

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 4<sup>th</sup> April 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)  
S. French (Deputy Town Clerk & Vice-Chair)  
K. Jaynes (KJ)  
A. Rackham (AR)  
S. Browne (SB)  
S. Kiddie (SK)

**CA0423/1**

#### **Apologies**

Apologies were received and accepted from Ruth Ward (RW), Alex Jamieson, Responsible Finance Officer (AJ) and Robert Ludkin, Maintenance Manager (RL).

**CA0423/2**

#### **Minutes**

Members approved the minutes from the last meeting. It was.

RESOLVED: that the minutes of the meeting on 2<sup>nd</sup> March 2023 were a true record and duly signed by the Chairman.

**CA0423/3**

#### **Declarations of Interest**

There were none.

**CA0423/4**

#### **Public Participation**

There was none.

**CA0423/5**

#### **Items of URGENT Business**

There were no items of urgent business.

**CA0423/6**

#### **Finance**

Committee received an update on Income and Expenditure for Carnival 2023. The carnival noted the figures.

**CA0423/7**

#### **Entertainment**

The committee received an update on entertainment for Carnival 2023. It was confirmed that this year's main arena entertainment schedule was fully booked for the Fun Day. Members discussed booking an Elvis inflatable for the Fun Day, but it was agreed that £1000 was too expensive for one day.

**CA0423/8**

#### **Stalls**

The committee received an update on stall applications for Carnival 2023. Forty-seven stallholders have been confirmed so far. Members were reminded that the deadline for all paperwork for stallholders is 14<sup>th</sup> May and KJ will chase paperwork nearer to the deadline. KJ and SF will start to put together the site map. There is no more space for Charity stalls or cake stalls.

**(Action: KJ to chase stallholders for required paperwork and payment, by 14.05.23. KJ & SF to start putting together a site map)**

**CA0423/9**

#### **Procession**

- a) Committee received an update on procession entries for Carnival 2023. It was confirmed that we currently have 25 entries in the parade. Scouts and Guides still to be added to the procession list.
- b) Committee discussed insurance for the Carnival procession. Carnival would like the form slightly changed with the wording Carnival will cover these additional costs in red. Form was agreed.

**(Action: SF to update paperwork; immediately)**

**CA0423/10**

**Member Updates**

The committee received updates from members not reported elsewhere on this agenda. Committee member S. Browne updated the committee that all trophy winners from Carnival 2022 have been contacted and the trophies have been returned. S. Browne also updated Carnival with an update on publicity via park radio for Carnival and is scheduled to do one Carnival shout out on Park Radio, date T.B.C.

The Carnival committee discussed the carnival banner for Carnival, and it was agreed that it should go onto the MUGA on the 25<sup>th</sup> of April 2023. Committee discussed having cardboard cutouts of Hollywood icons along the Mere entrance to the park along Madgetts Walk, carnival agreed that this was a great idea.

**(Action: KJ & SF immediately)**

**CA0423/11**

**Progress Report**

Members noted updates on the Progress Report.

**CA0423/1**

**Roles and Responsibilities**

Members noted updates on the Roles & Responsibilities timeline spreadsheet and allocated future tasks.

**CA0423/13**

**Date of Future Meeting**

The committee noted that the next meeting of the Carnival Committee will take place on **Tuesday 18<sup>th</sup> April 2023 at 7pm, 9<sup>th</sup> May 2023, 18<sup>th</sup> May 2023 & 6<sup>th</sup> June 2023.**

Meeting closed at: 20:45

SUB-COMMITTEE CHAIRMAN  
T. Howard