

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
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Please ask for: Sonya French
Our ref: CA 06.06.23
Date: 26.05.23

To: **ALL MEMBERS OF THE CARNIVAL SUB-COMMITTEE**

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 6th June 2023** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

A G E N D A

- 1. Apologies**
To consider apologies for absence.
- 2. Minutes**
To approve the minutes from the last meeting held on 18th May 2023. (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. Run through of the day**
To discuss a run through of the whole event:
 - a) Procession
 - b) Fun Day
 - c) Volunteers
- 7. Finance**
To receive an update on the Income & Expenditure for Carnival 2023.
- 8. Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
- 9. Date of Future Meeting**
To agree a date for a committee meeting to take place after Carnival to review the event.

<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>A. Jamieson</u>	<u>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>G. Waterman</u>

DISS TOWN COUNCIL

MINUTES

DRAFT

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

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk & Vice-Chair)
K. Jaynes (KJ)
S. Kiddie (SK)
A. Jamieson (AJ, Responsible Finance Officer)

CA0523/1

Apologies

Apologies were received and accepted from A. Rackham, R. Ward and S. Browne. AR informed the committee by a brief written update prior to the meeting that he will be putting up the A3 promotional posters.

CA0523/2

Minutes

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

RESOLVED: that the minutes of the meeting on 9th May 2023 were a true record and duly signed by the Chairman.

CA0523/3

Declarations of Interest

There were none.

CA0523/4

Public Participation

There were no members of the public present.

CA0523/5

Items of URGENT Business

Members discussed sourcing a wheelbarrow for the booze barrow. KK will enquire with Huws Gray and if this isn't possible, KJ will ask Travis Perkins.

(Action: SK/KK to contact Huws Gray for a wheelbarrow, in the next week)

CA0523/6

Finance

Committee received an update on Income and Expenditure for Carnival 2023. AJ confirmed that a Sum Up machine has been purchased and this can be used out of the office for ticket sales for the booze barrow and tombola.

SK requested £40 for purchasing items for the tombola and AJ provided this at tonight's meeting from the Carnival Car Boot Sale funds.

CA0523/7

Procession

a) Members received an update on procession entries. Committee decided to move Tribe-All's walking group from position 30 to 10 in the running order to balance out the louder noise groups.

(Action: KJ to make amendment to running order, immediately)

AJ provided made committee members aware that one of the floats are still to confirm their insurance. AJ will work with them to ensure correct insurance is sourced.

(Action: AJ to confirm suitable insurance is received from the procession entry, immediately)

b) Members received an update on ordering a diesel generator for DJ Sean. TH confirmed that she has contacted Jewsons who quoted £120 + VAT and £70 on top for delivery. Committee have agreed to ask AR if Sean could use his petrol generator. TH will check with Sean if a petrol generator would be suitable.

(Action: TH to ask DJ Sean if he could use a petrol generator instead and if so, TH will ask AR for use of his. KJ to update Roles & Responsibilities list)

CA0523/8

Window Dressing Competition

The committee received an update on entries for the Window Dressing competition. Ruth Ward wasn't at the meeting but provided a brief written update prior to the meeting. All shops have been contacted and RW will send emails out to chase for entries. Some of the shops have decorated their windows and others are waiting until their Coronation displays come down.

KJ confirmed that the Mayor (Kieran Murphy) can judge the window dressing competition, the Mayor's cadets have been contacted but awaiting response. KJ will email Gabrielle Pagan this week as Honoured Citizen.

(Action: KJ to email Honoured Citizen to judge windows, this week)

CA0523/9

Member Updates

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

It was confirmed that George Waterman will be Dinsdale at Carnival with Joe Mays as reserve.

KJ and SF confirmed that they had carried out a site visit on the Park with the measuring wheel and site map to confirm stall pitches. Some changes were made due to space and each stall will have 1 metre space between.

TH confirmed the sandwich platters will be ordered from Greggs at the price of £72.50 which will be available for volunteers and committee on the day. SK will source 300 bottles of water with £40 and AJ will help to source Kettle crisps through her contact.

**(Action: TH to order sandwich platters from Greggs, SK to buy water, AJ to source 100 bags of crisps, in the next fortnight.
KJ to update Roles and Responsibilities list with the above, immediately)**

SF confirmed that SB will be on Park Radio on 2nd June to promote Carnival.

SF and TH will chase up Creature Events Transformers and Academy of Movement to ensure they are aware of the parade distance and route.

(Action: SF to phone transformers and academy of movement, this week)

CA0523/10

Roles & Responsibilities

Members noted updates on the Roles & Responsibilities timeline spreadsheet and allocated remaining tasks to be completed. It was agreed that KK will contact Mervyn Lambert to discuss toilet locations for High School and park toilets. SF will contact Phoenix to discuss radios. SF asked SK to get KK to check when Mervyn Lambert will be putting out the road closure advance warning notices as this is usually done 3 weeks before the event.

(Action: KK to contact Mervyn Lambert to discuss toilet locations and advance warning signs for road closures, this week. SF to contact Phoenix re radios, by next week)

CA0523/11

Date of Future Meeting

The committee noted that the next meeting will take place on Tuesday 6th June at 7pm which will be the final meeting before the event. SF requested that KK is to be invited to this meeting and RL if he is available.

Meeting closed at: 20:15

SUB-COMMITTEE CHAIRMAN
T. Howard