

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: Sonya French
Our ref: CA 02.03.23
Date: 24.02.23

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 **Thursday 2nd March 2023** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 9th February 2023. (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. **Finance**
To receive an update on Income and Expenditure for Carnival 2023 (copy details herewith).
7. **Entertainment**
To receive an update on entertainment for Carnival 2023 (copy details herewith).
8. **Stalls**
To receive an update on stall applications for Carnival 2023 (copy details herewith).
9. **Procession**
 - a) To receive an update on procession entries for Carnival 2023 (copy details herewith).
 - b) To discuss insurance for the Carnival procession (copy details herewith).
10. **Grants**
To receive an update on grant applications submitted for Carnival 2023.
11. **Sponsorship**
To receive an update on sponsorship received for Carnival 2023 (copy details herewith).

12. Member Updates

- a) To receive updates from committee members not reported elsewhere on this agenda.
- b) To receive a request for a small boat to be placed on the Mere on Carnival Day.

13. Progress Report

To note updates on the Progress Report (copy details herewith).

14. Roles & Responsibilities

To note updates on the 'Roles & Responsibilities' timeline spreadsheet and to allocate future tasks (copy details herewith).

15. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Tuesday 4th April 2023 at 7pm.**

<u>MEMBERS</u>	<u>For information: Councillors</u>
Cllr. S. Browne	J. Robertson
S. French	J. Wooddissee
S. Kiddie	D. Collins
S. Richards	A. Kitchen
K. Jaynes	E. Taylor
A. Rackham	J. Welch
T. Howard	S. Olander
R. Ward	M. Gingell
A. Jamieson	K. Murphy
	L. Sinfield
	G. Waterman

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 Thursday 9th February 2023 at 7pm.

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

CA0223/1

Apologies

Apologies were received and accepted from Ruth Ward (RW).

CA0223/2

Minutes

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

RESOLVED: that the minutes of the meeting on 10th January 2023 were a true record and duly signed by the Chairman.

CA0223/3

Declarations of Interest

There were none.

CA0223/4

Public Participation

There was none.

CA0223/5

Items of URGENT Business

There were no items of urgent business.

CA0223/6

Finance

Committee received an update on Income and Expenditure for Carnival 2023. Committee discussed the funds for carnival and receive an update from Diss Town Council Responsible Finance Officer regarding income and expenditure.

CA0223/7

Entertainment

Committee discussed the current entertainment for Carnival, there is currently a good range of entertainment, committee agreed that there was a need for a wow factor entertainment for the arena.

a) Committee received an update on entertainment for Carnival 2023.

b) Committee considered Park Radio's involvement at Carnival 2023. It was

RESOLVED: To have Park Radio at Carnival to provide music for the Bar Area.

(Action; KJ to call the Superheroes, academy of movement)

(Action; TH to call lookalikes for Parade and walkabout)

(Action: SF to call inflatable companies for large inflatable)

CA0223/8

Stalls

Committee received an update on stall applications for Carnival 2023.

It was decided that there was an error with a costing for one of the stalls and committee agreed that this would be rectified and that the Vice Chair would contact the company with the correct price.

(Action; SF to call Fully Loaded Fries; immediately)

CA0223/9

Procession

Committee received an update on procession entries for Carnival 2023. It was agreed that SK would chase up all procession entrants from last year and KJ would send out a promo email.

**(Action; SK to chase up for procession entrants; immediately
KJ to send out promo email, immediately)**

- CA0223/10 Grants**
Committee received an update on grant applications submitted for Carnival 2023.
- CA0223/11 Sponsorship**
Members received an update on sponsorship for Carnival 2023.
- CA0223/12 Member Updates**
Committee received updates from members not reported elsewhere on this agenda.
- CA0223/13 Progress Report**
Committee noted updates on the Progress Report. Committee were very pleased with the progress made with carnival so far this year and agreed that starting earlier in the year was a good plan for future Carnivals.
- CA0223/14 Roles and Responsibilities**
Committee noted updates on the 'Roles & Responsibilities' timeline spreadsheet and allocated future tasks. It was agreed that SB would contact past trophy winners to request trophies back. SB has also been tasked to liase with Park Radio regarding promo slots.
(Action; SB to contact past trophy winners to get trophies back, by next meeting and to liase with Park Radio for promo slots, ongoing)
- CA0223/15 Date of Future Meeting**
Committee noted that the next meeting of the Carnival Committee will take place on Thursday 2nd March 2023 at 7pm.

Meeting closed at: 21:20

SUB-COMMITTEE CHAIRMAN
T. Howard

INCOME			
	GROSS	NET	VAT
SPONSORSHIP			
Pearce & Kemp Ltd	£ 100.00	£ 83.33	£ 16.67
Phoenix Events East	£ 250.00	£ 208.33	£ 41.67
Reads Property	£ 250.00	£ 208.33	£ 41.67
Travis Perkins	£ 250.00	£ 208.33	£ 41.67
John Doe	£ 500.00	£ 416.67	£ 83.33
Partridge Paving	£ 500.00	£ 416.67	£ 83.33
Lexham Insurance	£ 500.00	£ 416.67	£ 83.33
Dipple and Conway	£ 500.00	£ 416.67	£ 83.33
Spire Solicitors	£ 100.00	£ 83.33	£ 16.67
Frames & Conservatories	£ 250.00	£ 208.33	£ 41.67
Diss Van Centre	£ 500.00	£ 416.67	£ 83.33
Baileys Fish & Chips	£ 500.00	£ 416.67	£ 83.33
Beckford & Lewis	£ 250.00	£ 208.33	£ 41.67
Upp	£ 250.00	£ 208.33	£ 41.67
Madgetts Cycles	£ 250.00	£ 208.33	£ 41.67
Rosedale Funeral Home	£ 250.00	£ 208.33	£ 41.67
STALLAGE			
Brownie & The Bean	£ 120.00	£ 100.00	£ 20.00
Breeze Bakes	£ 120.00	£ 100.00	£ 20.00
Fully Loaded Fries	£ 360.00	£ 300.00	£ 60.00
Stardust Spirits	£ 120.00	£ 100.00	£ 20.00
M & M Sweet Treats	£ 120.00	£ 100.00	£ 20.00
Elsie's Pizza	£ 240.00	£ 200.00	£ 40.00
Tropic Skincare Ambassador	£ 60.00	£ 50.00	£ 10.00
The Bucket List	£ 240.00	£ 200.00	£ 40.00
The Suffolk Smoke Company (await confirmation of pitch)	£ 240.00	£ 200.00	£ 40.00
Yoo-hoo Donuts	£ 180.00	£ 150.00	£ 30.00
Diss & District Churches Together	£ 60.00	£ 50.00	£ 10.00
Tiddly Mare Horsebox Bar (to be contra'd)	£ 250.00	£ 208.33	£ 41.67
Larry Gray Funfair	£ 325.00	£ 270.83	£ 54.17
BBs Bakery	£ 120.00	£ 100.00	£ 20.00
Florencos Coffee	£ 180.00	£ 150.00	£ 30.00
Little Treasures	£ 120.00	£ 100.00	£ 20.00
Norwich Bar Hire	£ 300.00	£ 250.00	£ 50.00
Spire Solicitors	£ 120.00	£ 100.00	£ 20.00
Frames & Conservatories (2 pitches)	£ 240.00	£ 200.00	£ 40.00
Upp	£ 120.00	£ 100.00	£ 20.00
Harleston & Diss Guide Dogs Fundraising Group	£ 60.00	£ 50.00	£ 10.00
Party In A Box	£ 120.00	£ 100.00	£ 20.00
Suffolk Village Ciders	£ 120.00	£ 100.00	£ 20.00
Creation Crafts Norfolk	£ 60.00	£ 50.00	£ 10.00
Cake Box	£ 120.00	£ 100.00	£ 20.00
Wonky Donkey Horsebox Bar	£ 300.00	£ 250.00	£ 50.00
Royal Air Force Association, Diss Branch	£ 60.00	£ 50.00	£ 10.00
TOTAL INCOME Actual	£ 9,675.00	£ 8,062.48	£ 1,612.52
EMR from April 23	£ 3,981.09	£ 3,981.09	
Council Contribution for 22-23	£ 1,455.00	£ 1,455.00	
TOTAL INCOME to Budget so far	£ 15,111.09	£ 13,498.57	£ 1,612.52

EXPENDITURE			
Anticipated Expenditure 2022 as shown in budget			
ADMIN (PUBLICITY ETC)			
raffle tickets	£ 39.54	£ 32.95	£ 6.59
PROCESSION			
Believe in Magic Parties- Princesses	£ 140.00	£ 140.00	£ -
East Angles Brass Band	£ 600.00	£ 600.00	£ -
Bubblecar- Carl Baker	£ 130.00	£ 130.00	£ -
Diddly Long Legs - Nicky Driscoll	£ 330.00	£ 330.00	£ -
FUN DAY			
Mervyn Lambert Plant- Toilet hire x 10	£ 700.00	£ 583.34	£ 116.66
Phoenix Events East - Security & Radios	£ 1,095.60	£ 913.00	£ 182.60
Mervyn Lambert Traffic Management	£ 584.40	£ 487.00	£ 97.40
Simply Sound & Lighting	£ 871.20	£ 726.00	£ 145.20
First Aid F.A.S.T Sharon Thompson	£ 150.00	£ 150.00	£ -
Compere- Paul Preston Mills	£ 200.00	£ 200.00	£ -
Creature Events (Transformers x 2)	£ 1,950.00	£ 1,625.00	£ 325.00
Foolhardy Circus	£ 520.00	£ 520.00	£ -
Sam The Magician	£ 300.00	£ 300.00	£ -
Hollywood Photobooth	£ 395.00	£ 329.17	£ 65.83
Electric Cabaret- Oscar statue and charlie chaplin inc travel	£ 965.00	£ 804.17	£ 160.83
Mr Benn's Productions - Keith Tatum as Frank Spencer	£ 150.00	£ 150.00	£ -
Hay Bales			
TOTAL EXPENDITURE	£ 9,120.74	£ 8,020.63	£ 1,100.11
SUMMARY	£ 5,436.09	£ 5,436.09	£ -
TOTAL INCOME	£ 9,675.00	£ 8,062.48	£ 1,612.52
TOTAL EXPENDITURE	£ 9,120.74	£ 8,020.63	£ 1,100.11
REMAINING BALANCE GOING FORWARDS	£ 5,990.35	£ 5,477.94	£ 512.41

Item 7

Entertainment

Artist	Contact	PO No	Invoice	Status	Amount	Paid	
Foolhardy Circus		23/6448			£520.00		Slot in arena and workshop by Mere
Superheroes Academy of Movement	Jamie 07934 954741 info@academyofmovement.co.uk				tbc		3 Superheroes, acrobatic stunt show in arena with spiderman inflatable obstacle course, superhero training workshop,
Sam The Magic Man	Sam	23/6449			£300.00		Punch & Judy x 2 shows, magic show, games in arena
Paul Preston Mills	Paul	23/6444			£200.00		Compere
Creature Events (Transformers x 2)		23/6447			£1,950.00		up to 3 x 30 minute sets
Hollywood Photobooth		23/6455			£395.00		
Electric Cabaret- Oscar Live Statue & charlie chaplin walkabout	Richard richard@electriccabaret.co.uk	23/6458			£965.00		Dressing Room required
Voice Squad	Birgitta Kenyon	no charge			n/a		Awaiting confirmation of numbers
Fun Dog Show x 2 (Hannah's Pet Services)					n/a		
Trophy Presentation in arena					n/a		
Tribe All Fitness	Amy Bobbins				n/a		
Mr Benn's Productions (Frank Spencer and other impersonations)	Keith Tatum keith.tatum@btinternet.com				£150.00		
Park Radio	Linda Bryant linda@parkradio.co.uk	23/6493			£250.00		Music by pavilion

TOTAL: £4,730.00 £0.00

Pitch Number	Stall Name	Contact / Email	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes
want to be with Florencos and Dave Harris	Brownie & The Bean	[REDACTED]	Cakes	Food	Y	Y	Y	Y	£120 received by BACS. Receipt 14900	confirmation email sent 12.01.23
	Breeze Bakes	[REDACTED]	Cakes	Food	Y	Y	Y	Y	£120 due	confirmation email sent 12.01.23
need 2 pitches	Fully Loaded Fries	[REDACTED]	Fries with toppings. Trailer is 16ft long	Food	Y	Y	due	due	due £240 (reduced fee from £360 due to error on pitch size)	confirmation email sent 13.01.23.
	Diss Knit & Knatter	[REDACTED]	knitted/ sewn/crochet items	Charity stall	Y	Y	Y	n/a	Free pitch	emailed form 13.01.23 and confirmed charity pitch request
	Phoenix Bird of Prey Rescue	[REDACTED]	Adult tombola and kids game with prizes	Charity stall	Y	Y	Y - expires May 2023 so will need new one	n/a	Free pitch	Confirmation email sent 13.01.23 and confirmed charity pitch request
	Stardust Spirits	[REDACTED]	Hand crafted small batch spirits and liquers in sealed bottles	Alcohol	Y	y	Y	n/a	Paid £120 14956	confirmation email sent 13.01.23. Needs to sign premises license as he's selling alcoholic products
	M & M Sweet Treats	[REDACTED]	Luxury Homemade Baked Goods/ Cakes	Food	Y	Y	Y - expires May 2023 so will need new one	Y	£120 received by cheque. Receipt 14895	Confirmation email sent 13.01.23
horsebox 5m x 5m	Elsie's Pizza	[REDACTED]	Wood Fired Pizza	Food	Y	Y	Y	Y	due £240	Confirmation email sent 17.01.23. Paying by BACS.
	Tropic Ambassador	[REDACTED]	Tropic Skincare products	Beauty	Y	due	due		due £60	wants to be only Tropic stall. Confirmation email sent 24.01.23
	Andy Hotdog	[REDACTED]	Hotdogs	Food						Alex Rolfe dropping a form to him on Friday 20.01.23
	The Bucket List	[REDACTED]	Loaded Chips 4m x 2m	Food	Y	Y	Y - expires 23rd Jan 2023. New one	Y	due £240	Confirmation email sent 17.01.23
	The Suffolk Smoke Co	[REDACTED]	Smoked pulled pork rolls, smoked sausage baguette, fries and specials	Food	Y	Y	Y - expires March 2023 - new one needed	Y	due £240	Confirmation email sent 17.01.23.
7m x 5m pitch required	Yoo-hoo Donuts	[REDACTED]	Donut trailer selling donuts, cold drinks and shmoo milkshakes	Food and drink	Y	Y	Y	Y	£180 due	awaiting payment £180 fee agreed
2 pitches requested	Diss & District Churches Together	[REDACTED]	Church awareness, kids games	Charity stall (paying for 1 as requested 2 pitches)	Y	due	due	n/a	£60 due	confirmation email sent 18.01.23 they don't want to be near funfair or other sweet stalls
	Sweet Treats	[REDACTED]								
	BB's Bakery	[REDACTED]	Cakes	Food	Y	Y	Y	Y	Y £120 paid by BACS 14981	confirmation email sent
wants to be with Brownie & The Bean and Dave Harris	Florencos Coffee	[REDACTED]	Hot drinks, loaded hot chocolates and coffees	Drink	Y	Y	Y	Y	paid £180 15020	confirmation email sent 20.01.23
	Little Treasures	[REDACTED]	Toy stall	Toys	Y	Y	Y	n/a	£120 paid by cheque 14910	confirmation email sent 20.01.23
	Norwich Bar Hire	[REDACTED]	Bar for Carnival	Alcohol	Y	due	due	n/a	£300 pitch fee due	Confirmation email sent 24.01.23. Needs to sign premises license
	Spire Solicitors	[REDACTED]	Games and giveaways	Games and prizes	Y	Y	Y	n/a	paid £120 15003	Confirmation email sent 24.01.23

Stall holders

want to be with Florencos and Dave Harris	Brownie & The Bean	[REDACTED]	Cakes	Food	Y	Y	Y	Y	£120 received by BACS. Receipt 14900	confirmation email sent 12.01.23
2 pitches needed for display unit	Frames & Conservatories	[REDACTED]	Display unit - 7m x 3m		due	due	due	n/a	£240 (double pitch fee) due	Confirmation email sent 25.01.23
	The Field Kitchen	[REDACTED]	Food	Food						
	Upp	[REDACTED]	Promo stall	Business	Y	Y	Y	n/a	£120 due	
	Harleston & Diss Guide Dog Fundraising Group	[REDACTED]	Fundraising stall to raise awareness of guide dogs. 1-3 guide dogs will be with the stall	Small charity	Y	Y	Y - expires 27th Feb 2023 so will need a new one before event	n/a	£60 paid 14914	Confirmation email sent 31.01.23
	Party In A Box	[REDACTED]	Candy Floss and Chocolate Fountain with strawberry and marshmallow kebabs	Food	Y	Y	Y	due	£120 due	Confirmation email sent 01.02.23
	Suffolk Village Ciders	[REDACTED]	Cider for sale	Drink	Y	Y	Y - expires April 2023 and automatically renews but we need a new certificate before event	n/a	£120 paid 15002	Confirmation email sent 01.02.23 Needs to sign premises license.
	Creation Crafts Norfolk (Cam's creations & Red Panda Crafts)	[REDACTED]	Handmade jewellery, resin products, hand-poured soy candles and acrylic gifts	Craft	Y	Y	Y - expires April 2023 so need new one before event	n/a	£60 paid cheque 14915	Confirmation email sent 07.02.23
	Cake Box	[REDACTED]	Cakes	Food	Y	Y	Y	Y	£120 due	Confirmation email sent 08.02.23
	Tiddly Mare Horsebox Bar	[REDACTED]	Horsebox Bar	Alcohol					To be contra'd £250 (photobooth)	Confirmed
	Wonky Donkey Bar	[REDACTED]	Mobile horsebox bar	Alcohol	due	due	Y	Y	£300 pitch fee due	Confirmation email sent 22.02.23
	Norfolk County Council Adult Learning	[REDACTED]		Charity Stall					n/a	
	Hope Church	[REDACTED]	Free games and giveaways for children, promoting their community service	Charity Stall	Y	Y	Y	n/a	n/a	Confirmation email sent 22.02.23
	Royal Air Forces Association	[REDACTED]			Y	Y	Y	n/a	£60 due (no charity pitches left)	Confirmation email sent 22.02.23

Item 9a

Procession

Entry Name	Contact	Type	Phone	Email	Number	Judges		
Believe In Magic Parties		2 princesses - walking in parade and walkabout on park 12- 2pm		hello@believeinmagicparties			p/o 23/6439	
Gillings trucks for Dinsdale, Mayor and Honoured Citizens	Simon/Toni Gillings	Leading parade		tonigillings@googlemail.com				
Rock Paper Glass	Julian Peachment	Walking Group of 3 people	07828 751261	info@rockpaperglass.co.uk			App form received	
East Angles Brass Band	David	Brass band to lead procession		eastanglesbrassband@gmail.com			£600	23/6446
Diss Primary Academy Partnership	Claire Gladwin	50 people walking group	01379 642675	c.gladwin@diss.stbenets.org			App form received	
Fraser Dowle	Maintenance staff member	Dresses up as a Stormtrooper						
Roots Activities	Hannah Bartrum	1 x small van. 25 x people	077688 40830	enquiries@rootsactivities.co.uk				
Voice Squad	Birgitta Kenyon	awaiting confirmation on numbers						
Bubblemania	Carl Baker	Bubblecar in procession and display on the Park		carl.baker80@btinternet.com			we pay him £130	23/6459
Diddy Long Legs	Nicky Driscoll	2 stiltwalkers in parade and fun day walkabout 3 x 1 hour sets		diddynicky@hotmail.co.uk			we pay £330	23/6460
Tribe All Fitness	Amy Bobbins	45-50 approx						
Cheeky Cherubs(Charity Baby Toddler Group)	Becky Chrystal	10 adults and children in buggies	07507 506672	beckychrystal@gmail.com				
Diss Red Hat Ladies / Fiery Foxes	Wendy Sokanovic	Walking group approx 12-16 older generation	7307865714	wens@hotmail.co.uk				
The Garden Project	Rackhams	Flat Bed trailer						
Frank Spencer (Mr Benn's Productions)	Keith Tatum						£150	23/6488
Tammy's Neighbour		DJ - possibly playing Hollywood movie songs at back of parade. Awaiting confirmation					we pay £50	

From: Alex Jamieson
Sent: 23 February 2023 12:42
To: Sonya French
Subject: Carnival procession insurance

Hi Sonya,

I had a conversation with Jodie from Graham-Sykes insurance company about the insurance situation for the carnival procession and followed on with the emails that you had previously exchanged.

The Carnival procession vehicles along with whatever they are towing will have to be insured individually, with the vehicle owners individual situation assessed. Graham Sykes is unable to provide us with any public liability policy that will cover vehicles that don't belong to us while they are moving, so they have the same problem as Zurich. They could, in theory, provide cover to the vehicle owners if they each apply for it and it would cost (very rough estimate here) around £77 each, which we could then reimburse.

Normally the motor insurance that owners have will have will include public liability as a matter of course. I believe that the most logical way forward is that we should ask if the vehicle owners can please check with their insurance providers if they are already covered, if for whatever reason they are not then we could offer to reimburse them for the add on.

We can assume that previous carnivals were covered as all vehicles would have to be insured to drive on public roads, providing insurance as a council to other vehicles is not something we could offer even if we wanted to. I will continue to investigate how to ensure sufficient insurance coverage whilst minimizing the inconvenience to the vehicle owners who are participating voluntarily.

Kind regards,

Alex Jamieson

RFO – Diss Town Council
11/12 Market Hill
Diss, IP22 4JZ
Tel: 01379 643848 (Ext #204)

Item 11

Company Name	Email	Package	Costs	PAID
Pearce & Kemp	Theresa accounts@pearce-kemp.co.uk	BRONZE	£100	PAID 14989
Spire Solicitors	Lucy Humberston lucy.humberston@spiresolicitors.co.uk	BRONZE	£100	PAID 15003
Phoenix Events East	Anna Ryan admin@phoenixeventseastltd.co.uk	SILVER	£250	deducting off security invoice as payment
Reads Property	paul@readsproperty.co.uk	SILVER	£250	PAID 150002
Travis Perkins	Ryan Jaynes ryan.jaynes@travisperkins.co.uk	SILVER	£250	payment covered through donation of wood and paint
Frames & Conservatories	Becky Frost	SILVER	£250	
Upp	Ellie Adams eleanor.adams@upp.com	SILVER	£250	PAID 15021
Madgetts Cycles	madgettscycles@aol.com	SILVER	£250	PAID 14997
Rosedale Funeral Home	info@rosedalefuneralhome.co.uk	SILVER	£250	PAID 15018
Beckord & Lewis	Laura Forster laura.forster@sjpg.co.uk	SILVER	£250	PAID 15007
John Doe	Nathan Doe info@johndoes.co.uk	GOLD	£500	PAID 14990
Diss Van Centre	Neil sales@dissvancentre.co.uk	GOLD	£500	
Partridge Paving	Harry Partridge partridgepaving@gmail.com	GOLD	£500	
Lexham Insurance	Andy Goodson a.goodson@lexhaminsurance.co.uk	GOLD	£500	PAID 14988
Dipple & Conway	Sally Phillips Sally@dippleconway.co.uk	GOLD	£500	PAID 14976
Baileys Fish & Chips	Cengiz Bolat cengizbolat@hotmail.com	GOLD	£500	PAID 15019
		PLATINUM		
TOTAL COST			£5,200	

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA1122/1	Election of Chairman	Members elected a Chair for Carnival sub-committee 2023.	KJ	Immediately	Resolved: To elect Tammy Howard as Chair of the Carnival sub-committee
CA1122/3	Election of Vice - Chairman	Members elected a Vice-Chair for Carnival sub-committee 2023.	KJ	Immediately	Resolved To elect Sonya French as Vice Chair
CA1122/8	Committee Membership	Members approved the committee membership for Carnival 2023 and reviewed various roles and responsibilities.	KJ	Immediately	Resolved: Sue Kiddie, Ruth Ward, Andrew Rackham, Kim Jaynes, Sonya French, Tammy Howard and Sonia Browne would be Carnival Committee members.
CA1122/9	Date for Carnival	Committee discussed carnival date and it was decided that there was a gap needed between the coronation and the carnival of at least 4 weeks.	SF	Immediately	Carnival will be held on Sunday 11th June 2023
CA1122/10	Finance	Committee received a final summary of Carnival Income & Expenditure for 2022. Committee discussed the accounts and could see that there is a difference in figures quoted by the RFO, RFO has stated there will be a starting balance of £5432.00, Committee believes it should be £5426.09, difference of £5.91.	RFO	Immediately	Resolved: Agree to the recommendations: 1. The request for £1250 from DTC towards running costs. 2. Accept the £205 for flags previously taken from Carnival 22 accounts without Committee's permission as one full payment. 3. Pay £10 contributions towards lotteries licence as long as other events are contributing the same amount.
CA1122/11	Theme	Members considered a theme for Carnival			Resolved: Theme has been agreed and will be released at a later date.
CA123/6	Date for Carnival	Members confirmed the date of Carnival 2023 as Sunday 11th June.	KJ	Immediately	done
CA0123/7	Entertainment	To contact Diddy Long Legs Stiltwalkers, East Angles Brass Band, Foolhardy Circus, Hollywood Photobooth, Superhero parties, Believe in magic princesses and to source a large inflatable	KJ/TH	by end of Jan	done
CA0123/9	Grants	To apply for a grant from Tesco	SF/TH	Immediately	done - awaiting response
CA0123/10	Promotion	To follow the same format of advertising as that of Carnival 2022.	KJ	continuous	ongoing
CA0123/11	Sponsorship	To remove the free pitch from the gold package and to reduce the size of the sponsorship banners.	KJ	Immediately	done
CA0123/12	Member Updates	To source a sponsor for materials to make the Hollywood sign at Mere's Mouth.	KJ	Immediately	done
		To ask local organisations with car parking spaces to allow free parking on the day	TH	Immediately	
CA0223/7	Entertainment	To contact Academy of Movement re superhero entertainment package.	KJ	Immediately	done
		To contact lookalikes for parade and walkabouts on Park	TH		
		To contact inflatable companies to find a large inflatable for pavilion	SF		
CA0223/8	Stalls	To contact Fully Loaded Fries regarding pitch price	SF	Immediately	
CA0223/9	Procession	To chase up for procession entrants	SK	Immediately	
CA0223/9	Procession	To send out promo email for procession entrants	KJ	Immediately	
CA0223/14	Roles & Responsibilities	To contact past trophy winners to get trophies back. To liaise with Park Radio to arrange guest promo slots.	SB	by next meeting	

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	
Chairman/Operations			
Tammy Howard	Appoint Carnival Chair - Chair Committee, responsible for all aspects of Carnival completion	01.11.22	DONE
Sonya French	Appoint Vice Chair - Working alongside Chair, in their absence completing their tasks	01.11.22	DONE
Operations			
Vice Chair / Andy R	Appoint - Operations Manager - Oversee event on Carnival day	01.11.22	DONE
Kim/Sonya	Order 10 chemical toilets for Park and High School with transport	10.01.23	DONE -Ordered through MLP
Kim/Sonya	Order radios and security stewards	10.01.23	DONE- Ordered through Phoenix
Kim	Organise bins with Graham Minshull SNC	10.01.23	DONE- free bins agreed by Graham
Andy Rackham	Organising stewards and volunteers on Carnival day	On Carnival day	
Kim/Sonya	Email Michelle Earp SNC to get exclusive use of the car park on Diss Park for Carnival Day	10.01.23	DONE
Chair/Vice Chair	Organise parking provision from Morrisons (used to be Feather Factory)		TH speaking to Thatchers Needle & Morrisons
Keith Kiddie	Liasing with School stewards to ensure running of Parade on time	On Carnival day	
Chair/Vice Chair	Arrange site layout and finalise stall positions by Mid-May	15.05.23	
keith Kiddie/	Point of contact and arranging procession stewards for Carnival	10.06.23	
keith Kiddie/	Liasing with Stewards to ensure safe procession through town, incl traffic management	On Carnival day	
Kim	Arrange suitable sound for the event	10.01.23	DONE - Ordered through Simply Sound
Vice Chair / Andy R	To oversee health & Safety and complete Event Management Plan for Safety Advisory Group (SAG) for SNC (EMP to be submitted 3 months before event)	01.03.23	
Robert L/Sonya F	Liaise with RL regarding H&S such as emergency services, risk assessments and work on SAG form	01.04.23	
Tammy Howard	Sort first aid		DONE- Tammy
	Organise gazebos if required		
Sue Kiddie	Source hay bales for Fun Day	01/03/2023	To contact Christie Callow in May.
Sonya / Kim	Buy red and white barrier tape and Blue/Red chalk paint		
Stewards			
Andy R	Recruiting volunteers and stewards to help run the Carnival Procession and Fun Day		KJ HAS ASKED STAFF AND CLLRS
	organising necessary training for stewards		
Stalls			
Tammy Howard	Allocating spaces for fundraising stalls, maintaining a good balance between charitable, commercial, food, drink and crafts		
Kimberley Jaynes	Sending out and collating stall application forms and payments to be passed to RFO		ongoing
	Send out stall arrangements including arrival times, guidance on parking etc		
	Liaise with sound/lighting technician and acts on the day and oversee entertainment, ensuring all co-ordinators are advised of schedule alterations/issues		
	Organise bar tender form etc		done
Admin			
Kim	Road Closure from County Council to be applied for.	01.01.2023	DONE - Charlotte
Kim	Complete and disseminate Agendas and Minutes to committee		ONGOING
Kim	Update progress report with actions		ONGOING
Kim	To update procession members details onto relevant form once received from procession team		

Kim	Update sponsorship packages form and send out to all local businesses in an email	Jan-23	DONE- Kim
Kim/ Charlotte	Send out email to all previous stallholders with updated application form to ask if they want to come again	11.1.23	DONE- Kim
Kim	amin to arrange street collection agreement from SNC for carnival event	10.01.23	DONE - Charlotte
Kim	To update carnival website and arrange promotional booklet		
Kim	Promote fundraising events for Carnival. Eg cake stalls and car boots		APRIL- KIM TO DO
Kim	Check all incoming application forms, ensuring correct fee and H&S documentation has been sent. Confirm bookings with applicants following approval from Chair/Vice-Chair		ONGOING- Kim
Kim	Update carnival master spreadsheet		ONGOING- Kim
Kim	Organise delivery of road closure notices - MLP	Jan-23	DONE - Kim & Sonya
	Write to Mount St residents ref Carnival parade / parking in car parks on the day		
	Procession		
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	
	High School layout plan drafted for procession entrants		
	Entertainment		
Chair/Vice Chair	Arrange suitable entertainment and liaise with committee for agreement	Jan/Feb	BOOKED - Foolhardy Circus, Sam Magic Man, Creature Events Transformers, Hollywood Photobooth, Electric Cabaret Oscar Statue & Charlie Chaplin, Frank Spencer Impersonator, Academy of Movement Superheroes, Fun Dog Show
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. (Ie microphone)		Paul Preston Mills booked
	Finance		
Tammy Howard / Sonya French	Seek out funding sources such as grants and sponsorship alongside admin team and liasing with committee for agreement		
Chair/Vice Chair	To arrange and oversee (with committee) fundraising activities preceding the Carnival		
Sue Kiddie	To liaise with stewards to arrange bucket collections on the day for carnival funds		
RFO - Alex Jamieson	To manage the Carnival accounts and provide statements and costings when required.		
Chair/Vice Chair	To work alongside the RFO to ensure that the accounts are correct and up to date		
	Town Window Dressing		
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		
Sonia Browne	Organise alongside admin recovery of awards and certificates for winners		
	Promotion		
Kim	Write press releases with support from Chair/Vice Chair and send out to contacts		ONGOING
Kim	To release Carnival date and theme to the press, on social media and update website	11.1.23	DONE
Kim	To produce carnival programme and posters, and arrange for print and distribution		
Sonya F/Robert L	To arrange decoration of the Town including bunting, banners and flags.		SF discussed with KK
Sonia Browne	To liaise with Park Radio to arrange interview slots and promo releases		