be contra'd)	£ 250.00	£ 208.33	£ 41.67
Larry Gray Funfair	£ 325.00	£ 270.83	£ 54.17
BBs Bakery	£ 120.00	£ 100.00	£ 20.00
Florencos Coffee	£ 180.00	£ 150.00	£ 30.00
Little Treasures	£ 120.00	£ 100.00	£ 20.00
Norwich Bar Hire	£ 300.00	£ 250.00	£ 50.00
Spire Solicitors	£ 120.00	£ 100.00	£ 20.00
Frames & Conservatories (2 pitches)	£ 240.00	£ 200.00	£ 40.00
Upp	£ 120.00	£ 100.00	£ 20.00
Harleston & Diss Guide Dogs Fundraising Group	£ 60.00	£ 50.00	£ 10.00
Party In A Box	£ 120.00	£ 100.00	£ 20.00
Suffolk Village Ciders	£ 120.00	£ 100.00	£ 20.00
Creation Crafts Norfolk	£ 60.00	£ 50.00	£ 10.00
Cake Box	£ 120.00	£ 100.00	£ 20.00
Wonky Donkey Horsebox Bar	£ 300.00	£ 250.00	£ 50.00
Royal Air Force Association, Diss Branch	£ 60.00	£ 50.00	£ 10.00
Handmade By Granny	£ 60.00	£ 50.00	£ 10.00
Dyer's Diner	£ 240.00	£ 200.00	£ 40.00
Kingsley Homecare	£ 120.00	£ 100.00	£ 20.00
Zarya Handmade UK	£ 60.00	£ 50.00	£ 10.00
Tikka Tonic	£ 240.00	£ 200.00	£ 40.00
Priory Healthcare	£ 120.00	£ 100.00	£ 20.00
Harris Hog Roast	£ 192.00	£ 160.00	£ 32.00
PrettysWax	£ 60.00	£ 50.00	£ 10.00
Dirty Fryer Boys	£ 240.00	£ 200.00	£ 40.00
Flip & Sip	£ 125.00	£ 104.17	£ 20.83
<b>TOTAL INCOME Actual</b>	<b>£ 11,512.08</b>	<b>£ 9,593.40</b>	<b>£ 1,918.76</b>
<b>EMR from April 23</b>	<b>£ 3,981.09</b>	<b>£ 3,981.09</b>	
<b>Council Contribution for 23-24</b>	<b>£ 1,455.00</b>	<b>£ 1,455.00</b>	
<b>TOTAL INCOME to Budget so far</b>	<b>£ 16,948.17</b>	<b>£ 15,029.49</b>	<b>£ 1,918.76</b>

<b>EXPENDITURE</b>			
<b>Anticipated Expenditure 2023 as shown in budget</b>			
<b>ADMIN (PUBLICITY ETC)</b>			
raffle tickets	£ 39.54	£ 32.95	£ 6.59
road closure	£ 40.55	£ 40.55	£ -
<b>PROCESSION</b>			
Believe in Magic Parties- Princesses	£ 140.00	£ 140.00	£ -
East Angles Brass Band	£ 600.00	£ 600.00	£ -
Bubblecar- Carl Baker	£ 130.00	£ 130.00	£ -
Diddly Long Legs - Nicky Driscoll	£ 330.00	£ 330.00	£ -
Sean - DJ	£ 50.00	£ 50.00	£ -
<b>FUN DAY</b>			
Mervyn Lambert Plant- Toilet hire x 10	£ 700.00	£ 583.34	£ 116.66
Phoenix Events East - Security & Radios	£ 1,095.60	£ 913.00	£ 182.60
Mervyn Lambert Traffic Management	£ 584.40	£ 487.00	£ 97.40
Simply Sound & Lighting	£ 871.20	£ 726.00	£ 145.20
First Aid F.A.S.T Sharon Thompson	£ 150.00	£ 150.00	£ -
Compere- Paul Preston Mills	£ 200.00	£ 200.00	£ -
Creature Events (Transformers x 2)	£ 1,950.00	£ 1,625.00	£ 325.00
Foolhardy Circus	£ 520.00	£ 520.00	£ -
Sam The Magician	£ 300.00	£ 300.00	£ -
Hollywood Photobooth	£ 395.00	£ 329.17	£ 65.83
Electric Cabaret- Oscar statue and charlie chaplin inc travel	£ 965.00	£ 804.17	£ 160.83
Mr Benn's Productions - Keith Tatum as Frank Spencer	£ 150.00	£ 150.00	£ -
Park Radio	£ 250.00	£ 250.00	£ -
Academy of Movement Superheroes	£ 1,032.00	£ 860.00	£ 172.00
Hay Bales			
<b>TOTAL EXPENDITURE</b>	<b>£ 10,493.29</b>	<b>£ 9,221.18</b>	<b>£ 1,272.11</b>
<b>SUMMARY</b>	<b>£ 5,436.09</b>	<b>£ 5,436.09</b>	<b>£ -</b>
<b>TOTAL INCOME</b>	<b>£ 11,512.08</b>	<b>£ 9,593.40</b>	<b>£ 1,918.76</b>
<b>TOTAL EXPENDITURE</b>	<b>£ 10,493.29</b>	<b>£ 9,221.18</b>	<b>£ 1,272.11</b>
<b>REMAINING BALANCE GOING FORWARDS</b>	<b>£ 6,454.88</b>	<b>£ 5,808.31</b>	<b>£ 646.65</b>

## Entertainment

Artist	Contact	PO No	Invoice	Status	Amount	Paid	
Foolhardy Circus	07775691273 cosmo@foolhardycircus.or Jamie 07934 954741	23/6448			£520.00		Slot in arena and workshop by Mere
Superheroes Academy of Movement	info@academyofmovement.co.uk	23/6495	Received		£1,032.00		3 Superheroes, acrobatic stunt show in arena with inflatable obstacle course, 20 minute superhero training workshop,
Mr Sam The Magic Man	Sam Lane 07711 478916 hello@mrsamthemagicman.com	23/6449			£300.00		Punch & Judy x 2 shows, magic show, games in arena
Paul Preston Mills	Paul Preston Mills 07946507483 pprestonmills@yahoo.com	23/6444			£200.00		Compere
Heartburn Entertainment (Transformers x 2)	Sarah, 07713186007 info@heartburnentertainmentworldwide.com	23/6447			£1,950.00		up to 3 x 30 minute sets
Hollywood Photobooth	Tony Storey, 07828171580 info@storyphotobooth.co.uk	23/6455			£395.00		
Electric Cabaret- Oscar Live Statue & charlie chaplin w	Richard Jones 07714089763 richard@electriccabaret.co.uk	23/6458			£965.00		Dressing Room required
Voice Squad	Birgitta Kenyon	no charge			n/a		Awaiting confirmation of numbers
Fun Dog Show x 2 (Hannah's Pet Services)	Hannah Defoe, 07947417587 hannah.defoe86@hotmail.co.uk	no charge			n/a		Gazebo 3m x 3m with table for registration
Trophy Presentation in arena					n/a		
Tribe All Fitness	Amy Bobbins 07532187268 amy@tribeallfitness.com				n/a		
Mr Benn's Productions (Frank Spencer and other impe	Keith Tatum 07507466387 keith.tatum@btinternet.com	23/6488			£150.00		
Diddy Nicky Stiltwalkers	Nicky Driscoll 07958 135384, diddynicky@hotmail.com	23/6460			£330.00		
Believe In Magic Parties	Lauren Syder 07504 548633 hello@believeinmagicparties.co.uk	23/6439			£140.00		Walkabout on park 12-2pm (2 princesses)
Park Radio	Linda Bryant linda@parkradio.co.uk	23/6493			£250.00		Music by pavilion - <b>Not operating from FCD unit, just their small trailer</b>

TOTAL: £6,232.00 £0.00

Small boat going on Mere on Carnival Day- paperwork received. Need to contact him nearer the day to discuss arrival times.

Stall holders

Pitch Number	Stall Name	Contact / Email	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes
want to be with Florencos & Dave Harris	Brownie & The Bean	Charlotte and Luke Giddings, 07810716069 <a href="mailto:info@brownieandthebean.com">info@brownieandthebean.com</a>	Cakes	Food	Y	Y	Y	Y (5*)	£120 received by BACS. Receipt 14900	confirmation email sent 12.01.23
put with florencos and brownie & bean	Harris' Hog Roast	Dave Harris, 07963043108 <a href="mailto:david.harris02@hotmail.com">david.harris02@hotmail.com</a>	Hog Roast Rolls	Food	Y	Y	Y	Y (5*)	Paid £192 15090	Confirmation email sent 21.03.23
put near Brownie & The Bean & Harris	Florencos Coffee	Connor Florence, 07397 552008 <a href="mailto:enquire@florencoscoffee.co.uk">enquire@florencoscoffee.co.uk</a>	Hot drinks, loaded hot chocolates and coffees	Drink	Y	Y	Y	Y (5*)	paid £180 15020	confirmation email sent 20.01.23
	Breeze Bakes	Breeze Atkin, 07450913838 <a href="mailto:Breezebakes@hotmail.com">Breezebakes@hotmail.com</a>	Cakes	Food	Y	Y	Y	Y (5*)	£120 due	confirmation email sent 12.01.23
<b>need 2 pitches</b>	Fully Loaded Fries	Chandra & Carl Taylor, 07456 951930 <a href="mailto:fullyloadedfries@yahoo.com">fullyloadedfries@yahoo.com</a>	Fries with toppings. Trailer is 16ft long	Food	Y	Y	due	due	due £240	confirmation email sent 13.01.23.
	Diss Knit & Knatter	Heather Chamberlain, 07719546822 <a href="mailto:heather79knitting@outlook.com">heather79knitting@outlook.com</a>	knitted/ sewn/crochet items	Charity stall	Y	Y	Y	n/a	Free pitch	emailed form 13.01.23 and confirmed charity pitch request
	Phoenix Bird of Prey Rescue	Denise Elyot, 01379 641702 <a href="mailto:paintedly68@hotmail.co.uk">paintedly68@hotmail.co.uk</a>	Adult tombola and kids game with prizes	Charity stall	Y	Y	Y - expires May 2023 so will need new one	n/a	Free pitch	Confirmation email sent 13.01.23 and confirmed charity pitch request
	Stardust Spirits	Garry Bowman , 07368 410870 <a href="mailto:stardustspirits@btinternet.com">stardustspirits@btinternet.com</a>	Hand crafted small batch spirits and liquers in sealed bottles	Alcohol	Y	Y	Y	n/a	Paid £120 14956	confirmation email sent 13.01.23. Needs to sign premises license as he's selling alcoholic products
	M & M Sweet Treats	Amanda Painter, 07789116473 <a href="mailto:mandmsweettreats@yahoo.com">mandmsweettreats@yahoo.com</a>	Luxury Homemade Baked Goods/ Cakes	Food	Y	Y	Y - expires May 2023 so will need new one	Y (5*)	£120 received by cheque. Receipt 14895	Confirmation email sent 13.01.23
<b>horsebox 5m x 5m</b>	Elsie's Pizza	Kelly & Chris Holmes , 07725238879 <a href="mailto:enquiries@elsiespizza.co.uk">enquiries@elsiespizza.co.uk</a>	Wood Fired Pizza	Food	Y	Y	Y	Y (5*)	due £240	Confirmation email sent 17.01.23. Paying by BACS.
	Tropic Ambassador	Frith Allum, 07834546747 <a href="mailto:frithallum@yahoo.co.uk">frithallum@yahoo.co.uk</a>	Tropic Skincare products	Beauty	Y	due	due		due £60	wants to be only Tropic stall. Confirmation email sent 24.01.23
	Andy Hotdog	Andy Garrard <a href="mailto:andyhotdog.diss@gmail.com">andyhotdog.diss@gmail.com</a>	Hotdogs	Food						Alex Rolfe dropping a form to him on Friday 20.01.23
	The Bucket List	Nathan Boon, 01263 808880 <a href="mailto:eat@thebucketlistchips.co.uk">eat@thebucketlistchips.co.uk</a>	Loaded Chips 4m x 2m	Food	Y	Y	Y - expires 23rd Jan 2023. New one needed	Y (4*)	due £240	Confirmation email sent 17.01.23
	The Suffolk Smoke Co	Francesca Cresswell , 07746622199 <a href="mailto:thesuffolksmokeco@gmail.com">thesuffolksmokeco@gmail.com</a>	Smoked pulled pork rolls, smoked sausage baguette, fries and specials	Food	Y	Y	Y - expires March 2023 - new one needed	Y (5*)	£240 paid 15040	Confirmation email sent 17.01.23.
<b>7m x 5m pitch required</b>	YooHoo Donuts	Michelle and Michael, 07900 004215 <a href="mailto:yoohoodonuts@hotmail.co.uk">yoohoodonuts@hotmail.co.uk</a>	Donut trailer selling donuts, cold drinks and shmoo milkshakes	Food and drink	Y	Y	Y	Y	£180 paid 15035	confirmation email sent 31.01.23
<b>2 pitches requested</b>	Diss & District Churches Together	Keith Rackham, 01379 687347 <a href="mailto:anglia.stone@btinternet.com">anglia.stone@btinternet.com</a>	Church awareness, kids games	Charity stall (paying for 1 as requested 2 pitches)	Y	due	due	n/a	£60 due	confirmation email sent 18.01.23
	Sweet Treats									they don't want to be near funfair or other sweet stalls
	BB's Bakery	Becky Bridges, 07964740673 <a href="mailto:infobbsbakery@gmail.com">infobbsbakery@gmail.com</a>	Cakes	Food	Y	Y	Y	Y (5*)	Y £120 paid by BACS 14981	confirmation email sent
	Little Treasures	Linda Williams, 07733418436 <a href="mailto:lindawilliams07733@hotmail.com">lindawilliams07733@hotmail.com</a>	Toy stall	Toys	Y	Y	Y	n/a	£120 paid by cheque 14910	confirmation email sent 20.01.23
	Norwich Bar Hire	Norwich Bar Hire / Kent Roye, 07860530888 <a href="mailto:custom-inc@hotmail.com">custom-inc@hotmail.com</a>	Bar for Carnival	Alcohol	Y	due	due	n/a	£300 pitch fee due	Confirmation email sent 24.01.23. Needs to sign premises license
	Spire Solicitors	Lucy Humberston, 01379 641221 <a href="mailto:lucy.humberston@spiresolicitors.co.uk">lucy.humberston@spiresolicitors.co.uk</a>	Games and giveaways, Face painting and glitter tattoos	Games and prizes	Y	Y	Y	n/a	paid £120 15003	Confirmation email sent 24.01.23
<b>2 pitches needed for display unit</b>	Frames & Conservatories	Becky Frost <a href="mailto:becky@fcd-home.co.uk">becky@fcd-home.co.uk</a>	Display unit - 7m x 3m		due	due	due	n/a	£240 (double pitch fee) due	Confirmation email sent 25.01.23
	The Field Kitchen	Pete and Caroline Salt <a href="mailto:thefield-kitchen@hotmail.com">thefield-kitchen@hotmail.com</a>	Food	Food						
<b>Double pitch 6m x 6m</b>	Upp	Eleanor Adams, 07934201480 <a href="mailto:eleanor.adams@upp.com">eleanor.adams@upp.com</a>	Promo stall	Business	Y	Y	Y	n/a	£120 paid. Awaiting a further £120 for extra pitch fee	Confirmed
	Harleston & Diss Guide Dog Fundraising Group	Richard Bussien, <a href="mailto:richardbussien@btinternet.com">richardbussien@btinternet.com</a>	Fundraising stall to raise awareness of guide dogs. 1-3 guide dogs will be with the stall	Small charity	Y	Y	Y	n/a	£60 paid 14914	Confirmation email sent 31.01.23



want to be with Florencos & Dave Harris	Brownie & The Bean	Charlotte and Luke Giddings, 07810716069 <a href="mailto:info@brownieandthebean.com">info@brownieandthebean.com</a>	Cakes	Food	Y	Y	Y	Y (5*)	£120 received by BACS. Receipt 14900	confirmation email sent 12.01.23
	Party In A Box	Mei Walker, 07944746582 <a href="mailto:partyinabox@aol.com">partyinabox@aol.com</a>	Candy Floss and Chocolate Fountain with strawberry and marshmallow kebabs	Food	Y	Y	Y	due	£120 paid 15047	Confirmation email sent 01.02.23
	Suffolk Village Ciders	Peter Runacres, 01728 685736, 07394330718 <a href="mailto:suffolkvillageciders@gmail.com">suffolkvillageciders@gmail.com</a>	Cider for sale	Drink	Y	Y	Y - expires April 2023 and automatically renews but we need a new certificate before event	n/a	£120 paid 15002	Confirmation email sent 01.02.23 Needs to sign premises license.
	Creation Crafts Norfolk (Cam's creations & Red Panda Crafts)	Petra Davison, 07928815737 <a href="mailto:RPCNshop@gmail.com">RPCNshop@gmail.com</a>	Handmade jewellery, resin products, hand-poured soy candles and acrylic gifts	Craft	Y	Y	Y	n/a	£60 paid cheque 14915	Confirmation email sent 07.02.23
	Cake Box	Deborah Leonard, 07818 436464 <a href="mailto:deborahkleonard@sky.com">deborahkleonard@sky.com</a>	Cakes	Food	Y	Y	Y	Y (5*)	£120 paid 15027	Confirmation email sent 08.02.23
	Tiddly Mare Horsebox Bar		Horsebox Bar	Alcohol					To be contra'd £250 (photobooth)	Confirmed
	Wonky Donkey Bar	Roland Waters, <a href="mailto:bar.wonkydonkey@gmail.com">bar.wonkydonkey@gmail.com</a>	Mobile horsebox bar	Alcohol	Y	Y	Y	Y	Paid £300 15092	Confirmation email sent 22.02.23 premises license to be signed
	Norfolk County Council Adult Learning	Christine Flude/ Sonia Browne, 01953 661975 <a href="mailto:councillorbrowne@diss.gov.uk">councillorbrowne@diss.gov.uk</a> <a href="mailto:christine.flude@norfolk.gov.uk">christine.flude@norfolk.gov.uk</a>	Education information and free activities for families	Charity Stall	Y	Y	Y - expires March 2023 - new one needed	n/a	n/a	Confirmation email sent 16.03.23
	Hope Church	Kim Boardman, 01379 644223 <a href="mailto:office@wearehopechurch.net">office@wearehopechurch.net</a>	Free games and giveaways for children, promoting their community service	Charity Stall	Y	Y	Y	n/a	n/a	Confirmation email sent 22.02.23
	Royal Air Forces Association	Peter Bensley, 01379 852679 <a href="mailto:pbensley351@gmail.com">pbensley351@gmail.com</a>			Y	Y	Y	n/a	£60 paid 15028	Confirmation email sent 22.02.23
	Kingsley Homecare	Daniel Wellings, 01502 273468 <a href="mailto:daniel.wellings@kingsleyhealthcare.co.uk">daniel.wellings@kingsleyhealthcare.co.uk</a>	One fold-out table, offering leaflets, giving out freebies such as pens, notepads etc	Promo stall	Y	Y	Y	n/a	£120 paid 15044	Confirmation email sent 28.02.23
	Handmade By Granny	Jacki Blezard, 07881923932 <a href="mailto:jacki.blezard@hotmail.co.uk">jacki.blezard@hotmail.co.uk</a>		craft stall	Y	Y	Y	n/a	£60 paid 15043	Confirmation email sent 01.03.23
	Dyer's Diner	Mark Dyer, 07872 184132 <a href="mailto:mark@dyersdinerandcoffeeshack.co.uk">mark@dyersdinerandcoffeeshack.co.uk</a>	Coffee, milkshake, burgers, hotdogs, bacon rolls	Food and drink	Y	Y	Y	Y (5*)	£240 due	Confirmation email sent 03.03.23
might be sharing a pitch with another craft stall TBC	Zarya Handmade UK	Avonie Tang, 07934330497 <a href="mailto:avonietang@gmail.com">avonietang@gmail.com</a>	Handmade baby clothing and accessories, and some hair accessories for adults	Craft	Y	Y	Y	n/a	£60 paid, 15066	Confirmation email sent 09.03.23
<b>Pitch size 6m x 2m (pitch &amp; a half)</b>	Tikka Tonic	Mr Madhur Beri, 07889704604, 01284 724298 <a href="mailto:madhur.beri@tikkatonic.com">madhur.beri@tikkatonic.com</a>	New Delhi street food. The menu includes Naan Egg Rolls, Soul Bowls, hand made Punjabi Samosas, Pakoras and more.	Food	Y	Y	Y	Y (5*)	£240 due	Confirmation email sent 10.03.23
Extra space required next to their pitch for their jeep to go after procession	Royal British Legion	Robert Rogers, 01379 640271 <a href="mailto:bobjayrogers758@btinternet.com">bobjayrogers758@btinternet.com</a>	information for advertising RBL	charity stall	Y	Y	Y	n/a	Free pitch given	Confirmation email sent 16.03.23
<b>Pitch Size 6m x 3m (pitch &amp; a half)</b>	Dirty Fryer Boys	Shaun Kent , 07867319823 <a href="mailto:dirtyfryerboys@gmail.com">dirtyfryerboys@gmail.com</a>	Hot Food, Burgers, Chicken, vegetarian, Vegan Food	Food	Y	Y	Y	Y (5*)	£240 paid 15083	Confirmation email sent 17.03.23
	Prettys Wax	Diane Pretty, 07793957313 <a href="mailto:dipretty@hotmail.co.uk">dipretty@hotmail.co.uk</a>	Wax melts, home fragrances	Craft	Y	Y	Y	n/a	£60 paid 15082	Confirmation email sent 22.03.23
	Priory Healthcare	Sara Smith, 01379 649900 <a href="mailto:sarahsmith@priorygroup.com">sarahsmith@priorygroup.com</a>	Games and possible raffle		Y	Y	Y	n/a	£120 due	Confirmation email sent 21.03.23
<b>3m x 6m</b>	Bella Ciao Group	Alison Block, 07956764064 <a href="mailto:bellaciao@group@gmail.com">bellaciao@group@gmail.com</a>	Traditional wood fired pizzas	Food	Y	Y	Y	Y (5*)	£240 due	Confirmation email sent 24.03.23
	Orchard End Crafts	Claire Throssell, 07557 269878 <a href="mailto:orchardendcrafts@gmail.com">orchardendcrafts@gmail.com</a>	Laser engraved wood products	Craft	Y	Y	Y	n/a	£60 paid 15086	Confirmation email sent 24.03.23
<b>Next to main arena</b>	Hannah's Pet Services	Hannah Defoe, 07947417587 <a href="mailto:hannahpetservices@icloud.com">hannahpetservices@icloud.com</a>	Gazebo and table for Registration for Fun Dog Show	Dog Show	Y	Y	Y	n/a	n/a providing entertainment	Confirmation email sent 23.03.23

Procession

Entry Name	Contact	Type	Phone	Email	Number	Judges	Notes	
Believe In Magic Parties		2 princesses - walking in parade and walkabout on park 12- 2pm		<a href="mailto:hello@believeinmagicparties">hello@believeinmagicparties</a>			p/o 23/6439. Paperwork received	
East Angles Brass Band	David	Brass band to lead procession		<a href="mailto:eastanglesbrassband@gmail.com">eastanglesbrassband@gmail.com</a>			We pay £600.	23/6446
Bubblemania	Carl Baker	Bubblecar in procession and display on the Park		<a href="mailto:carl.baker80@btinternet.com">carl.baker80@btinternet.com</a>			we pay him £130. Forms received	23/6459
Diddy Long Legs	Nicky Driscoll	2 stiltwalkers in parade and fun day walkabout 3 x 1 hour sets		<a href="mailto:diddynicky@hotmail.co.uk">diddynicky@hotmail.co.uk</a>			we pay £330	23/6460
Frank Spencer (Mr Benn's Productions)	Keith Tatum			07507466387 <a href="mailto:keith.tatum@btinternet.com">keith.tatum@btinternet.com</a>			£150	23/6488
Heartburn Entertainment, 2 x Transformers		2 Transformers					£1,950	23/6447
Sean (Tammy's DJ Neighbour)		1 vehicle, playing Hollywood movie songs at back of parade.					we pay £50. Paperwork received	
Gillings trucks for Dinsdale, Mayor and Honoured	Simon/Toni Gillings	Leading parade		<a href="mailto:tonigillings@googlemail.com">tonigillings@googlemail.com</a>				
Rock Paper Glass	Julian Peachment	Walking Group of 3 people	07828 751261	<a href="mailto:info@rockpaperglass.co.uk">info@rockpaperglass.co.uk</a>			App form received	
Diss Primary Academy Partnership	Claire Gladwin	50 people walking group	01379 642675	<a href="mailto:c.gladwin@diss.stbenets.org">c.gladwin@diss.stbenets.org</a>			App form received	
Fraser Dowle	Maintenance staff member	Dresses up as a Stormtrooper						
Roots Activities	Hannah Bartrum	1 x small van. 25 x people	077688 40830	<a href="mailto:enquiries@rootsactivities.co.uk">enquiries@rootsactivities.co.uk</a>			App form received	
Voice Squad	Birgitta Kenyon	awaiting confirmation on numbers						
Tribe All Fitness	Amy Bobbins	45-50 approx						
Cheeky Cherubs(Charity Baby Toddler Group)	Becky Chrystal	10 adults and children in buggies	07507 506672	<a href="mailto:beckychrystal@gmail.com">beckychrystal@gmail.com</a>			Form received	
Diss Red Hat Ladies / Fiery Foxes	Wendy Sokanovic	Walking group approx 12-16 older generation	7307865714	<a href="mailto:wenso@hotmail.co.uk">wens@hotmail.co.uk</a>			Form received	
The Garden Project	Rackhams	Flat Bed trailer						
De Lucy House	Charlotte Ruddy	30-40 people walking group	01379 671333	<a href="mailto:activities.delucy@greensleeves.org.uk">activities.delucy@greensleeves.org.uk</a>			Forms received	
Kingsley Homecare	Daniel Wellings	Vehicle (vauxhall corsa with their logo)	01502 273468	<a href="mailto:daniel.wellings@kingsleyhealthcare.co.uk">daniel.wellings@kingsleyhealthcare.co.uk</a>				
Priory Healthcare	Sara Smith	Walking Group	01379 649900	<a href="mailto:sarasmith@priory.com">sarasmith@priory.com</a>			Form done	
RBL		Jeep						
Jenny Bacon as Marilyn Monroe	Jenny Bacon	Walking individual		<a href="mailto:hamitupjeny1@gmail.com">hamitupjeny1@gmail.com</a>			Form done	
David & Keshar Whitelock		Walking individuals		<a href="mailto:kesharwhitelock@yahoo.co.uk">kesharwhitelock@yahoo.co.uk</a>			Form done	
Peter Hood as Clint Eastwood	Peter Hood	Walking individual		<a href="mailto:peterhood@talktalk.net">peterhood@talktalk.net</a>			Form done	
Saving Private Ryan Jeep	David and Julie Hines	Willys Jeep (car size) and possible small trailer	7796256793	<a href="mailto:davidjulie@madasafish.com">davidjulie@madasafish.com</a>			Form received	
Norfolk Blood Bikes	Alix Freeman	2 Motorbikes	07801 577991	<a href="mailto:events@norfolkbloodbikes.org.uk">events@norfolkbloodbikes.org.uk</a>			Form received	

# INSURANCE AGREEMENT FOR PROCESSION VEHICLES



We want you to have a safe and enjoyable entry to Diss Carnival!

If you are entering a car, car & trailer, lorry or tractor & trailer, please ensure the following:

## Driver

- The driver has informed his or her insurance company and has the correct driving license.
- The driver of an agricultural tractor will need to ensure their driving license permits such vehicles. The vehicle will need to be taxed accordingly, dependent on its registration with DVLA.

## Towing Vehicle Insurance

This is compulsory for all entries, again always use a reputable company or broker, listed below are examples of items you may wish to check as they could be considered essential points included in this policy:

- Check that your insurance company is aware that your vehicle is being used to take part in Carnival that has a temporary traffic restriction order in place.
- Check that your insurance company are aware of any modifications you have made to the towing vehicle: Eg, moving the driver on a tractor.
- Check that your vehicle is insured for towing trailers.
- Check that trailers are in turn covered for third party claims.
- Check that your insurance company is aware that your procession agreement and risk assessment have been completed.

## Additional public liability insurance for floats

Where floats with vehicle insurance do not have public liability included, additional insurance can be purchased specifically for the Carnival procession. Carnival will cover these additional costs.

Public liability insurance covering up to £2M can be purchased from Graham Sykes <https://graham-sykes.co.uk> tel: 01395 255100. Diss Town Council can be billed directly or can reimburse the costs incurred. It is mandatory that vehicle owners take out the insurance, Diss Town Council are unable to do this on their behalf.

Name:

Vehicle Reg:

"I confirm that the above vehicle (and/or towing) has adequate vehicle insurance and public liability coverage for Diss Carnival 2023"

Signed:

Hi Sonya and Kim,

I found this document called “insurance Agreement for Procession vehicles 2023” in the events procession file. I think Kim created it and I assume that it has been used in previous years, so again I think that Carnival committee has taken adequate measures in the past to ensure sufficient coverage.

I have modified the document which was very informative and easy to understand with a bit at the bottom, explaining how to get additional public liability insurance if needed and that Carnival committee can pay directly or reimburse costs.

I have checked with Graham Sykes and £2 million is appropriate. I would be happy to add my name and contact details to the letter to provide assistance to the applicants as we want to make it as easy as possible. I see that on the other documents you have offered contact details if there are any questions, which seems very helpful.

I think that this will do the job, please let me know if you agree or want it changed.

Kind regards,

Alex Jamieson

RFO – Diss Town Council  
11/12 Market Hill  
Diss, IP22 4JZ  
Tel: 01379 643848 (Ext #204)  
Email: [alex.jamieson@diss.gov.uk](mailto:alex.jamieson@diss.gov.uk)

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA1122/1	Election of Chairman	Members elected a Chair for Carnival sub-committee 2023.	KJ	Immediately	Resolved: To elect Tammy Howard as Chair of the Carnival sub-committee
CA1122/3	Election of Vice - Chairman	Members elected a Vice-Chair for Carnival sub-committee 2023.	KJ	Immediately	Resolved To elect Sonya French as Vice Chair
CA1122/8	Committee Membership	Members approved the committee membership for Carnival 2023 and reviewed various roles and responsibilities.	KJ	Immediately	Resolved: Sue Kiddie, Ruth Ward, Andrew Rackham, Kim Jaynes, Sonya French, Tammy Howard and Sonia Browne would be Carnival Committee members.
CA1122/9	Date for Carnival	Committee discussed carnival date and it was decided that there was a gap needed between the coronation and the carnival of at least 4 weeks.	SF	Immediately	Carnival will be held on Sunday 11th June 2023
CA1122/10	Finance	Committee received a final summary of Carnival Income & Expenditure for 2022. Committee discussed the accounts and could see that there is a difference in figures quoted by the RFO, RFO has stated there will be a starting balance of £5432.00, Committee believes it should be £5426.09, difference of £5.91.	RFO	Immediately	Resolved: Agree to the recommendations: 1. The request for £1250 from DTC towards running costs. 2. Accept the £205 for flags previously taken from Carnival 22 accounts without Committee's permission as one full payment. 3. Pay £10 contributions towards lotteries licence as long as other events are contributing the same amount.
CA1122/11	Theme	Members considered a theme for Carnival			Resolved: Theme has been agreed and will be released at a later date.
CA123/6	Date for Carnival	Members confirmed the date of Carnival 2023 as Sunday 11th June.	KJ	Immediately	done
CA0123/7	Entertainment	To contact Diddy Long Legs Stiltwalkers, East Angles Brass Band, Foolhardy Circus, Hollywood Photobooth, Superhero parties, Believe in magic princesses and to source a large inflatable	KJ/TH	by end of Jan	done
CA0123/9	Grants	To apply for a grant from Tesco	SF/TH	Immediately	done - awaiting response
CA0123/10	Promotion	To follow the same format of advertising as that of Carnival 2022.	KJ	continuous	ongoing
CA0123/11	Sponsorship	To remove the free pitch from the gold package and to reduce the size of the sponsorship banners.	KJ	Immediately	done
CA0123/12	Member Updates	To source a sponsor for materials to make the Hollywood sign at Mere's Mouth.	KJ	Immediately	done
		To ask local organisations with car parking spaces to allow free parking on the day	TH	Immediately	
CA0223/7	Entertainment	To contact Academy of Movement re superhero entertainment package.	KJ	Immediately	done
		To contact lookalikes for parade and walkabouts on Park	TH	by 02.03.23	done
		To contact inflatable companies to find a large inflatable for pavilion	KJ/TH		KJ finding who we used for Fred Flintstone inflatable and enquiring
CA0223/8	Stalls	To contact Fully Loaded Fries regarding pitch price	SF	Immediately	done
CA0223/9	Procession	To chase up for procession entrants	SK	Immediately	done
CA0223/9	Procession	To send out promo email for procession entrants	KJ	Immediately	done
CA0223/14	Roles & Responsibilities	To contact past trophy winners to get trophies back. To liaise with Park Radio to arrange guest promo slots.	SB	by next meeting	

### Agreed Roles and Responsibilities for Carnival 2023

Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time. At least one representative for each area should provide an update report to the meetings of Carnival.

Committee member name	Key task	Date to be completed	
	<b>Chairman/Operations</b>		
Tammy Howard	Appoint Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	01.11.22	DONE
Sonya French	Appoint Vice Chair - Working alongside Chair, in their absence completing their tasks	01.11.22	DONE
	<b>Operations</b>		
Vice Chair / Andy R	Appoint - Operations Manager - Oversee event on Carnival day	01.11.22	DONE
Kim/Sonya	Order 10 chemical toilets for Park and High School with transport	10.01.23	DONE - Ordered through MLP
Kim/Sonya	Order radios and security stewards	10.01.23	DONE - Ordered through Phoenix
Kim	Organise bins with Graham Minshull SNC	10.01.23	DONE - free bins agreed by Graham
Andy Rackham	Organising stewards and volunteers on Carnival day	On Carnival day	
Kim/Sonya	Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	10.01.23	DONE
Chair/Vice Chair	Organise parking provision from Morrisons (used to be Feather Factory)		TH speaking to Thatchers Needle & Morrisons
Keith Kiddie	Liasing with School stewards to ensure running of Parade on time	On Carnival day	
Chair/Vice Chair	Arrange site layout and finalise stall positions by Mid-May	15.05.23	
keith Kiddie/	Point of contact and arranging procession stewards for Carnival	10.06.23	
keith Kiddie/	Liasing with Stewards to ensure safe procession through town, incl traffic management	On Carnival day	
Kim	Arrange suitable sound for the event	10.01.23	DONE - Ordered through Simply Sound
Vice Chair / Andy R	To oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	01.03.23	
Robert L/Sonya F	Liaise with RL regarding H&S such as emergency services, risk assessments and work on SAG form	01.04.23	
Tammy Howard	Sort first aid		DONE - Tammy
	Organise gazebos if required		
Sue Kiddie	Source hay bales for Fun Day	01/03/2023	To contact Christie Callow in May.
Sonya / Kim	Buy red and white barrier tape and Blue/Red chalk paint		<b>Robert will purchase</b>
Sonya/ Admin	Keys to be arranged through DTC office for toilet block		
Sonya	Ask Masonic Lodge if we can use their building as a changing area for acts		Sonya contacted Michael Crawford
	<b>Volunteers &amp; Stewards</b>		
Andy R	Recruiting volunteers and stewards to help run the Carnival Procession and Fun Day		KJ HAS ASKED STAFF AND CLLRS
	organising necessary training for stewards		

Vice Chair/Admin team	Send out volunteer briefing packs on email nearer to the day		
Vice Chair/ Robert L	Arrange for maintenance staff cleaning and jobs on the day including putting up barrier fencing around mere ahead of event		
	<b>Stalls</b>		
Tammy Howard	Allocating spaces for fundraising stalls, maintaining a good balance between charitable, commercial, food, drink and crafts		
Kimberley Jaynes	Sending out and collating stall application forms and payments to be passed to RFO		ongoing
	Send out stall arrangements including arrival times, guidance on parking etc		
	Liaise with sound/lighting technician and acts on the day and oversee entertainment, ensuring all co-ordinators are advised of schedule alterations/issues		
	Organise bar tender form etc		done
	Create and laminate pitch number signs and all signs needed for the park		
	<b>Admin</b>		
Kim	Road Closure from County Council to be applied for.	01.01.2023	DONE - Charlotte
Chair/ Kim	Manage Carnival email inbox and respond accordingly		ONGOING
Kim	Complete and disseminate Agendas and Minutes to committee		ONGOING
Kim	Update progress report with actions		ONGOING
Kim	To update procession members details onto relevant form once received from procession team		
Kim	Update sponsorship packages form and send out to all local businesses in an email	Jan-23	DONE- Kim
Kim/ Charlotte	Send out email to all previous stallholders with updated application form to ask if they want to come again	11.1.23	DONE- Kim
Kim	amin to arrange street collection agreement from SNC for carnival event	10.01.23	DONE - Charlotte
Kim	To update carnival website and arrange promotional booklet		
Kim	Book in diary and promote fundraising events for Carnival. Eg cake stalls and car boots		APRIL- KIM TO DO
Kim	Check all incoming application forms, ensuring correct fee and H&S documentation has been sent. Confirm bookings with applicants following approval from Chair/Vice-Chair		ONGOING- Kim
Kim	Update carnival master spreadsheet		ONGOING- Kim
Kim	Organise delivery of road closure notices - MLP	Jan-23	DONE - Kim & Sonya
	Write to Mount St residents ref Carnival parade / parking in car parks on the day		
Melissa/Charlotte	Order raffle tickets for booze barrow		DONE & RECEIVED TICKETS
Melissa / Sue H	Process any monies from Carnival fundraising events and money made on the day		
Kim	Make sign to go on Park car park "This car park is closed to the public. Access for authorised vehicles only"		

Kim	Send out emails to all stallholders 1-2 weeks before Carnival with a site map, pitch number and final details for the day (allocated arrival time & parking)		
	<b>Procession</b>		
Sue Kiddie	Liaising with promotions to contact local businesses, school groups and societies for inclusion into the Procession	01.03.2023	
Sue Kiddie	Carefully consider the order of the floats and provide contact details to the Admin Team for people in the procession	10.06.2023	
Sue Kiddie	organise Point of Contact for those in Procession at the School	17.06.2023	
Sue Kiddie	organise card system for those in the procession to know where they can park their vehicles	On Carnival day	
	High School layout plan drafted for procession entrants		
Sue K to work with KJ	Send emails out to all procession entrants 1-2 weeks before event with their allocated arrival time and details for the day		
	<b>Entertainment</b>		
Chair/Vice Chair	Arrange suitable entertainment and liaise with committee for agreement	Jan/Feb	Creature Events Transformers, Hollywood Photobooth, Electric Cabaret Oscar Statue & Charlie Chaplin, Frank Spencer Impersonator, Academy of Movement Superheroes, Fun
Chair/Admin	To timetable acts and liaise with promotions to publicise events, ensuring a schedule is prepared before the print deadline.		
Chair/Admin	To organise Compere and appropriate equipment required for them. (Ie microphone)		Paul Preston Mills booked
	<b>Finance</b>		
Tammy Howard / Sonya French	Seek out funding sources such as grants and sponsorship alongside admin team and liasing with committee for agreement		
Kim	Seek sponsorship from businesses by sending out a bulk email with sponsorship packages on. Update sponsorship spreadsheet and send out package confirmation letters via email to each sponsor which details deadlines for artwork etc		DONE
Chair/Vice Chair	To arrange and oversee (with committee) fundraising activities preceding the Carnival		
Sue Kiddie	To liaise with stewards to arrange bucket collections on the day for carnival funds		
RFO - Alex Jamieson	To manage the Carnival accounts and provide statements and costings when required.		
Chair/Vice Chair	To work alongside the RFO to ensure that the accounts are correct and up to date		
	<b>Town Window Dressing</b>		
Ruth	Organise window dressing documentation in conjunction with the admin team	01.04.2023	
Ruth	Visits shops to organise competition	01.05.2023	



Ruth	organise window dressing judging before Carnival		
Sonia Browne / Kim	Organise recovery of trophies from last year and create certificates for winners		
	<b>Promotion</b>		
Kim	Write press releases with support from Chair/Vice Chair and send out to contacts		ONGOING
Kim	Throwback Thursday posts on social media and carnival countdown posts		ONGOING
Kim	Add Carnival event to online events listings		ONGOING
Kim	Complete promo perks for all sponsors including banners		
Kim	To release Carnival date and theme to the press, on social media and update website	11.1.23	DONE
Kim	Article submitted for Diss Matters magazine to promote Carnival	mid March	DONE
Kim	To produce carnival programme and posters, and arrange for print and distribution		
Kim	Update A-boards with main arena schedules and important notices for park		
Sonya F/Robert L	To arrange decoration of the Town including bunting, banners and flags.		SF discussed with KK
Sonia Browne	To liaise with Park Radio to arrange interview slots and promo releases		