

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Please ask for: Sonya French
Our ref: CA 07.03.22
Date: 25.02.22

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 on **Zoom** via link: <https://us02web.zoom.us/j/82717850439?pwd=ZkdNRkhCQ0lpOFo3K2x1cUtBN1NaQT09> on **Monday 7th March 2022** 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 7th February 2022. (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. Stalls**
To receive an update on stalls confirmed for Carnival 2022 (copy details herewith).
- 7. Parade floats**
To receive an update on procession entries for Carnival 2022 (copy details herewith).
- 8. Entertainment**
To receive an update on entertainment for Carnival 2022 (copy details herewith).
- 9. Grants**
To receive an update on grant applications for Carnival 2022.
- 10. Sponsorship**
To receive an update on Sponsorship for Carnival 2022 (copy details herewith).

11. Finance

To receive an update on Finances for Carnival 2022 (copy details herewith).

12. Promotion

To receive an update and discuss promotion for Carnival 2022.

13. Progress Report

To note and update the progress report (copy herewith).

14. Member Updates

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

15. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Monday 4th April 2022 at 7pm.**

Meeting closed at:

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</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>R. Peaty</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 7th February 2022 at 7pm.

In attendance: C. Keen (CK) - Chair
T. Howard (TH)
Cllr S. Kiddie (SK)
S. French (Deputy Town Clerk)
A. Rackham
R. Ward

CA0222/1

Apologies

Apologies received from (KJ). No apologies were received from Councillor S. Browne.

CA0222/2

Minutes

Members approved the minutes from the last meeting held on 6th December 2021. It was

RESOLVED: that the minutes of the meeting on 10th January 2022 were a true record and duly signed by the Chairman.

CA0222/3

Declarations of Interest

There were none.

CA0222/4

Public Participation

There were none.

CA0222/5

Items of URGENT Business

There were no items of urgent business.

CA0222/6

Parade Floats

Committee discussed parade floats for Carnival 2022. Three entrants have confirmed attendance and SK will send out further invitations to previous entrants. Committee would like the Deputy Clerk to look at insurance for floats.

(Action: Dept TC, by next meeting)

CA0222/7

Road Closure

Members discussed road closure plans alongside health & safety measures for Carnival 2022. Committee, it was noted that County Councillor Keith Kiddie will be available to complete road closures, this work will be completed alongside the Dep TC. Committee would like further work done around space for floats at the end of the carnival procession.

Carnival committee agreed that the bus station would need to be contacted to see whether we can use the space for floats on the day of Carnival. Committee noted that Road closure at SNC need to be applied for by the end of the month. Members stated they would like to contact Morrisons community champions as, they would like a notice by Morrisons at the roundabout stating that Carnival will be there on date and time to alert shoppers. Contact paperwork to be completed by AR and Dep TC.

(Action: Dep TC/KK to deal with signs for road closures, by March 2022)

(Action: KJ to contact SNC for Road Closure by March 2022)

(Action: Dep TC to work with AR on SAG paperwork by March 2022)

(Action: CK to contact community champions for A Board notice by May 2022)

CA0222/8

Window Dressing Competition

The committee discussed dates for the Window Dressing Competition and approved the entry form. Ruth to contact shops in mid-April. It was:

RESOLVED: To agree the Window Dressing Competition and entry form, Kim to add email address to the form. On forms dates to be 7th June – 3rd July 22. Ruth to email judges for a date for judging.

(Action: KJ to change forms, by March 2022)
(Action: RW to contact shops by April 2022)

CA0222/9

Grants

CK to continue to look at Grants and will come back and update Carnival next meeting.

CA02122/10

Entertainment

Committee discussed and updated on entertainment for Carnival 2022.

(Action: TH to Contact Voice Squad, by March 2022).

CA0222/11

Sponsorship

The committee received an update on Sponsorship for Carnival 2022. It was

RESOLVED:

(Action: CK, Dep TC and KJ to organise sending out invites for sponsorship, By Mar 2022)

CA0222/12

Promotion

Committee received an update and discussed promotion for Carnival 2022. Committee agreed to contact Park Radio so that they could give airspace for Carnival.

(Action: SB to contact Park Radio, by March 2022)

CA0222/13

Progress report

The committee noted actions on the Progress Report.

CA0222/14

Member Updates

Committee need to look at crafting stalls as an urgency to ensure stall uptake for Carnival. Stats were received by committee regarding Facebook promotion.

CA0222/15

Date of Future Meetings

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

- Monday 7th March 2022.

Meeting closed at: 9.50 pm

SUB-COMMITTEE CHAIRMAN
C Keen

Stall holders

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Hygiene Cert	Paid	Notes	On Ledger	Pitch No
Brownie & The Bean	Charlotte Giddings	Brownie Gift Boxes	Food	Yes	Yes	Expires 11/3/22	yes	£80.00	Request for renewed PL tba	14269	
Collette's Crepes	James Amps	Crepes and Waffles	Food	Yes	Yes	Yes	yes		£130 Requested 2.3.22		
Diss Corn Hall	Libby Seymour	Brochures and flyers, Activity tbc	Trade	Yes					Request for £80, RA and PL 2.3.22		
Diss Knit and Natter Group	Heather Chamberlain	Knitted elephants and circus themed items	Community Group	Yes	Yes			N/A	Were offered a free stall for 2020. Confirmation sent 24.1.22		
Dyers Diner & Coffee Shack	Mark Dyer	Barista Coffee, Milkshakes, Burgers, Hot Dogs and Bacon Rolls – Wrapped Transit Van	Food	Yes	Yes	Yes		£130.00			
Earth Goddess Jewellery by Jai	Janine Pearce	Handmade Holistic Jewellery	Craft Tent	Yes	No	Yes, but not dated			£25 need PL and RA. Confirmed sent 2.3.22 Need to confirm that she will only have one table.		
Florenco's Coffee	Connor Florenco	Coffee Stall (In Market Sq)	Food	Yes	No	No	No	£130.00	Get PL and RA from DTC	14293	
Fying Chef aka Andy Hotdog	Andy Garrard	Hotdogs	Food	Yes	Yes	Expires 6.4.22	yes	£130.00	updated PL to be sent		
Get Me Out The Four Walls	Lucinda Terry	Promoting Support & Play Sessions and free craft activities	Charity	Yes	Yes	Expires 18.4.22		N/a	PL expires 18.4.22		
Gosman Spoons	Nicolas Gosman	6" Pitch – Handcrafted Wooden Spoons and Demonstration	Crafts	Yes	Yes	Yes		£50.00	2 pymts received for £50. Sue H dealing	14286	
Granny's Little Charms	Jasmine Tobias / Kevin Kincarr	Shabby Chic handmade items	Crafts	Yes	Yes	Expires 12/2/22		£80.00	PL to be sent once renewed. Confirmation sent 24.1.22	14261	
Harris's Hog Roast	Dave Harris	Hog Roast	Food	Yes	Yes	Yes		£130.00	Completed.	14266	
Montgomerie Masonic Lodge	Neil Morley	Masonic trailer	Community Group					N/a	Fee waived in lieu of Titan		
Norfolk Blood Bikes	Alix Freeman	Badges, Face masks and Pens raising money for charity.	Charity	Yes	Yes	Expires 10.3.22		N/a	Want 3x3 Pitch plus Car and 2 bikes on park. Need to be on end as Car & Bikes will be in parade.		
Party In a Box	Melanie Walker	Candy Floss / Popcorn and Chocolate Fountain	Sweets	Yes	No	No	No	£80.00	PL and RA required.	14271	

Stall holders

Phoenix Bird of Prey Rescue	Denise Elyot	Tombola and Kids Game (prize every time)	Charity	Yes	Yes	Expires 27.5.22		N/a	PL to be sent once renewed. Confirmation sent 16.2.22		
Prettys Wax	Diane Pretty	Wax Melts	Wax Melts	Yes	Yes	Expires 28/03/22			£80 DUE via BACS. Request for pymt sent 24.1.22		
Priory Healthcare	Sara Smith	Healthcare Recruitment	Business	Yes	Yes	Expires 1.7.22			£80 pymt requested 7.2.22.		
Southwold Succulent Co.	Niamh Mullally	Vintage Houseplanters	Crafts	Yes	Yes	Yes		£50.00	Completed.	14292	
Stardust Spirits	Garry Bowman	Handmade Small Batch Spirits and Liqueurs for Offsite consumption	Crafts	Yes	Yes	Yes		£80.00	Completed.	14298	
								£810.00			

Procession

Entry Name	Contact	Type	Phone	Email
Priory Healthcare The Corn Hall	Sara Smith Libby Seymour	Walking – unknown numbers Walking - large puppets made as part of the Historic Elephants of Diss Project.	01379 742600 01379 652241	sarasmith@priorygroup.com elizabeth.seymour@thecornhall.co.uk
Diss Primary Academy Partnership	Claire Gladwin	Walking Group – hopefully around 50!	01379 642675	c.gladwin@diss.stbenets.org
De Lucy House / Greensleeves	Nikki Clark	Possibly 2 vehicles – app form tbc	01379 671333	activities.Delucy@greensleeves.org.uk
Merryfields Playschool	Sharon Everett	tbc	01379 650001	merryfieldsplayschool@gmail.com
Kingsley Healthcare	Stephen Pullinger	tbc	01502 502 709	stephen.pullinger@kinglseyhealthcare.co.uk

Entertainment

Artist	Contact	PO No	Invoice	Status	Amount	Paid
Vibe City Brass	Andy Keates	21/5985	Received	Invoice given to DTC	£500.00	
Titan					£2,380.00	
Wycomb Pastures Mobile Petting Farm	Ian		Recieved	Invoice given to DTC	£550.00	

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Sponsors

Sponsor	Contact	Sponsor Band	Invoice/Receipt	Amount	Actual	VAT	Paid
FoneMagic	Roy Aziz	Silver	14324	£250.00			
Gillings of Diss	Toni Gillings	Silver	V-1029	£250.00	£208.33	£41.67	
Midwich	Ben Thompson / Lesa Orford	Platinum	V-1030	£1,000.00	£833.33	£166.67	
Kingsley Healthcare	Stephen Pullinger	Gold	V-1032	£500.00	£416.67	£83.33	
Pearce & Kemp	Lou Kemp	Bronze	V-1033	£100.00	£83.33	£16.67	
Dipple & Conway	Matthew Conway	Gold	v-1031	£500.00	£416.67	£83.33	
		ANONYMITY		£500.00			
		WANTED					
Priory Healthcare		Platinum	V-1035	£1,000.00	£833.33	£166.67	
Simply Sound and Lighting	Hannah Playford	Silver		£250.00			
Beckford & Lewis	Laura Forster	Silver		£250.00			
Upp	Daisy Evison	Gold		£500.00			
				£5,100.00	£2,791.66	£558.34	
Starkings and Watson	Rachel Whyte	Enquired on deadline					

CARNIVAL FINANCES**As at 03/02/2022**

	(excluding VAT)	
B/F	£	8,670.73
	£	1,250.00

INCOME*Stallholders*

Harris Hog Roast	£	108.33
Andy Garrard	£	108.33
Gosman Associates	£	41.67
Garry Bowman - Stardust S	£	66.67
D.Pretty - Wax Melts	£	66.67
Southwold Succulant	£	41.67
Florencos coffee	£	108.33

Sponsorship

Gillings of Diss	£	208.33
Dipple & Conway	£	416.67
Fonemagic	£	208.33
	£	<u>1,375.00</u>

EXPENDITURE*Admin*

Car Boot Advertising	£	7.92
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Procession

Vibe Streets Band	£	500.00
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Fun Day

	£	<u>507.92</u>
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Balance inc prev years surplus

	£	<u>10,787.81</u>
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Additional Pending payment/invoice

PENDING INCOME

*Stallholders**Sponsorship*

Midwich	£	833.33
Kingsley Health Care	£	416.67
Pearce & Kemp	£	83.33
Priory Healthcare	£	833.33
	£	<u>2,166.67</u>

PENDING EXPENDITURE

P/O Number

*Admin**Procession*

Titan	?	21/5986
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Fun Day

Paul Preston Mills	£	175.00	22/6050
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	£	<u>175.00</u>
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Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA1121/6	Election of Chairman	Committee to elect Claire Keen as Chair and Cllr Sonia Browne as Vice-Chair of the Carnival sub-committee 2022.	Carnival Committee	immediately	Completed November 21
CA1021/9	Date for Carnival 2022	To publish the new date for Carnival 2022 as Sunday 3rd July 2022.	KJ	immediately	Completed November 21
CA1121/7	Location & Theme	Committee to keep the location of Carnival at the Park with the theme 'The Great-Diss Showman'	Committee	immediately	Completed November 21
CA1121/8	Application Form	To create a new logo following agreement of theme and add this to the application form	KJ	by 01.12.21	
CA1121/9	Grants	To add to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1121/10	Entertainment	To have Vibe City Jazz & Samba to lead and finish parade	CK to enquire for Vibe City jazz band. SB to find details of Samba band.	by 01.12.21	done
CA1121/10	Entertainment	Contact residents wanting to ride scooters in parade	SK	by 01.12.21	done
CA1121/10	Entertainment	Contact street artists for prices	CK & SB	by 01.12.21	done
CA1121/11	Promotion	To do a publicity announcement of the date and theme in Mid January 2022 including a press release, website page updated and social media post	CK, KJ & FM	by 10.01.22	done
CA1121/13	Member Updates	To add Window Dressing Competition, new car for Dinsdale & Mayor in parade and gazebo purchasing to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1221/6	Road Closure Forms	To complete the road closure application form for Carnival parade 2022.	KJ	by 01.04.22	Kim added a reminder to her calendar to do.
CA1221/7	Application Form	To add Carnival logo to all relevant forms	KJ	by 01.01.22	Done 17.12.21
CA1221/8	Health & Safety	AR and SF to complete Event Management Plan next year. A meeting will be arranged by KJ for March 2022	KJ	by 20.02.22	04.02.22 - Email sent to Sonya and Andy asking for availability to meet
		Contact Phoenix for parade security.	SF	by 20.01.22	done
CA1221/9	Grants	To complete grant applications together.	CK and SB	start in Jan 2022	ongoing
CA1221/10	Entertainment				
		To organise a main feature in the Parade and the Main Arena.	CK and SB		done
		To chase Samboomba by next meeting	SB	by 10.01.22	done
		To organise street artists during the day in various areas in Town and enquire for prices.	CK and SB		done

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
		To source details of bubble car to go in Parade	AR		
		To contact previous Carnival Compere, Paul Preston-Mills	CK		done
		To source Clowns for Carnival Fun Day.	SB		
		To contact Real Stunts In Action.	CK		
		To contact residents wanting to ride scooters in Parade	SK		
CA1221/11	Promotion	To contact Park Radio and book a promotional slot for a mid-January launch	SB	by mid-Jan	
		To work on updating website page, social media page and press releases ready for promo launch in January.	CK/KJ/FM	by 10.01.22	Done
		To work on theme release video for social media to publicise the date and theme in mid-January.	KJ/FM	by 10.01.22	Done
CA1221/12	Sponsorship	To add Carnival 2022 logo to sponsorship forms	KJ	immediately	Done 17.12.21
CA1221/13	Shop Window Project	To contact Honoured Citizen and Junior Good Citizen winners 2021 and 2020 winner, Gloria Rowe to see if they would judge competition.	KJ	by mid-Jan	Done - Anne & Lily have confirmed they will do judging. Gloria confirmed
CA1221/16	Progress Report	To circulate progress report with committee members once updated via FB group.	KJ	by 22.12.21	Done 22.12.21
CA1221/17	Member Updates	To add the following items to the next agenda; Window dressing competition, purchasing gazebos, transport for Dinsdale & Mayor in parade.	KJ	by 06.01.22	Done 22.12.21
		To arrange craft fayre for the Carnival Fun Day- to be discussed further in Jan 2022.	SK and RW	Jan-22	done
		Share monthly to-do list with committee members	KJ	by 10.01.22	Done
CA0122/6	Window Dressing Competition	To update the previous Window Dressing Competition entry form	KJ	by 7th Feb	Done
CA0122/7	Gazebo	To get DTC to order the Gazebos in time for Carnival	DTC to order	immediately	SF and KJ doing on 25.02.22
CA0122/8	Transport for Dinsdale & Mayor	To ask Si Gillings for the loan of his flatbed truck for transporting Mayor, Dinsdale and the Royals.	A.Rackham	immediately	
CA0122/9	Grants	To begin applying for grants suitable for the Carnival	CK & SB	immediately	ongoing
CA0122/10	Entertainment	To contact the following acts: Circus (AR), Stilt walkers (CK)	AR & CK	immediately	
		KJ to add Carnival sound, floats and road closure/ h&s to the next agenda	KJ	immediately	Done
CA0122/11	Promotion	To upload promotion video and announcement on social media, website, press etc.	KJ	immediately	Done
CA0122/12	Sponsorship	To add the sponsorship form to website page	KJ	immediately	Done
CA0122/14	Member Updates	Contact Michelle Earp reference car park	SF	immediately	Done
		Add Carnival car boot sale to Car Boot Sales list	SF	immediately	Done
General reminder	First Aid	Send Sharon from FAST details nearer to the event	CK		

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA0222/06	Parade Floats	Look at insurance for parade floats	SF	by 07.03.22	Done
CA0222/07	Road Closure	To deal with signs for road closures. County Councillor Keith Kiddie will be available to complete road closures, this work will be completed alongside the Dep TC.	SF and KK	by March 2022	
		To contact the bus station to check availability for use of space for floats on Carnival day.	SF and KK		
		Committee noted that Road closure at SNC need to be applied for by the end of the month.	KJ	by 1st March 2022	
		To contact Morrisons community champions for approval of a promo sign by Morrisons at the roundabout stating event date and time to alert shoppers.	CK / TH to contact community champions	by May 2022	
		To complete SAG paperwork.	SF and AR	by March 2022	
CA0222/08	Window Dressing Competition	Add carnival email address to the entry form. On forms dates to be 7th June – 3rd July 22.	KJ	By March 2022	Done
		Email judges to agree a judging date and start contacting shops	RW	by April	
CA0222/10	Entertainment	To contact Voice Squad	TH	by March 2022	
CA0222/11	Sponsorship	To send out emails to businesses for sponsorship	KJ	by March 2022	done
CA0222/12	Promotion	To contact Park Radio	SB	by March 2022	