

**TOWN CLERK**  
Mrs Sarah Villafuerte-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: Sonya French  
Our ref: CA 09.04.24  
Date: 20.03.24

## 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 9<sup>th</sup> April 2024** at **7.00pm** to consider the business detailed below.



Chief Operations Officer

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## A G E N D A

- 1. Apologies**  
To consider apologies for absence.
- 2. Minutes**  
To approve the minutes of the last meeting held on 5<sup>th</sup> March 2024 (copy details 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. Stall Applications**  
To receive an update on stall applications (copy details herewith).
- 7. Procession**  
To receive an update on carnival procession entrants (copy details herewith).
- 8. Finance**  
To receive an update on Income and Expenditure for Carnival 2024 (copy details herewith).
- 9. Entertainment**
  - a) To receive an update on entertainment (copy details herewith).
  - b) To consider a cost of £100 for provision of 8m x 8m dance floor to go in front of pavilion.
  - c) To finalise timings for main stage/entertainment area acts (copy details herewith).
  - d) To finalise timings for Pavilion entertainment.
- 10. Window Dressing Competition**
  - a) To agree a start and end date for the Window Dressing Competition.
  - b) To approve the entry form (copy details herewith).
  - c) To discuss promotion of the competition to gain interest.
- 11. Promotion**
  - a) To receive an update on promotion of Diss Carnival 2024.
  - b) To approve the Diss Carnival 2024 promo poster (copy details herewith).

## 12. Member Updates

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

## 13. Date of Future Meeting

To note the next meeting of the Carnival committee is scheduled for Tuesday 7<sup>th</sup> May 2024.

<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>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. Sinfield</u>
<u>L. Montgomerie</u>	
<u>Al. Rackham</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 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

Stall Name	Contact / Email	Type of Stall & measurements	App Form	RA	PL	Hygiene Cert	Paid	Notes
*WALKABOUT* BALLOON SELLER: Balloon Occasions			Y	Y	Y	n/a	£105 paid by bacs 15579	confirmed -
2 x Wonky Donkey Mobile Horsebox Bars		2 Horsebox Bars -each 6m frontage, serving at rear and side. Split up pitches to spread out queues	Y	Y	Y	Y	£600 - paid by cheque 15616	Confirmation email sent 08.02.24. Serves from rear and side of horsebox*
2nd Diss Scouts		2 pitches - large space for crockery smash by the mere, small space for kids free activities beside - soft archery/tommerhawk	Y	Y	due - being renewed	n/a	Free pitch as providing free kids activities	confirmation email sent 06.03.24
Abbes Attic		Handmade Recycled Vintage Jewellery for the whole family. 3m x 3m gazebo	Y	Y	Y	n/a	£60 paid by bacs 15559	Confirmation email sent 30.01.24
Air Cadets		3 x 4m gazebo, stall to enable recruitment for volunteers and cadets. Couple of small fundraising activities including a flight simulator.	Y	Y	Y		Charity Pitch	Free pitch as help on the day. Confirmation email sent 13.03.24
Army Cadets			due	due	due		Charity Pitch	Free pitch as help on the day
Away With The Fairies		Craft Stall 3m x 3m - handmade boho jewellery and wooden keyrings	Y	Y	Y	n/a	paid £30 by bacs - paying remaining £30 at end of March	Confirmation email sent 30.01.24
Bounce Fitness		3m x 3m stall with leaflets to promote fitness class, plus small trampoline for demonstration with 80s 90s music (not loud) - does need to be on flat ground.	Y	Y	Y	n/a	£120 due - Paid 11594	confirmation email sent 06.03.24
Churchill Retirement Living		3m x 3m gazebo, promoting launch of recent development in Diss, handing out goodie bags containing literature	Y	Y	Y	n/a	£120 due - Paid 15599	confirmation email sent 06.03.24
Crazy Skins Face Painting		3m x 3m Professional Face Painting	Y	Y	Y	n/a	£120 due - paid 15595	confirmation email sent 06.03.24
Designer Farmer Cat Ltd		Rainbow Street Food - Kebabs, meat salad box, wraps. 3m x 3m Gazebo	Y	Y	Y	Y	£120 due	Confirmation email sent 30.01.24
Diss & District Rotary Club		3m x 3m	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Diss Baptist Church		3m x 3m Stall	Y	Y	Y	n/a	Free pitch as they are running the craft/colouring area	Confirmation email sent
Diss Baptist Church - JAM MARQUEE TENT		Marquee to be positioned by path - for colouring & activities 8m x 12m (position next to their stall) face painting, crafts, sheriff badge making, colouring, giant connect 4 & jenga, bracelet making, toys for toddlers, icing biscuits, tin can alley target practice, lasso training	Y	Y	Y	n/a	Free	Confirmation email sent 15.02.24
Diss Churches Together (2 stall pitches)		Two 3m x 3m pitches - 1 charity stall, 1 paid stall - stalls will support wild west theme and promote Diss URC Dove Events and the work of Salvation Army.	Y	Y	Y	n/a	£60 due	confirmation email sent 06.03.24
Diss Scaffolding - PLATINUM SPONSOR			due	due	due		Pitch included with their platinum sponsorship	Check if they want their pitch? Tbc
Drama Tots		3m x 3m with sound system to play music	Y	Y	Y	n/a	£120 paid 15604	confirmation email sent 13.03.24
Dyers Diner and Coffee Shack		Burgers, Hotdogs, Bacon, Egg, Coffees, milkshakes, frappe, slushies. 3m x 4.5m	Y	Y	Y	Y	£180 paid 15625	Confirmation email sent 08.02.24
Fully Loaded Fries		Loaded Fries with toppings, soft drinks in cans, Converted Horse Trailer 5m x 3m	Y	Y	Y	Y	£180 due	Confirmation email sent 30.01.24
Glitzy Faces		3 x 3 gazebo. Face painting, glitter tattoos, airbrush tattoos, festival glitter bar and gems, water transfer tattoos.	Y	Y	due	n/a	£120 due	confirmation email sent 07.03.24
Grannys Little Charms		Scrabble frames, keyrings, wooden craft products, bottle openers, dog treat tins 3m x 3m	Y	Y	Y - expires Feb 2024	n/a	£60 paid by bacs 15549	Confirmation email sent 30.01.24
Incorknito Designs		3m x 3m gazebo for handpainted earrings crafted from cork	Y	Y	Y	n/a	£60 due - paid 15597	confirmation email sent 06.03.24
Jen Bakes & Creates		3m x 3m homemade cakes	Y	Y	Y	Y	£120 due - paid 15593	confirmation email sent 06.03.24
Kingsley Homecare		Raffle, Giveaway Bags 3m x 3m	Y	Y	Y	n/a	£120 due	confirmation email sent 08.02.24
M & M Sweet Treats		Sweet Treats & Bakes. 3m x 3m plus parking van	Y	Y	Y - expires in May 2024	Y	Y £120 paid 15332	Confirmation email sent 30.01.24
Mancave Scents Ltd		Candles for men, wax melts, skincare and beard care products for men. 3m x 3m	Y	Y	Y	n/a	£120 due	PENDING
My Bubbles Waffles (bar aswell?)		waffles/ waffle cones with sweet toppings					Free pitch in return for rodeo bull, gold mining and staging	

Stall Name	Contact / Email	Type of Stall & measurements	App Form	RA	PL	Hygiene Cert	Paid	Notes
Narlas Treasure Trove	[REDACTED]	3m x 3m Children's Toys & Gifts	Y	Y	Y	n/a	£120 due	confirmation email sent 06.03.24
Norfolk and Suffolk 4 x 4 Response	[REDACTED] DO.UK	3m x 4m gazebo plus a vehicle on display with a small radio controlled car course for the children to have a go	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Norfolk Blood Bikes	[REDACTED]	Information about the charity - 3 m x 3 m Gazebo	Y	Y	due	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Norfolk Wildlife Trust	[REDACTED]	2 x 2m gazebo raising awareness and support for local wildlife charity	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Party In Box	[REDACTED]	Fresh candy floss on sticks in bags, 3m x 3m gazebo with generator	Y	Y	due	Y	£120 paid by bacs 15582	Confirmation email sent 30.01.24
Phoenix Bird of Prey Rescue	[REDACTED]	Adult Tombola and kiddies game. 3m x 3m gazebo	Y	Y	Y - expires May 2024	n/a	Approved free charity pitch	Confirmation email sent 06.03.24
Prettys Wax	[REDACTED]	Wax and home fragrance products. 3m x 3m Gazebo	Y	Y	Y	n/a	£60 paid by bacs 15617	Confirmation email sent 30.01.24
Priory Healthcare - PLATINUM SPONSOR	[REDACTED]		Y	Y	Y	n/a	Pitch included with their platinum sponsorship	Confirmation email sent 20.02.24
Real Henna Tattoos	[REDACTED]	3m x 3m, Organic, freehand, henna tattoo designs	Y	Y	Y	n/a	£120 paid 26.03.24 by bacs 15623	confirmation email sent 26.03.24
Rosedale Funeral Home	[REDACTED]	Teddy Tombola - Name The Bear, Lucky Dip, 3m x 5m	Y	Y	Y	n/a	£180 Paid by bacs 15572	Confirmation email sent 30.01.24
Royal Air Force Association	[REDACTED]	Aviation themed items and advertising work of RAFA for past and present raf members. 3m x 3m	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Royal British Legion	[REDACTED]	Charity Information and Raffle 3m x 3m. Space next to pitch needed for RBL vehicle after procession	Y	Y	Y	n/a	Approved free charity pitch	Confirmation email sent 06.03.24
Sakura Studio Gallery	[REDACTED]	3m x 3m gazebo craft stall featuring works from a selection of local artists	Y	Y	Y	n/a	£60 due	confirmation email sent 06.03.24
Spie Jewels	[REDACTED]	Craft Stall Jewellery and accessories	Y	Y	Y	n/a	£60 due - paid 15570	confirmation email sent 08.02.24
Suffolk Owl Sanctuary	[REDACTED]	Bird of Prey rescue info, family activities and tombola, 3m x 3m	Y	Y	Y	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Suffolk Village Ciders	[REDACTED]	Craft Cider in bottles and by glass on the day. 3m x 3m	Y	Y	Y	n/a - has mid suffolk alcohol licence	£120 paid by bacs 15606	Confirmation email sent 30.01.24
Toy Stall	[REDACTED]	Toy Stall /Crafts 3m x 3m	Y	Y	Y	n/a	£60 paid by bacs 15557	Confirmation email sent 30.01.24
Waveney Foodbank	[REDACTED]	Information and fundraising via collection bucket. 3m x 3m gazebo	Y	Y	Y - expires May 2024	n/a	Approved free charity pitch	confirmation email sent 06.03.24
Yellow Door Eats	[REDACTED]	Woodfired Pizzas - Homemade dough, various toppings with themed names 3m x 3m	Y	Y	Y	Y	£120 due - paid 15566	Confirmation email sent 08.02.24



Entry Name	Contact	Type
East Angles Brass Band	David	Lead band for parade
Diddy Long Legs	Nicky	2 x stiltwalkers
Dinsdale & Mayor		Joe Mayes is Dinsdale. New Mayor tbc. Will be on Gillings truck?
Merryfields Playschool	Sharon	Vintage Tractor & Trailer. 10 Children, 7 adults.
Cheeky Cherubs Baby & Toddler Group	Rebecca Chrystal	Walking group with buggies
Tribe All	Amy Bobbins	Walking Group and Vehicle - float provided by Pink Fusion DJ Services (Lee Davie - email included)
Norfolk Blood Bikes	Sandy Gourlay	2 Motorcycles
Norfolk and Suffolk 4 x 4 Response	Rob Hawley	1 vehicle with a 6 x 4ft trailer
Keshar Whitelock, David Whitelock, Peter Hood & Jenny Bacon	Keshar Whitelock	4 people walking
Kingsley Homecare	Daniel Wellings	1 vehicle - Kingsley homecare car
Star Wars Galactic Troopers	Wayne Hart	Sci Fi Costume group - walking. They will dress with a wild west twist
The Hedge Monkeys	Spike	Local skiffle/hillbilly/country band - to perform in pavilion and join parade - <b>Andy Rackham will try and source a flat bed trailer for them.</b>
Sweet Treats Burlesque	Abigail Marshall	Walking group of 12 people- dancing. Car to follow playing music.
Diss Vixens Women's & Girls Rugby Team	Hannah Arnott	Walking group of players from Diss Vixens Rugby team, wearing the match kit, doing small passing drills with balls, lifts etc. Others handing out leaflets
Fiery Foxes/ The Red Hatters	Rebecca Kinsey	Walking group of 10 people
Priory Healthcare	Gemma Lanchester	Walking group
Monterey Line Dance	Melissa Hawkes	Small vintage dodge truck with passengers
Diss Primary Academy Partnership	Claire Gladwin	Walking group 30 adults/children
Diss Royal British Legion	Dave hines	Vehicle tbc
The Garden Project Team	Alex Rackham said James will be putting in an application	
2nd Diss Scouts	Laura Montgomerie	1 vehicle
Believe In Magic	Lauren	Jessie (Toy Story) character & Barbie Cowgirl character walking
Drama Tots	Donna Corbyn	1 Pick Up Truck playing music
Air Cadets	Ben Rogers	Cadets walking alongside parade to help with bucket collections

<b>INCOME</b>					
	<b>GROSS</b>	<b>VAT</b>	<b>TOTAL NET INCOME</b>	<b>Date Paid</b>	<b>Receipt /Po No</b>
<b>FUNDRAISING</b>					
Car boot Sale					
Cake Stall	£ 383.00				
Hamper/ Ticket Sales					
<b>SPONSORSHIP</b>					
Phoenix Events East	£ 250.00	£ 41.67	£ 208.33		
Travis Perkins	£ 100.00	£ 16.67	£ 83.33		
Pearce & Kemp	£ 100.00	£ 16.67	£ 83.33		15550
Larking Gowen LLP	£ 100.00	£ 16.67	£ 83.33		15560
Baileys Fish and Chips	£ 250.00	£ 41.67	£ 208.33		15544
Tudor Bakehouse	£ 250.00	£ 41.67	£ 208.33		15531
Reads Property	£ 250.00	£ 41.67	£ 208.33		15546
Lexham Insurance	£ 500.00	£ 83.33	£ 416.67		15532
Dipple and Conway	£ 500.00	£ 83.33	£ 416.67		15534
Priory Healthcare	£ 1,000.00	£ 166.67	£ 833.33		15577
Rosedale Funeral Home	£ 100.00	£ 16.67	£ 83.33		15567
H.L Perfitt Stonemasons	£ 100.00	£ 16.67	£ 83.33		15576
Adkins Opticians	£ 250.00	£ 41.67	£ 208.33		15563
M Scott Properties	£ 500.00	£ 83.33	£ 416.67		15580
Diss Scaffolding	£ 1,000.00	£ 166.67	£ 833.33		
<b>TOTAL SPONSORSHIP</b>	<b>£ 5,250.00</b>	<b>£ 875.03</b>	<b>£ 4,374.97</b>		
		£ -	£ -		
<b>STALLAGE</b>		£ -	£ -		
M&M Sweet Treats	£ 120.00	£ -	£ 120.00		15332
Grannys Little Charms	£ 60.00	£ -	£ 60.00		15549
Toy Stall - L&J Williams	£ 60.00	£ -	£ 60.00		15557
Abbes Attic - DG Yaxley	£ 60.00	£ -	£ 60.00		15559
Yellow Door Eats	£ 120.00	£ -	£ 120.00		15566
Spie Jewels	£ 60.00	£ -	£ 60.00		15570
Wonky Donkey Bars x 2	£ 600.00	£ -	£ 600.00		15616
Dyers Diner & Coffee Shack	£ 180.00	£ -	£ 180.00		15625
Glitzy Faces					
Kingsley Homecare					
Prettys Wax	£ 60.00	£ -	£ 60.00		15617
Fully Loaded Fries					
Rosedale Funeral Home	£ 180.00	£ -	£ 180.00		15572
Suffolk Village Ciders	£ 120.00	£ -	£ 120.00		15606
Designer Farmer Cat Ltd					
Party In Box	£ 120.00	£ -	£ 120.00		15582
Balloon Occasions	£ 105.00	£ -	£ 105.00		15579
Away with the fairies	£ 30.00	£ -	£ 30.00		another £30 due
Jen Bakes & Creates	£ 120.00	£ -	£ 120.00		15593
Sakura Studio Gallery					
Narlas Treasure Trove					
Crazy Skins Face Painting	£ 120.00	£ -	£ 120.00		15595
Incorknito Designs	£ 60.00	£ -	£ 60.00		15597
Churchill Retirement Living	£ 120.00	£ -	£ 120.00		15599
Diss Churches Together					
Real Henna Tattoos	£ 120.00	£ -	£ 120.00		15623
Drama Tots	£ 120.00	£ -	£ 120.00		15604
Bounce Fitness	£ 120.00	£ -	£ 120.00		15594
<b>TOTAL INCOME Actual</b>	<b>£ 7,905.00</b>	<b>£ 875.03</b>	<b>£ 7,029.97</b>		
<b>EMR from April 2024</b>	<b>£ 5,286.17</b>		<b>£ 5,286.17</b>		
<b>Council Contribution for 24-25</b>	<b>£ 2,750.00</b>		<b>£ 2,750.00</b>		
<b>TOTAL INCOME to Budget so far</b>	<b>£ 15,941.17</b>	<b>£ 875.03</b>	<b>£ 15,066.14</b>		
<b>EXPENDITURE</b>					

<b>PROMOTIONAL</b>									
Distribution of Carnival programmes - Falcon	£	450.00			24/6694				
Sponsor Banners x 11 - Fatstickman					24/6698				
Programmes x 5100 copies	£	735.00			24/6669				
<b>PROCESSION</b>									
Trophy presentation shield for Pete Gillings cup- Diss Trophy Cen	£	50.00			24/6665				
Nicky Driscoll - Stiltwalkers x 2	£	360.00			24/6669				
Core Highways - Traffic Management for Parade	£	487.00			24/6672				
East Angles Brass Band	£	600.00			24/6696				
NCC Road Closure	£	40.55							
<b>FUN DAY</b>									
Phoenix Events East- 6 x Security Staff & Radios	£	1,481.76	£	246.96	£	1,234.80			24/6663
Story Photobooths - Vintage Horsebox with wild west props	£	600.00	£	-	£	600.00	29.02.24		24/6671
Mervyn Lambert Toilets & Transport	£	840.00	£	140.00	£	700.00			23/6652
Paul Preston Mills- Compere	£	220.00	£	-	£	220.00			23/6551
Mary Moppins - Additional toilets cleaning	£	197.40	£	32.90	£	164.50			
Foolhardy Circus - performances and workshop	£	750.00	£	-					24/6682
First Aid	£	730.00	£	-					24/6681
Evolve Entertainment - Western Stunt Show	£	2,104.80	£	350.80	£	1,754.00	29.02.24		24/6683
Bix.B Productions - Dj, Dance Lessons & Set Hire	£	500.00	£	-	£	500.00	29.02.24		24/6670
Jeff Gallant duo	£	450.00	£	-					24/6685
Baptist Church activities	£	100.00	£	-					24/6686
Believe In Magic 2 x characters for parade (Jessie & Barbie)	£	210.00	£	-					24/6688
Simply Sound									
<b>TOTAL EXPENDITURE so far</b>	<b>£</b>	<b>9,721.51</b>	<b>£</b>	<b>770.66</b>	<b>£</b>	<b>5,173.30</b>			

Artist	PO No	Invoice	Status	Amount	Paid	Notes
Paul Preston Mills - Compere	23/6551			£220.00		
Diddy Nicky (Nicky Driscoll x 2 Stiltwalkers for 3 sets)	24/6669			£360.00		2 x Stiltwalkers for parade & 2 sets on park
Hank DJ Sleek / Matt Nunn - Honky Tonk Set	24/6670	Y		£500.00		Honky Tonk DJ Set in pavilion with dance lessons and themed backdrop
Vintage Horsebox photobooth (Story Photoboosths) & wild we	24/6671	Y		£600.00		1pm - 5pm Hire with staff. <b>Needs to be near electric hookup</b>
2nd Diss Scouts - Crockery Smash & Free archery/ soft axe throwing for kids						
Gold Panning						
Rodeo Bull						
Tribe All dancers						Amy requested they perform earlier this year, around 2pm
Baptist Church- Colouring Craft Area in gazebo and lots of free activities/games				£100 tbc		Andy said we are to provide craft/colouring bits and they will man it. •Water pistols - super soaker x3, Wild West Photo backdrop •decorating wooden badges, fridge magnet making, icing biscuits, •Bracelet kit for making themed keychains with cactus, horse shoe charms
Park Radio						To go beside pavilion - they agreed to run until 8.30pm
Fun Dog Show- Hannah's Pet Services						2 x 20 minute dog shows confirmed
The Hedge Monkeys (country music band)	to be given					2 pavillion performances and in the parade for quote of £250-£300
Evolve Entertainment - Wild West Stunt Shows	24/6683			£ 2,104.80		2 x 20 min shows to be performed within 3 hours. Meet & Greet, walkabout and photo opportunities in between shows. <b>Requirements:</b> 2 handheld mics linked to venue PA and ability to play couple of tracks.
Jeff Gallant Duo (country & western singers)	24/6685			£ 450.00		2 x 45 min slots - 1 on main stage 2.55pm and 1 in pavilion - has asked to do earliest slot at 5pm if possible. Must be gone by 6.30pm
Believe In Magic - Jessie & Barbie Cowgirl	24/6688			£ 210.00		12pm - 3pm parade & park walkabouts. <b>One to park at bottom of parade route near Park, other to park at High School</b>
Foolhardy Circus	24/6682			£750.00		2 x 20 min performances in main arena area with whip act & comedy knife box western theme, plus circus workshop by the mere.

### **Main Stage/Performance area Schedule 2024**

1:30	Fun Dog Show (25 minutes)	
1:45	Foolhardy Circus (20 minutes)	
2:05	Tribe All (25 minutes)	
2:30	Stunt Show (20 mins)	
2.55	Jeff Gallant Duo (45 minutes)	<b>(30 mins needed to set up on stage)</b>
3.40	Foolhardy Circus (20 minutes)	
4.00	Fun Dog Show (25 minutes)	
4.25	Stunt Show (20 mins)	
4.45	Finish / Handover to pavilion entertainment	

Trophy Presentation removed from main arena schedule- sound system shoutouts in between acts to announce winners instead. Shoutouts can be repeated if nobody comes to collect trophy.

### **Pavilion Performers Schedule**

Jeff Gallant performing another 45 minute slot in the pavilion – he needs to perform earlier (5pm slot) as has to go to Exeter that evening. **(30 mins required for set up)**

The Hedge Monkeys tbc

Hank DJ Sleek (during the day)

Contact all performers before event with the following info:

Arrival times, parking info, equipment needed for set up, sound support requirements



# DISS CARNIVAL WINDOW DRESSING COMPETITION 2024

Shop name:

Shop address:

Contact name:

Email / Tel :

Signature:

Date:

I confirm that we will be entering into the Diss Carnival 2023 Window Dressing competition between the dates **10<sup>th</sup> May – 17<sup>th</sup> June 2024**

with the theme 'Wild West:

**Diss Town Ain't Big Enough For Both Of Us!**

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Thank you for entering into the Diss Carnival 2024 Window Dressing Competition.

All that's left to do is **GET CREATIVE!**

Simply dress your shop window in our Carnival theme

**Between 10<sup>th</sup> May – 17<sup>th</sup> June 2024.**

*A judging panel will be viewing windows during the last week of the competition.*

*The winning window will receive a trophy, a framed photograph of their window (photographed and framed by Photo Elite) and an article in the Winter edition of 'Diss Matters' magazine which is delivered to all Diss households.*





PARADE  
12.30pm

# DISS CARNIVAL

PARADE & FUN DAY

FUN DAY  
1.15pm - 5pm



PAVILION  
ENTERTAINMENT  
UNTIL 8.30PM



WILD WEST

40+  
STALLS

2 ENTERTAINMENT  
AREAS

COUNTRY MUSIC  
& DANCING

FREE KIDS  
ACTIVITY AREA

THEMED  
STUNT SHOW

FUN  
DOG SHOW

WILD WEST  
HAVE-A-GO  
ACTIVITIES

Sunday  
16th June 2024

TOWN CENTRE  
& PARK

FREE ENTRY



Compere

Paul Preston Mills

