

TOWN CLERK
Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL
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Please ask for: Sonya French
Our ref: CA 11.06.24
Date: 05.06.24

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 11th June 2024** at **7.00pm** to consider the business detailed below.

S.E. French

Chief Operations Officer

AGENDA

- 1. Apologies**
To consider apologies for absence.
- 2. Minutes**
To approve the minutes of the last meeting held on 4th June 2024 (copy details herewith).
- 3. Declarations of Interest¹**
To note any declarations of Member's 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
 - d) Infrastructure
- 7. Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
- 8. 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>L. Sinfield</u>
<u>S. French</u>	<u>J. Robertson</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>J. Mayes</u>	<u>K. Murphy</u>
<u>C. Halil</u>	
<u>L. Montgomerie</u>	
<u>Al. Rackham</u>	

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 4th June 2024 at 7pm.

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

- CA0624/1 Apologies**
Apologies were received from Carly Halil (CH), Alex Rackham and Andy Rackham (AR). No apologies were received from Sonia Browne (SB).
- 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 21st May 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 Site Map**
a) Members received an update on the Carnival Fun Day Site Map. KJ has made a few changes to the site map following the cancellation of NCC's Adult Learning stall, Bounce Fitness has been moved to Mere side on flat ground, M&M Sweets have moved into Adult Learning's pitch and Dave Harris is having their pitch along Park Road with his Hog Roast stand.
b) Members received an update on outstanding paperwork and payments from stallholders. KJ will chase up outstanding payments and documentation and inform entries that they will not be able to attend Carnival if these aren't received before the day.
(Action: KJ to chase stallholders, immediately)
- CA0624/7 Procession**
Members received an update on procession entrants and confirmed the parade running order. It was agreed to have the East Angles Brass Band first followed by Bressingham's steam engine, Dinsdale & Mayor, Diddy Long Legs and Merryfields. Pink Ladies Tractor will go behind Voice

Squad. Palgrave Players Walking Group & Jeep to go after Sweet Treats Burlesque. Swap The Garden Project Team with Park Radio.

(Action: KJ to update running order and send to SK, update procession judging sheet and print copies, immediately)

CA0624/8 Pavilion Entertainment

Members were unable to receive an update on acts and final timings for pavilion entertainment due to the apologies given by Andy Rackham (AR). KJ to email AR for info so all acts can be emailed this week with details.

(Action: KJ to email AR for details, immediately)

CA0624/9 Volunteers

Members received an update on the volunteers schedule and information for the day. KJ to amend Laura M on volunteer schedule from P1 steward to being at High School from 9.30am until after parade. Tammy to take on P1 steward instead of P3.

(Action: KJ to amend volunteer schedule, immediately)

CA0624/10 Member Updates

- a) Committee received updates from members not reported elsewhere on this agenda.
- b) Members reviewed outstanding tasks for committee members: It was

RESOLVED:

SK to ask KK to contact SNC for keys for old John Grose car park barriers.

RW has retrieved the trophy back from Leslie Ward and everything is all organised for the Window Dressing Judging.

SK confirmed crisps and bottles of water have been bought.

SF has printed colouring sheets for Baptist Church and bought colouring equipment.

TH confirmed sandwiches have been organised.

TH to chase SB to see if Red Hatters have returned their 'Best Walking Group' trophy.

**(Action: SK, immediately,
TH to check with SB re Red Hatters trophy)**

CA0524/11 Date of Future Meeting

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 4th June 2024 at 7pm.**

Meeting closed at: 20:10

SUB-COMMITTEE CHAIRMAN
T. Howard

	6.30 am	6.30am - 9.00am	9.00am - 11am	11am - 12:30pm	12:30pm - 1:15pm	1:15pm - 1:45pm	1:45 - 3:00pm	3:00pm - 5pm	5pm-6pm	6pm - 7pm
SUNDAY 11th June										
S. French	Briefing with A. Rackham	Set up OPS tent, tombola, hospitality tent and put up changing area signs	P4 steward	P4 steward until 12.00 High school for Parade	Parade	1.15pm direct floats onto Park	OPS tent	OPS tent	Clear Down	Clear down after event
T.Howard	Briefing with A. Rackham	Put out laminated stall pitch cards	P1 steward	Carnival floats at High School	Carnival floats at High School	1.30pm Collect food refreshments from Greggs	Collect feedback from stalls	Main stage/entertainment	Clear down	Clear down after event
A. Rackham	Complete Briefings			11am Set up area outside Beales for judges	In Charge at Park	At end of Procession to place cars on park or car park	Park Floating	Park Floating	See evening timeline	See evening timeline
Alex Rackham	Complete Briefings								See evening timeline	See evening timeline
K. Jaynes	Briefing with A. Rackham	Put out laminated stall pitch cards	P4 steward	P4 Steward until 12pm High School for parade.	Parade	Main stage/entertainment	Main stage/entertainment		Clear down	Clear down after event
S. Hurst	Briefing with A. Rackham	safety barriers behind stalls 49 - 55 & 56-61. barrier around Mere with flags across gap for boat access	P3 steward	P3 Steward	OPS tent	Assist Dinsdale around Park		Assist Dinsdale around Park	Clear down	Clear down
J. Wright	Briefing with A. Rackham	Put barrier around main arena and sponsors banners. Hay Bales arriving 7.30am.	Floating steward	11.15 Parade briefing at High School. 11.45 Transport Diddy Long Legs from Park to High School	Parade Marshall				Clear Down	Clear down
R. Ward				Hospitality tent, Tombola & Raffle	Hospitality tent, Tombola & Raffle	Hospitality tent, Tombola & Raffle	Hospitality tent, Tombola & Raffle	Hospitality tent, Tombola & Raffle		
R. Ludkin	Briefing with A. Rackham	Put barrier around main arena and sponsors banners. Hay Bales arriving 7.30am.	Operations assistant	12.00 High school with Sonya	Parade	At end of Procession to place cars on park or car park			Clear Down	Clear Down
S. Richards				High School	Parade					
L. Montgomerie			High School	High School	In parade with scouts				Clear down	clear down

C.Halil			P1 Steward	P1 Steward	Parade	Lost Children/Ops tent	Lost Children/Ops tent		Clear down	Clear down
J. Mayes			John Grose Car Park steward	High School (Dinsdale)	Parade	Dinsdale	Dinsdale	Dinsdale	Clear down	Clear down
S. Woodburn		Litter from 7am	Litter							
F. Dowle				Litter	Litter	Litter	Litter pick	Litter pick	Clear Down	Clear down
	6.30 am	6.30am - 9.00am	9.00am - 11am	11am - 12:30pm	12:30pm - 1:15pm	1:15pm - 1:45pm	1:45 - 3:00pm	3:00pm - 5pm	5pm-6pm	6pm - 7pm
K. Kiddie	Briefing with A. Rackham	High School	High School	Parade briefing at 11.15. Parade Road closures	Parade Road closures				Clear down	Clear down
S. Browne				11am - Go to Park for radio, hi-vis and procession judging forms. 12pm - Meet Mayor & procession judges outside Beales	Outside Beales with Procession judges			OPS tent	Clear Down	Clear down
M. Gingell				Parking steward at John Grose car park for stallholders only	12.30pm OPS tent			Arena steward, remove debris after acts		
A. Goulder			P4 steward	Transported to high school for Dinsdale	Dinsdale	Dinsdale		Dinsdale	See evening schedule	See evening schedule
D. Craggs									See evening schedule	See evening schedule
S. Kiddie		Set up OPS tent, tombola, hospitality tent	Carnival floats at High School	Carnival floats at High School	Carnival floats at High School	Hospitality tent, Tombola	Hospitality tent, Tombola	Hospitality tent, Tombola	Clear down	Clear down
E. Taylor				High School briefing	Parade Marshall					
R. Peaty				High School briefing	Parade Marshall				See evening schedule	See evening schedule
J. Robertson				High School briefing	Parade Marshall					
Jim Welch				High School briefing	Parade Marshall					
D. Collins					Hospitality tent, Tombola	Hospitality tent, Tombola	Hospitality tent, Tombola	Hospitality tent, Tombola		
K. Murphy				High School	Parade + Carnival Judge	Park	mayoral duties			

EMERGENCY CODES

In the event of an emergency, use **JFK**

In the event of a lost child, use **MALLARD**