

TOWN CLERK
Miss Sarah Richards

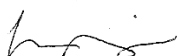
DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: town council@diss.gov.uk

Please ask for: Sarah Richards
Our ref: CA 01.11.21
Date: 27.10.21

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 1st November 2021** at **7.00pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 4th October 2021. (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. **Election of Chairman**
To review the Election of Chair and Vice-Chairs for Carnival 2022.
7. **Location and Theme**
To discuss and agree the location and theme for Carnival 2022.
8. **Application Form**
To review the application form for Carnival 2022 (copy details herewith).
9. **Grants**
To discuss grant applications for Carnival 2022.
10. **Entertainment**
To discuss entertainment for Carnival 2022.
11. **Promotion**
To receive an update on promotion for Carnival 2022.

12. Sponsorship

To discuss plans for sponsorship 2022 and review the sponsorship packages form created for Carnival 2020. (copy details herewith)

13. Member Updates

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

14. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on Monday 6th December 2021.

| <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>C. Keen</u> | <u>D. Collins</u> |
| <u>S. Kiddie</u> | <u>A. Kitchen</u> |
| <u>I.Seymour Blackburn</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>D. Poulter</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 4TH October 2021 at 7pm.

In attendance: C. Keen (CK) -
Cllr S. Browne (SB)
Cllr S. Kiddie (SK)
S. French (Deputy Town Clerk)
I. Seymour-Blackburn (I S-B)
T. Howard (TH)
A. Rackham (AR)
R. Ward (RW)

CA1021/1

Election of Chairman

Members elected a Chairman for Carnival sub-committee 2022. It was

RESOLVED: To elect Claire Keen and Councillor Sonia Browne as Co-Chairs of the Carnival sub-committee for Carnival 2022.

(Action: Committee, immediately)

CA1021/2

Apologies

Apologies were received from K. Jaynes.

CA1021/3

Election of Vice-Chairman

Members agreed not to elect a Vice-Chairman for Carnival 2022 due to there being two Chairs.

CA1021/4

Minutes

Members approved the minutes from the last meeting held on 2nd March 2020. It was

RESOLVED: that the minutes of the meeting on 2nd March 2020 were a true record and duly signed by the Chairman.

CA1021/5

Declarations of Interest

There were none.

CA1021/6

Public Participation

There were no members of the public present.

CA1021/7

Items of URGENT Business

There were none.

CA1021/8

Committee Membership

Members approved the committee membership for Carnival 2022. It was

RESOLVED: To appoint the following committee: Andy Rackham, Tammy Howard, Councillor Sonia Browne, Councillor Sue Kiddie, Ian Seymour-Blackburn, Ruth Ward, Kimberley Jaynes, Sonya French, Claire Keen, Clerk to the Carnival Committee 2022.

CA1021/9

Date for Carnival 2022

Members discussed the date for Carnival 2022. Due to the Queens Jubilee, it was agreed to move the date for Carnival to allow for the Jubilee celebrations. It was

RESOLVED: The committee agreed that the new date for Carnival 2022 will be on Sunday 3rd July 2022.

(Action: KJ to publish immediately)

CA1021/10

Finance

Members received a final summary of Carnival income and expenditure for 2019.

CA1021/11**Committee Structure & Responsibilities**

Members considered a proposed committee and sub-group structure and allocated responsibilities. It was

RESOLVED: To allocate the following responsibilities to committee members as follows:

Procession co-ordinator – Sue Kiddie
Procession co-ordinator – Tammy
Traffic Management Procession Route – Keith Kiddie/Kim Jaynes
Event Insurance – Sonya French
Carnival Layout and Security – Andy Rackham, Keith Kiddie, Kim Jaynes
Stalls co-ordinator - Claire Keen
Entertainment – Sonia Browne
Promotional – Kim Jaynes/Chairs
Sponsorship funding – Office Staff/Chairs
Window Display – Ruth
Volunteer co-ordinator – Andy Rackham
Operations co-ordinator – Sonya French/Andy Rackham
Event Management & Risk Assessment – Sonya French/Robert Ludkin, Andy Rackham
Administration – Claire Keen/Kim Jaynes

CA1021/12**Theme**

Members agreed to change the theme for Carnival 2022. It was

RESOLVED: To consider a Circus theme to run alongside events around Fair Green and the elephant that is buried beneath.

CA1021/13**Member Updates**

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

CA1021/14**Date of Future Meetings**

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

- Monday 1st November
- Monday 6th December
- Monday 10th January
- Monday 7th February
- Monday 7th March
- Monday 4th April
- Monday 9th May
- All meetings after the 9th May will be agreed nearer the date.

Meeting closed at: 20.15 hours.

SUB-COMMITTEE CHAIRMAN
C Keen/S Browne

Logo to be inserted once agreed

APPLICATION FORM

Thank you for your interest in getting involved with this year's Carnival! Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details. The theme this year is
#####

Please complete and return to Diss Town Council Offices.

PART 1: Your Information

| | | | |
|----------|--|---------------------------|--|
| Name: | | Company/ Organisation: | |
| Address: | | | |
| Tel: | | Email: | |

| ✓ | "I'd like to..." | More information: |
|---|--|-------------------|
| | Have a Stall <i>Tell us: Your pitch size, and what you'll be offering. Complete Part 2 below.</i> | |
| | Enter the Procession <i>Tell us: size/type – walking group? Vehicle? Please use one application form per vehicle and confirm the size of the vehicle (especially if you're using an oversized vehicle). Complete Part 3 below.</i> | |
| | Volunteer at the Carnival <i>Interested in helping us with this fantastic event? We need stewards on the day! We'd love to hear from you!</i> | |
| | Sponsor the Carnival <i>We'll be in touch with our sponsorship packages!</i> | |
| | Provide a vehicle for a local group to take part in the procession. Complete Part 3 below. | |

PART 2: Stallholders

We would like to encourage stallholders to provide engaging activities – and preferably alternatives to a raffle or tombola. This will make for a more enjoyable experience for our visitors and hopefully help you raise more cash for your causes! Please complete the following table and attach copies of any relevant paperwork:

| | |
|---|--|
| Do you require electricity? <i>Please provide details of your requirements, e.g. for a fridge</i> | |
| Are you intending to sell/provide alcohol or alcohol products? <i>Please provide details, e.g. complimentary drinks or a prize</i> | |
| Will your stall/activity produce sound? <i>Please provide details, e.g. playing music</i> | |
| *Enclosed Public Liability Insurance (to value of £2million) | |
| *Completed Risk Assessment (please identify any specific risks to what you're doing) | |
| *Evidence of your registration with your Local Authority (if operating a food business) | |

| | |
|--|--|
| Fee (Cheques payable to Diss Town Council, or BACS payment details will be given on completion of form acceptance) | |
|--|--|

** We will not be able to accept stallholders on the day without these documents.*

Stall Fees (based on 3 x 3m pitch)

| | |
|--|-------------|
| Commercial food stalls | £130 |
| Non-commercial food stalls | £80 |
| Business/trade stalls & large charities | £80 |
| Other stalls / charities | £50 |

Charity Pitches - A donation towards our 'Booze Barrow Raffle' would be welcomed.

We have a limited number of free pitches for locally based small charities & Not for Profit community groups. Those who support the theme and offer engaging activities will be given preference. Your bottle donation allows us to raise money to cover the cost of your pitch!

PART 3: Procession Please complete the following table:

| | Yes /No | |
|---|---------|--|
| Will your group/vehicle have music or loud noises? | | If Yes, provide details: |
| Is your vehicle legally taxed and have a valid MOT? | | Please provide signature as confirmation: |
| Does your vehicle have a valid insurance policy? | | Please provide signature as confirmation: |

Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc to distribute, these must be given out by hand.

The only collection buckets allowed throughout the parade are for Diss Carnival. Any other collection buckets are NOT allowed along the parade route. You are welcome, however, to collect monies on the park at the Fun Day.

Any questions? If you have any questions, or just want to run through your ideas, please get in touch with the Carnival Crew via our Facebook page www.facebook.com/DissCarnival/

Please return completed application forms and supporting documentation to:

Address: C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

Telephone: 01379 643848 **Email:** carnival@diss.gov.uk

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of other town events of interest to you. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email Telephone / SMS

For further information, please refer to our GDPR Policy at www.diss.gov.uk.

Diss Carnival 2022

| SPONSORSHIP PACKAGES 2022 | Bronze £100 | Silver £250 | Gold £500 | Platinum £1000 |
|---|--------------------------|--------------------------|--------------------------|---------------------------------|
| "Friend of Diss Carnival 2022" certificate for display in your premises. | ✓ | ✓ | ✓ | ✓ |
| Your Company name & logo inclusion on Diss Carnival 2022 website & Facebook pages. | ✓ | ✓ | ✓ | ✓ |
| Dedicated Facebook & Twitter "Thank You"posts with links to your Company's website. | ✓ | ✓ | ✓ + hyperlink | ✓ + hyperlink |
| Your Company name/ logo mentioned in the Diss Carnival 2022 programme. | ✓ name | ✓ name | ✓ logo | ✓ logo |
| Publicly thanked at (via tannoy system) and after (via social media) Diss Carnival 2022 | | ✓ | ✓ | ✓ |
| Advert within the Diss Carnival 2022 programme. | | ✓ 1/4 page | ✓ 1/2 page | ✓ Back Cover Full Page |
| 1m x 3m Banner with your logo to be displayed on the Main Arena or Craft Tent. (subject to availability; first come, first served basis) (8 available) | | ✓ logo | ✓ | ✓ |
| OR (for Gold and Platinum sponsors) 1m x 3m Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from May 2022 until July 2022. (5 available) | | | ✓ | Choice of town or arena ✓ |
| Use of the "Proud Sponsor of Diss Carnival 2022" logo on all your business stationary and websites. | | | ✓ | ✓ |
| Press release stating Companies support. | | | ✓ | ✓ |
| Free pitch on the park during the Funday. | | | ✓ | ✓ |
| Official Sponsorship Link, e.g.; Craft Tent, Programme print, etc (subject to availability; first come, first served basis) | | | | ✓ |
| Opportunity to be one of our Carnival judges - be part of the Procession or Window Dressing judges' panel. | | | | ✓ |
| Please tick your chosen sponsorship package: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

Email:

PAYMENT OPTIONS:

Cash accepted in person to the Town Council Offices

Cheques made payable to *Diss Town Council*

or by **BACS**: Barclays Bank, Account Name: Diss Town Council, Account No: 00361127, Sort Code: 20-26-34