

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 5<sup>th</sup> March 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)  
L. Montgomerie (LM)  
K. Jaynes (KJ)  
S. Kiddie (SK) (Vice-Chair)  
R. Ward (RW)  
Andy Rackham (AR)  
J. Mayes (JM)  
Alex Rackham (ALR)

### CA0324/1 Apologies

Apologies were received from Sonya French and Carly Halil. No apologies were received from Sonia Browne.

### CA0324/2 Minutes

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

**RESOLVED:** that the minutes of the meetings on 9<sup>th</sup> January 2024 and 13<sup>th</sup> February 2024 were a true record and duly signed by the Chairman.

### CA0324/3 Declarations of Interest

There were none.

### CA0324/4 Public Participation

There were 2 members of the public present from Diss 2<sup>nd</sup> Scouts – Tash and Bex. Both provided an update on free activities they could provide at the Fun Day in return for a free pitch for their crockery smash. Activities available are smores with long skewers, archery or soft tommerhawk axe throwing. Activities would take place beside the crockery smash location. Committee agreed the scouts can do 1 free activity from the choices.

2<sup>nd</sup> Diss Scouts reps left the meeting.

### CA0324/5 Items of URGENT Business

There were no items of urgent business.

### CA0324/6 Stall Applications

- a) Members received an update on stall applications. 4 main food vendors, 3 sweet treats/dessert vendors and 6 craft stalls have been confirmed so far, - 22 stalls in total. It was noted that we would ideally need 3 more food vendors and 10 more paying stalls in total.
- b) Members reviewed and approved charity pitches. 8 charity pitch applicants have been received. Committee confirmed all would receive free pitches due to capacity in return for them providing a free activity for children on their stall. KJ to confirm back to the applicants.

**(Action: KJ, immediately)**

Diss Churches Together have requested 1 free pitch and a paying pitch next to it. Committee approved.

Committee noted that we do not currently have an ice cream seller. Members will enquire to see if anyone is interested. KJ to do a social post.

**(Action: KJ, by next meeting)**

- c) Members discussed if there was a need for an extra bar in addition to the 2 we have already confirmed. KJ to ask Wonky Donkey if they are still interested in bringing another bar in addition to their horsebox as we have a bar pitch available £600 for both bars.

**(Action: KJ, immediately)**

- d) Members discussed the requirements for the Baptist Church activities and volunteers for erecting/dismantling the tent. Committee approved paying £100 to cover the cost of equipment for the children's activities. KJ to confirm back to Ben with a p/o number and update finance spreadsheet. Committee agreed Tammy, Joe, Andy, Kim and Laura would be available the day before Carnival to assist with the tent erection.

**(Action: KJ, by end of week)**

#### **CA0324/7 Procession**

- a) Members received an update on carnival procession entrants. 16 entries confirmed so far. The Garden Project Team will be putting in an application and 2<sup>nd</sup> Diss Scouts have applied today, bringing the total to 18 entries.  
AR confirmed he would send KJ a contact number for Spike/ The Hedge Monkeys. KJ to confirm booking and inform of p/o number- £250/300 for parade and 2 hour performance in park pavilion. AR noted he will need to source a flat bed trailer for them.
- b) Members discussed ideas for the lead band at the front of the procession. AR suggested The Hedge Monkeys may be able to go at the front of the parade to play music fitting with the theme. AR will confirm to KJ this week.

**(Action: AR, by end of the week  
KJ, by next week)**

#### **CA0324/8 Finance**

Members received an update on Income and Expenditure for Carnival 2024. The total income currently is 11,796.17 and total expenditure currently is £5,673.30. Additional expenditure will be added for the cost of the sponsor banners, distribution of the carnival programmes, extra entertainment/music acts, simply sound cost, cardboard cutouts and props. We are still awaiting payment from 8 stallholders which hasn't been added to the income total until money received.

#### **CA0324/9 Entertainment**

- a) Members received an update on entertainment. 3 x 15/20 min slots left to fill at main stage area. KJ shared a quote received from Jeff Gallant who can perform as a country music solo act for £280 or duo for £450, based on a maximum of 2 x 45 min slots. He has confirmed they are available for booking. Committee agreed to book Jeff Gallant duo for 2 x 45 min slots. It was agreed to remove the trophy presentation out of the main arena schedule and opt for sound system shoutouts in between acts to announce winners instead. KJ will book Jeff Gallant duo to perform at 2.55 for 45 mins on main stage and another 45 min slot in pavilion later on- time tbc. KJ to send p/o number.

**(Action: KJ, immediately)**

- b) Members reviewed a quote from Believe In Magic for Jessie and Barbie cowgirl to join the procession. Committee agreed to book 2 characters for 3 hours at £210 from 12.30-3.30pm. KJ will send p/o number and confirm.

Committee agreed Joe Mayes would fulfil the role of Dinsdale for the day of Carnival.

**(Action: KJ, immediately)**

#### **CA0324/10 Sponsorship & Grants**

- a) Members received an update on sponsorship. 15 sponsors confirmed in total following a new sponsor, M Scott Properties £500 GOLD package. The total sponsorship is now £4375.00 once VAT removed.
- b) Members received a grant update from Diss Town Council. At the Facilities committee meeting on 14<sup>th</sup> February 2024, councillors agreed to allow an additional £1,500 in the budget for the Carnival event to cover the increased infrastructure costs with a view to a future funding request to be presented to the April Full Council should it be required.

**CA0324/11 Promotion**

- a) Members reviewed a quote for printing the Diss Carnival 2024 programmes. It was

RESOLVED: To accept the printing quote from Town & Country Printers to print 5100 programmes for £735.

**(Action: KJ to confirm with T&C Printers and send p/o number, immediately)**

- b) Members reviewed a quote for distribution of the Carnival programmes by Falcon Publications. Delivery to every door in Diss is £450 + VAT and would be distributed in May. Committee agreed to contact potential sponsors to help with funding distribution or printing costs in return for a free advert within the programme. AR will approach 2 potential businesses. KJ to respond to Falcon Publications with a pending email while we try to source funding. ALR will also source a comparison quote for distribution from another contact.

**(Action: AR to approach potential businesses who may want to sponsor the distribution cost in return for an advert, by end of next week. KJ to respond to Falcon Publications. ALR to enquire for comparison quote for distribution, immediately)**

**CA0324/12 Member Updates**

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

SK provided an update on raffle prizes sourced so far: 1 Family ticket to the tank museum, free nail voucher £15 each from Mia Nails, Clothing Voucher from Tatters, Wash & Blow Dry from Kelly Ramsay Hairdresser, Scole Inn Carvery for two voucher, Lunch for two at Cappadocia, Lash Luscious voucher. The committee agreed not to proceed with hampers and will do a prize/experience raffle and booze tombola. Members were encouraged by SK to source more raffle prizes. JM requested a copy of prize request letter from KJ via email.

**(Action: KJ to send letter to JM, by end of the week)**

JM contacted the sixth form centre to enquire for volunteers. Current sixth formers are unable to help due to exams. JM will enquire with possible year 10s & 11s contacts doing Duke of Edinburgh Award.

**(Action: JM to continue sourcing volunteers, by next meeting)**

AR and JM met with the High School art department and students confirmed they will design themed wooden signs for public toilets, entertainment and other key features of Carnival. AR will provide the wood for them to use.

Site Map draft plan was received from ALR and AR. ALR will send a digital copy to KJ and a meeting will be arranged for KJ with ALR and AR to finalise stalls on the map.

**(Action: ALR to send digital site map draft to KJ, by end of the week.**

**KJ to arrange meeting with ALR and AR to finalise stalls on site map, by next meeting)**

**CA0324/13 Date of Future Meeting**

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 9<sup>th</sup> April 2024 at 7pm.**

Meeting closed at: 9.25pm

SUB-COMMITTEE CHAIRMAN T. Howard