

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at **The Greyhound** on Monday 4TH October 2021 at 7pm.

In attendance: C. Keen (CK) -
Cllr S. Browne (SB)
Cllr S. Kiddie (SK)
S. French (Deputy Town Clerk)
I. Seymour-Blackburn (I S-B)
T. Howard (TH)
A. Rackham (AR)
R. Ward (RW)

CA1021/1

Election of Chairman

Members elected a Chairman for Carnival sub-committee 2022. It was

RESOLVED: To elect Claire Keen and Councillor Sonia Browne as Co-Chairs of the Carnival sub-committee for Carnival 2022.

(Action: Committee, immediately)

CA1021/2

Apologies

Apologies were received from K. Jaynes.

CA1021/3

Election of Vice-Chairman

Members agreed not to elect a Vice-Chairman for Carnival 2022 due to there being two Chairs.

CA1021/4

Minutes

Members approved the minutes from the last meeting held on 2nd March 2020. It was

RESOLVED: that the minutes of the meeting on 2nd March 2020 were a true record and duly signed by the Chairman.

CA1021/5

Declarations of Interest

There were none.

CA1021/6

Public Participation

There were no members of the public present.

CA1021/7

Items of URGENT Business

There were none.

CA1021/8

Committee Membership

Members approved the committee membership for Carnival 2022. It was

RESOLVED: To appoint the following committee: Andy Rackham, Tammy Howard, Councillor Sonia Browne, Councillor Sue Kiddie, Ian Seymour-Blackburn, Ruth Ward, Kimberley Jaynes, Sonya French, Claire Keen, Clerk to the Carnival Committee 2022.

CA1021/9

Date for Carnival 2022

Members discussed the date for Carnival 2022. Due to the Queens Jubilee, it was agreed to move the date for Carnival to allow for the Jubilee celebrations. It was

RESOLVED: The committee agreed that the new date for Carnival 2022 will be on Sunday 3rd July 2022.

(Action: KJ to publish immediately)

CA1021/10

Finance

Members received a final summary of Carnival income and expenditure for 2019.

CA1021/11

Committee Structure & Responsibilities

Members considered a proposed committee and sub-group structure and allocated responsibilities. It was

RESOLVED: To allocate the following responsibilities to committee members as follows:

Procession co-ordinator – Sue Kiddie
Procession co-ordinator – Tammy
Traffic Management Procession Route – Keith Kiddie/Kim Jaynes
Event Insurance – Sonya French
Carnival Layout and Security – Andy Rackham, Keith Kiddie, Kim Jaynes
Stalls co-ordinator - Claire Keen
Entertainment – Sonia Browne
Promotional – Kim Jaynes/Chairs
Sponsorship funding – Office Staff/Chairs
Window Display – Ruth
Volunteer co-ordinator – Andy Rackham
Operations co-ordinator – Sonya French/Andy Rackham
Event Management & Risk Assessment – Sonya French/Robert Ludkin, Andy Rackham
Administration – Claire Keen/Kim Jaynes

CA1021/12 Theme

Members agreed to change the theme for Carnival 2022. It was

RESOLVED: To consider a Circus theme to run alongside events around Fair Green and the elephant that is buried beneath.

CA1021/13 Member Updates

Members received updates from committee members not reported elsewhere on this agenda.

CA1021/14 Date of Future Meetings

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

- Monday 1st November
- Monday 6th December
- Monday 10th January
- Monday 7th February
- Monday 7th March
- Monday 4th April
- Monday 9th May
- All meetings after the 9th May will be agreed nearer the date.

Meeting closed at: 20.15 hours.

SUB-COMMITTEE CHAIRMAN
C Keen/S Browne