

**TOWN CLERK**  
Miss Sarah Richards


**DISS TOWN COUNCIL**  
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Please ask for: Sarah Richards  
Our ref: CA 07.02.22  
Date: 02.02.22

## 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 **The Greyhound** on **Monday 7<sup>th</sup> February 2022** at **7.00pm** to consider the business detailed below.



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 10<sup>th</sup> January 2022. (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. **Parade floats**  
To discuss parade floats for Carnival 2022.
7. **Road Closure/ H&S**  
To discuss road closure plans and health & safety measures for Carnival 2022.
8. **Window Dressing Competition**  
To discuss dates for the Window Dressing Competition and approve entry form (copy herewith).
9. **Grants**  
To receive an update on grant applications for Carnival 2022.
10. **Entertainment**  
To receive an update on entertainment for Carnival 2022 and discuss plans for sound.
11. **Sponsorship**  
To receive an update on Sponsorship for Carnival 2022.

**12. Promotion**

To receive an update and discuss promotion for Carnival 2022.

**13. Progress Report**

To note and update the progress report (copy herewith).

**14. Member Updates**

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

**15. Date of Future Meeting**

To note that the next meeting of the Carnival Committee will take place on **Monday 7<sup>th</sup> March 2022 at 7pm.**

Meeting closed at:

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<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>R. Peaty</u>
<u>R. Ward</u>	<u>K. Murphy</u>
	<u>C. Valori</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 **The Greyhound** on Monday 10<sup>th</sup> January 2022 at 7pm.

In attendance: C. Keen (CK) - Chair  
T. Howard (TH)  
Cllr S. Kiddie (SK)  
S. French (Deputy Town Clerk)  
A. Rackham

**CA0122/1**

#### **Apologies**

Apologies were received from K. Jaynes (KJ), Ruth Ward and Sonia Browne

**CA0122/2**

#### **Minutes**

Members approved the minutes from the last meeting held on 6<sup>th</sup> December 2021. It was

RESOLVED: that the minutes of the meeting on 6<sup>th</sup> December 2021 were a true record and duly signed by the Chairman.

**CA0122/3**

#### **Declarations of Interest**

There were none.

**CA0122/4**

#### **Public Participation**

There were none.

**CA0122/5**

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

The Chair updated Carnival Committee with Ian Seymour-Blackburn withdrawal from the Carnival committee due to ill health. The Carnival committee would like to thank Ian for all his hard work during the 2019 Carnival.

**CA0122/6**

#### **Window Dressing Competition**

Committee discussed plans for organizing the Window Dressing competition. Window dressing application form needs updating and brought back to next meeting.

**(Action: K Jaynes, by Feb meeting)**

**CA0122/7**

#### **Gazebo**

Members discussed the options available for purchasing new gazebo(s). Council to order and purchase. It was

RESOLVED: To get DTC to order the Gazebos in time for Carnival.

**(Action: DTC to order immediately.)**

**CA0122/8**

#### **Transport for Dinsdale and Mayor**

The committee discussed a vehicle for Dinsdale and the Town Mayor to ride in during the parade. Committee discussed using various options including Si Gillings flatbed transit for transporting the Mayor, Dinsdale and the Royals. It was:

RESOLVED: To ask Si Gillings for the loan of his flat bed truck for transporting the Mayor, Dinsdale and the Royals.

**(Action: A. Rackham, immediately)**

**CA0122/9**

#### **Grants**

The committee talked through the Grant applications and the best way forward to complete the applications. It was

RESOLVED: Claire Keen and Sonia Browne would begin applying for grants suitable for the carnival.

**(Action:CK & SB immediately)**

**CA0122/10**

**Entertainment**

Committee discussed entertainment for Carnival 2022. Committee members spoke about contacting the circus & stilt walkers. Committee will ask a variety of bar companies to attend carnival which will create more areas to buy alcohol rather than just one bar. Committee would like the Carnival Sound and Floats to be added to the next agenda so that this can be discussed in detail. It was

RESOLVED: that the following acts would attend carnival 2022: VCB, T, PPM

**(Action: Circus AR to contact immediately, CK to contact Stilt walkers immediately KJ to add Carnival Sound, Floats and Road Closure/H&S to the next Agenda immediately)**

**CA0122/11**

**Promotion**

The committee reviewed and discussed a plan for promotion launch, with a press release and theme release video for social media. It was

RESOLVED: That KJ can go ahead with the promotion documents.

**(Action: KJ immediately)**

**CA0122/12**

**Sponsorship**

Committee discussed plans for approaching businesses for sponsorship. Once application forms go live sponsorship can be advertised. It was

RESOLVED: To add the sponsorship form to the website.

**(Action: KJ immediately)**

**CA0122/13**

**Progress report**

The committee noted actions on the Progress Report.

**CA0122/14**

**Member Updates**

Members received updates from committee members not reported elsewhere on this agenda. Committee would like the car park again this year for Carnival and would like SF to contact the relevant person at SNC. Committee were informed that the Head of Diss Infant and junior school would like their children to be included in the Parade. Carnival would like to have arrange a Car Boot on 1<sup>st</sup> May and cake sale on 16<sup>th</sup> April 2022. Booze barrel discussed and carnival would like DTC to purchase, 800 large lottery licence tickets.

**(Action: SF to contact Michelle Earp reference Car Park, SF to add Car Boot to DTC car boot list.)**

**CA0122/15**

**Date of Future Meetings**

Members noted that the next meeting of this committee are scheduled for

- Monday 7<sup>th</sup> February 2022

Meeting closed at: 9.30pm

SUB-COMMITTEE CHAIRMAN  
C Keen



# WINDOW DRESSING COMPETITION ENTRY FORM 2022

Shop name:

.....

Shop address:

.....  
.....  
.....  
.....

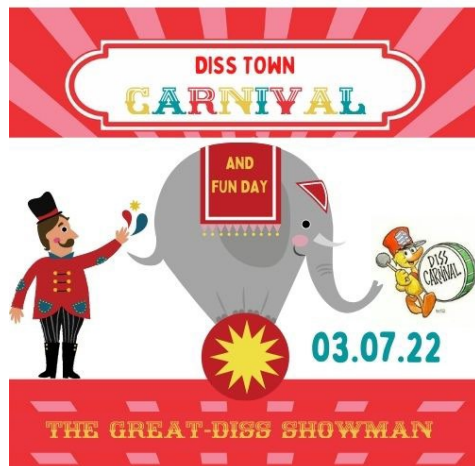
Contact name .....

Tel: .....

I confirm that we will be entering into the Diss Carnival 2022  
Window Dressing competition between the dates ##### with the  
theme 'The Great-Diss Showman.'

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA1121/6	Election of Chairman	Committee to elect Claire Keen as Chair and Cllr Sonia Browne as Vice-Chair of the Carnival sub-committee 2022.	Carnival Committee	immediately	Completed November 21
CA1021/9	Date for Carnival 2022	To publish the new date for Carnival 2022 as Sunday 3rd July 2022.	KJ	immediately	Completed November 21
CA1121/7	Location & Theme	Committee to keep the location of Carnival at the Park with the theme 'The Great-Diss Showman'	Committee	immediately	Completed November 21
CA1121/8	Application Form	To create a new logo following agreement of theme and add this to the application form	KJ	by 01.12.21	
CA1121/9	Grants	To add to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1121/10	Entertainment	To have Vibe City Jazz & Samba to lead and finish parade	CK to enquire for Vibe City jazz band. SB to find details of Samba band.	by 01.12.21	done
CA1121/10	Entertainment	Contact residents wanting to ride scooters in parade	SK	by 01.12.21	done
CA1121/10	Entertainment	Contact street artists for prices	CK & SB	by 01.12.21	done
CA1121/11	Promotion	To do a publicity announcement of the date and theme in Mid January 2022 including a press release, website page updated and social media post	CK, KJ & FM	by 10.01.22	done
CA1121/13	Member Updates	To add Window Dressing Competition, new car for Dinsdale & Mayor in parade and gazebo purchasing to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1221/6	Road Closure Forms	To complete the road closure application form for Carnival parade 2022.	KJ	by 01.04.22	
CA1221/7	Application Form	To add Carnival logo to all relevant forms	KJ	by 01.01.22	Done 17.12.21
CA1221/8	Health & Safety	AR and SF to complete Event Management Plan next year. A meeting will be arranged by KJ for March 2022	KJ	by 20.02.22	
		Contact Phoenix for parade security.	SF	by 20.01.22	done
CA1221/9	Grants	To complete grant applications together.	CK and SB	start in Jan 2022	ongoing
CA1221/10	Entertainment				
		To organise a main feature in the Parade and the Main Arena.	CK and SB		done
		To chase Samboomba by next meeting	SB	by 10.01.22	done
		To organise street artists during the day in various areas in Town and enquire for prices.	CK and SB		done

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
		To source details of bubble car to go in Parade	AR		
		To contact previous Carnival Compere, Paul Preston-Mills	CK		done
		To source Clowns for Carnival Fun Day.	SB		
		To contact Real Stunts In Action.	CK		
		To contact residents wanting to ride scooters in Parade	SK		
CA1221/11	Promotion	To contact Park Radio and book a promotional slot for a mid-January launch	SB	by mid-Jan	
		To work on updating website page, social media page and press releases ready for promo launch in January.	CK/KJ/FM	by 10.01.22	Done
		To work on theme release video for social media to publicise the date and theme in mid-January.	KJ/FM	by 10.01.22	Done
CA1221/12	Sponsorship	To add Carnival 2022 logo to sponsorship forms	KJ	immediately	Done 17.12.21
CA1221/13	Shop Window Project	To contact Honoured Citizen and Junior Good Citizen winners 2021 and 2020 winner, Gloria Rowe to see if they would judge competition.	KJ	by mid-Jan	Done - Anne & Lily have confirmed they will do judging. Gloria confirmed
CA1221/16	Progress Report	To circulate progress report with committee members once updated via FB group.	KJ	by 22.12.21	Done 22.12.21
CA1221/17	Member Updates	To add the following items to the next agenda; Window dressing competition, purchasing gazebos, transport for Dinsdale & Mayor in parade.	KJ	by 06.01.22	Done 22.12.21
		To arrange craft fayre for the Carnival Fun Day- to be discussed further in Jan 2022.	SK and RW	Jan-22	done
		Share monthly to-do list with committee members	KJ	by 10.01.22	Done
CA0122/6	Window Dressing Competition	To update the previous Window Dressing Competition entry form	KJ	by 7th Feb	Done
CA0122/7	Gazebo	To get DTC to order the Gazebos in time for Carnival	DTC to order	immediately	
CA0122/8	Transport for Dinsdale & Mayor	To ask Si Gillings for the loan of his flatbed truck for transporting Mayor, Dinsdale and the Royals.	A.Rackham	immediately	
CA0122/9	Grants	To begin applying for grants suitable for the Carnival	CK & SB	immediately	
CA0122/10	Entertainment	To contact the following acts: Circus (AR), Stilt walkers (CK)	AR & CK	immediately	
		KJ to add Carnival sound, floats and road closure/ h&s to the next agenda	KJ	immediately	Done
CA0122/11	Promotion	To upload promotion video and announcement on social media, website, press etc.	KJ	immediately	Done
CA0122/12	Sponsorship	To add the sponsorship form to website page	KJ	immediately	Done
CA0122/14	Member Updates	Contact Michelle Earp reference car park	SF		
		Add Carnival car boot sale to Car Boot Sales list	SF	immediately	Done

<b>Minute Reference</b>	<b>Item name</b>	<b>Action</b>	<b>Assigned to</b>	<b>Timescale</b>	<b>Comments or further action</b>
General reminder	First Aid	Send Sharon from FAST details nearer to the event	CK		