

**TOWN CLERK**  
Miss Sarah Richards

**DISS TOWN COUNCIL**  
11-12 Market Hill,  
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Please ask for: Sonya French  
Our ref: CA 01.11.22  
Date: 26.10.22

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 1st November 2022** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

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## **A G E N D A**

- 1. Election of Chairman**  
To elect a Chairman for Carnival sub-committee 2023.
- 2. Apologies**  
To consider apologies for absence.
- 3. Election of Vice-Chairman**  
To elect a Vice-Chairman for Carnival sub-committee 2023.
- 4. Minutes**  
To approve the minutes from the last meeting held on 8<sup>th</sup> August 2022. (copy herewith)
- 5. 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).
- 6. 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*).
- 7. 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).
- 8. Committee Membership**  
To approve the committee membership for Carnival 2023 and review roles and responsibilities (copy herewith).
- 9. Date for Carnival 2023**  
To decide a date for Carnival 2023.
- 10. Finance**  
To receive a final summary of Carnival income & expenditure for 2022. (copy herewith)
- 11. Theme**  
To consider a theme for Carnival 2023.

## 12. Member Updates

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

## 13. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Tuesday 6<sup>th</sup> December 2022 at 7pm.**

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<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<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>K. Murphy</u>
	<u>L. Sinfield</u>
	<u>G. Waterman</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 Diss Town Council Offices on Monday 8<sup>th</sup> August 2022 at 7pm.

In attendance: C. Keen (CK) – Chair  
T. Howard (TH)  
S. French (Deputy Town Clerk)  
R. Ward (RW)  
A. Rackham (AR)

**CA0822/1**

#### Apologies

Apologies received from Cllr Sue Kiddie, S. Browne

**CA0822/2**

#### Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 27<sup>th</sup> June 2022 were a true record and duly signed by the Chairman.

**CA0822/3**

#### Declarations of Interest

There were none.

**CA0822/4**

#### Public Participation

There was none.

**CA0822/5**

#### Items of URGENT Business

There were no items of urgent business. Public notices to be uploaded to social media to make public aware that they will not be able to park at Morrisons for more than two hours to ensure that the general public do not get a fine.

**CA0822/6**

#### Review of the day

Committee reviewed the overall running of Diss Carnival 2022.

- a) Committee reviewed the set up procedure. Another gazebo needed for changing rooms. No Gazebo for crafters which does not work. Ops Tent and Hospitality tent.
- b) Committee reviewed the Procession. All went quite smoothly, toilets were fine, two portaloos. More information needed when ordering large puppets to walk in procession. Parade finishes notice needed, pathway needs to be cordoned off to stop people standing in roadway waiting for procession. Families to be picked up in MUGA. Two bands needed or some kind of music for the rear of the carnival procession.
- c) Committee reviewed the Fun Day, 8 bins are required next year for Carnival, plus 10 toilets for the park. Cleaners from DTC are required to empty the bins. Thoughts needed for mini skip. Email to sponsors for a final thank you and any feedback on their donation. Sponsorship for lost child bands. @?

Trophies with current winners will need to be returned by April 2023.

Leslie Ward, Diss Publishing, Dipple & Conwayt, Whittley Parish, Oxfam, Beckford & Lewis, 2<sup>nd</sup> Diss Scouts, Amy Bs tribeall fitness, The Garden Project (Andy Rackham).

**CA0822/7**

#### Finance

Committee received an update on the financial figures for Carnival 2022.

**CA0822/8**

#### Feedback

Committee reviewed all feedback from Carnival 2022.

**CA0822/9**

#### Member Updates

The committee received updates from members not reported elsewhere on the agenda. Claire Keen (Chair) has decided to step down as Chair but is happy to help out on the end of the phone.

**CA0822/10**

#### Date of Future Meetings

Members noted that the next meeting of this committee will be agreed in due course to begin plans for Carnival 2023.

Meeting closed at: 21.05 hours

SUB-COMMITTEE CHAIRMAN  
C Keen

## **Proposed Diss Carnival Crew / Sub-group Structure 2023**

Each Coordinator is responsible for coordinating each of their group members &/or one member of the group must attend and report back to committee at monthly meetings.

### **Procession Coordinators – #####**

1. Vehicles
2. Walking Groups
3. Horace's stewards
4. Traffic Management Procession Route- Keith Kiddie

### **Stalls Coordinator – #####**

1. Food & Drink specialist
2. Crafts
3. Charity

### **Entertainment Coordinator – #####**

1. Static including MUGA acts
  - i) Kids Area
  - ii) Health & Wellbeing
  - iii) Animals
  - iv) Produce / Flowers
- 2) Arena
  - i) Team games
  - ii) Displays

**Promotion Coordinator** including website & social media – Kim Jaynes

**Carnival Site Layout and Security** – Andy Rackham, Keith Kiddie, Sonya French/Kim Jaynes

**Sponsorship & Funding Coordinator** (sponsorship includes raffle prizes & free services / there are grant bodies e.g Tesco Bags of Help that should be approached also) – #####

**Volunteer Coordinator-** #####

**Event Insurance/ Event Management & Risk Assessment** – Sonya French / Robert Ludkin / Andy Rackham

**Window Dressing Display** – Ruth Ward

**Operations Co-ordinator-** Sonya French / Andy Rackham

**Administration / Application paperwork etc** – ##### / Kim Jaynes

### Agreed Roles and Responsibilities for Carnival 2023

Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time. At least one representative for each area should provide an update report to the meetings of Carnival.

Committee member name	Key task	Date to be completed
	<b>Chairman/Operations</b>	
	Appoint Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	01.11.22
	Appoint Vice Chair - Working alongside Chair, in their absence completing their tasks	01.11.22
	<b>Operations</b>	
	Appoint - Operations Manager - Oversee event on Carnival day	01.11.22
	Organising stewards and volunteers on Carnival day	On Carnival day
	Liassing with School stewards to ensure running of Parade on time	On Carnival day
	Arranging site layout, alongside Chairman	01.06.23
keith Kiddie/	Point of contact and arranging procession stewards for Carnival	10.06.23
keith Kiddie/	Liassing with Stewards to ensure safe procession through town, incl traffic management	On Carnival day
	Arrange suitable sound for the event	01.12.23
	To oversee health & Safety and complete Safety Advisory Group (SAG) forms for SNC	01.04.23
Robert L/Sonya F	Liase with RL regarding H&S such as emergency services, risk assessments and work on SAG form	01.04.23
	<b>Stewards</b>	
	Recruiting volunteers and stewards to help run the Carnival Procession and Fun Day	
	organising necessary training for stewards	
	<b>Stalls</b>	
	Liassing with promotions to advertise for stallholders	
	Identifying and booking stalls to fill in gaps	
	Allocating spaces for fundraising stalls, maintaining a good balance between charitable, commercial, food, drink and crafts	
	Sending out and collating stall application forms and payments to be passed to RFO	
	Point of contact for stall holders	
	Liase with soung/lighting technician and acts on the day and oversee entertainment, ensuring all co-ordinators are advised of schedule alterations/issues	

	<b>Admin</b>	
Kim	Road Closure from County Council to be applied for.	01.01.2023
Kim	Complete and disseminate Agendas and Minutes to committee	
Kim	Update progress report with actions	
Kim	To update procession members details onto relevant form once received from procession team	
Kim	Organise sponsorship forms ready for sending out to local companies	01.03.2023
Kim	amin to arrange street collection agreement from SNC for carnival event	01.03.2023
Kim	To update carnival website and arrange promotional booklet	01.06.2023
Kim	Arrange promotional events alongside promotions team	
Kim	Check all incoming application forms, ensuring correct fee and H&S documentation has been sent	
Kim	Confirm bookings with applicants	
Kim	Update carnival master spreadsheet	
Kim	provide updates to committee as and when requested	
Kim	Organise delivery of road closure notices	01.06.2023
	<b>Procession</b>	
Sue Kiddie	Liaising with promotions to contact local businesses, school groups and societies for inclusion into the Procession	01.03.2023
Sue Kiddie	Carefully consider the order of the floats and provide contact details to the Admin Team for people in the procession	10.06.2023
Sue Kiddie	organise Point of Contact for those in Procession at the School	17.06.2023
Sue Kiddie	organise card system for those in the procession to know where they can park their vehicles	On Carnival day
	<b>Entertainment</b>	
Chair/Vice Chair	Arrange suitable entertainment and liaise with committee for agreement	
	Arrange suitable entertainment for various age groups and audiences	
Chair/Admin	To timetable acts and liasise with promotions to publicise events, ensuring a schedule is prepared before the print deadline.	
Chair/Admin	To organise Compere and appropriate equipment required for them. (1e microphone)	
	<b>Finance</b>	

	Seek out funding sources such as grants and sponsorship alongside admin team and liaising with committee for agreement	
	To arrange and oversee (with committee) fundraising activities preceding the Carnival	
	To liaise with stewards to arrange bucket collections on the day for carnival funds	
	To manage the Carnival accounts and provide statements and costings when required.	
	To work alongside the RFO to ensure that the accounts are correct and up to date	
	<b>Town Window Dressing</b>	
Ruth	Organise window dressing documentation in conjunction with the admin team	01.04.2023
Ruth	Visits shops to organise competition	01.05.2023
Ruth	organise window dressing judging before Carnival	
Ruth	Organise alongside admin recovery of awards and certificates for winners	
	<b>Promotion</b>	
Chair/Vice Chair	To work alongside admin team to produce carnival programme and update website, social media	
Sonya F/Robert L	To arrange decoration of the Town including bunting and flags.	
Chair/Vice Chair	To liaise with the press and park radio to book advertising and editorial, promotional events alongside admin	
	To arrange, design, print and distribution of promotional materials.	



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Report Number:  
**26/2223**

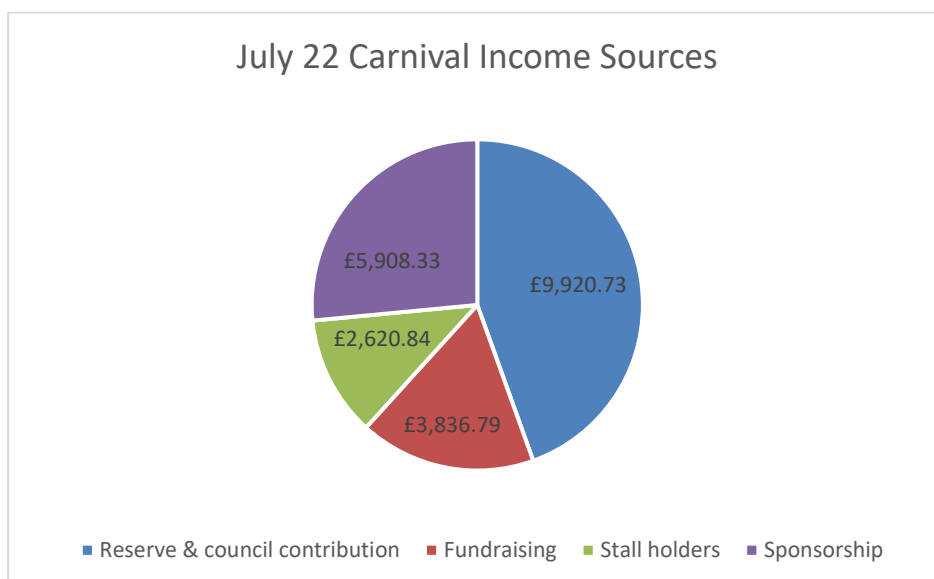
Report to:	Carnival Committee
Date of Meeting:	11 <sup>th</sup> October 2022
Authorship:	RFO
Subject:	Carnival July 22 financial analysis

Introduction

1. The 2022 Diss Carnival was hugely successful both operationally and financially. More than 50% of the income was generated externally and 82% of available funds were spent attracting what is presumed to be the biggest Carnival turnout to date.
2. The funds for the carnival are kept in an earmarked reserve (EMR) with Diss Town Council (DTC).
3. Confirmation from NALC determined that the carnival event was subject to VAT implications and as per accounting norms, all amounts shown are without the VAT.

Income

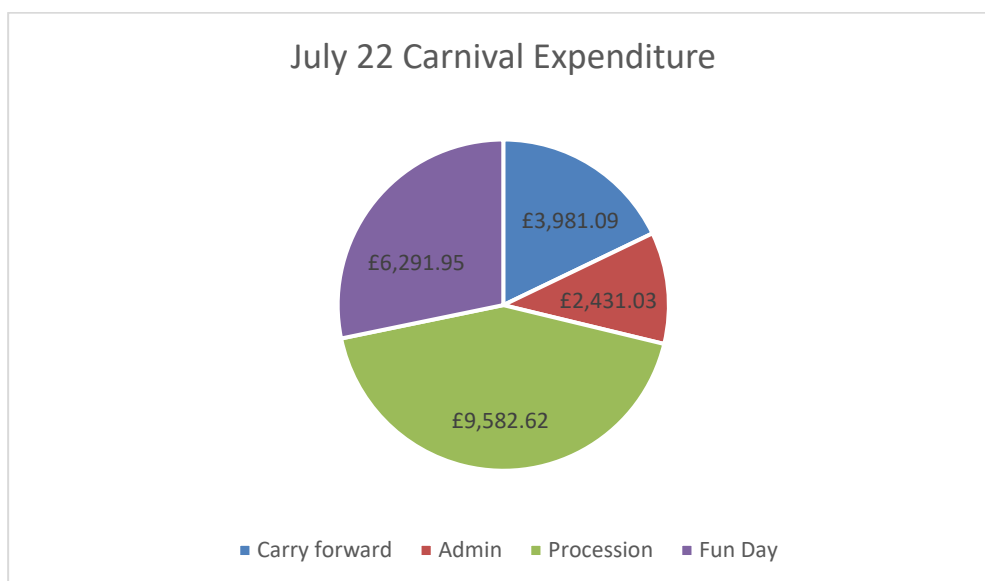
1. The Carnival was unable to proceed in 2020 or 2021 due to the pandemic. The allocation of £1,250 for both years from the precept was added to the Carnival EMR. The starting balance for the 2022 event was £8,670.73.
2. Total income was £22,286.69. £5,908.33 (27%) was raised in sponsorship, £2,620.84 (12%) from stallholders and £3,836.79 (17%) in fundraising. The remaining 45% consists of the £8,670.73 starting balance and the £1,250 DTC 22-23 precept contribution.



3. A comprehensive list of all income sources is shown in Appendix A.

## Expenditure

- Total expenditure for the event was £18,305.60. This comprised of £2,431.03 (13%) on administration, £9,582.62 (52%) on the procession and £6,291.95 (34%) on the fun day. This leaves £3,981.09 (22%) to carry forward to next year's event.



- A comprehensive list of all expenditure is shown in Appendix A.
- Issues have been raised by the Carnival committee in relation to purchases that the committee didn't request and were not aware of prior to purchase, specifically carnival flags in flag poles and line marking paint.
- In order to resolve the issue and following consultation with Councilor Gingell, the chair of the executive committee, it will be proposed that additional funds of £204.01 from the precept are added on top of the proposed £1,250 annual contribution from DTC to cover the costs of the flags and marking paint that were not agreed by committee.
- Alternatively, the Carnival committee can opt to split this addition over 3 years (the expected lifespan of the flags) thus building up appropriate funds, allowing future committees to see the expenses required and budget accordingly.
- For future Carnival expenditures an explicit written request noted in the minutes, purchase order number and relevant receipt must accompany all expenditure in accordance with DTC financial regulations.
- If the Carnival committee wishes to run a raffle or similar in 2023, a contribution of £10 towards the cost of the small society lottery license is requested to be agreed.

## Conclusion

- With a potential starting balance of £5,432 for Carnival 2023, if committee is able to generate external incomes as it did in 2022, funds of approximately £17,800 will be available.

**Recommendation****That the Carnival committee approve:**

1. The request of £1,250 precept as appropriate for the 2023-24 budget
2. To either accept £205 additional contribution in 2023 or £205 over 3 years
3. A £10 contribution towards the lotteries licence

**CARNIVAL FINANCES****06/10/2022****INCOME***(excluding VAT)*

EMR B/F	£	8,670.73
Council Contribution	£	1,250.00
Car Boot	£	359.17
Car Boot	£	505.00
Donations	£	500.00
Cake Sale	£	337.00
Booze Barrow Raffle proceeds	£	122.46
Booze Barrow Raffle proceeds	£	510.00
Booze Barrow Raffle proceeds	£	1,003.16
Carnival Float Returned	£	200.00
Fun Fair Percentage	£	300.00
	£	<u>13,757.52</u>

**Stallholders**

Harris Hog Roast	£	108.33
Andy Garrard	£	108.33
Gosman Associates	£	41.67
Garry Bowman - Stardust Spirits	£	66.67
D.Pretty - Wax Melts	£	66.67
Grannys Little Charms	£	66.67
Brownie & the Bean	£	66.67
M Walker - Party in a box	£	66.67
Southwold Succulant (refunded)		
Florencos coffee	£	108.33
M Dyer	£	108.33
J Paice - Craft Tent	£	20.83
Amps A&J Collettes crepes	£	108.33
Yeomans CN - Wood N Clay	£	41.67
Caves SM - Spie Jewels	£	41.67
Mrs P A Davison - Red Panda Craft	£	20.83
Mrs P A Davison - Cam's Creations	£	20.83
Andrea Hannon - Jack & Norah	£	20.83
Zarya Handmade UK	£	20.83
Heywood Sport - Bar Stallage	£	208.33
Norwich Bar (Keson-Inv Ltd)	£	208.33
Mr & Mrs Williams - Little Treasures	£	66.67
Rosedales Funeral Home	£	83.33
Inflata Fun sweets & treats	£	83.33
Suffolk Cider - Runacres PJ & HM	£	66.67
Bonner Wood	£	41.67
Diss Fit Club	£	66.67
Dirty Fryer	£	108.33
Cornhall Stall	£	41.67
Elsies Pizza	£	108.33
BB Bakery	£	66.67
Make it special K Aziz	£	41.67
M&M Sweets	£	66.67
USA Sensations	£	66.67
Phonenix	£	41.67
Tropic Skincare	£	41.67
The Bucket List	£	108.33
	£	<u>2,620.84</u>

**Sponsorship**

Gillings of Diss	£	208.33
Midwich	£	833.33
Dipple & Conway	£	416.67

Kingsley Health Care	£	416.67
Fonemagic	£	208.33
UPP Corporation Ltd	£	416.67
Beckford & Lewis	£	208.33
Durrants	£	416.67
Priory Healthcare	£	833.33
Pearce & Kemp	£	83.33
Simply Sound & Light	£	208.33
Lexham Insurance	£	416.67
Rosedales Funeral Home	£	208.33
The Voice Squad	£	208.33
Adkins Opticians	£	208.33
Frames and Conservatories Direct Ltd	£	416.67
Phoenix Sponsorship	£	200.00
	£	<u>5,908.33</u>

<b>Total Income</b>	£	<u>22,286.69</u>
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## EXPENDITURE

### *Admin*

Car Boot Advertising	£	7.92
Raffle Tickets	£	32.95
Octago Advertising	£	85.00
Fatstickman banners	£	900.00
Carnival Flags	£	149.16
Carnival Booklets Print	£	753.00
Brochure Delivery	£	303.00
Cash Float (returned, see income)	£	200.00

### *Procession*

East Anglian Brass Band	£	500.00
Procession insurance	£	76.96
Road Closure	£	38.66
Diddy Long Legs	£	300.00
Lost in Translation	£	8,180.00
Merv Lambert traff mgt	£	487.00

### *Fun Day*

Titan	£	2,380.00
Wycombe Petting Farm	£	550.00
The Foolhardy Folk	£	420.00
Line Marking Paint	£	54.85
Sound System Hire	£	660.00
Trophies engraving	£	25.00
Premier Toilet Hire	£	480.00
Craft straws	£	12.90
Paul Preston Mills	£	175.00
Phoenix Events Security	£	703.50
MLP Chemical Toilets	£	250.00
Norse Security Radio Hire	£	110.00
S Kiddie Sundry Carnival expenses	£	109.88
Craft Stationary & Duct Tape	£	10.82
Andrew Rackham marquee hire	£	200.00
First Aid	£	150.00
	£	<u>18,305.60</u>

<b>Balance inc prev years surplus</b>	£	<u>3,981.09</u>
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