

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Greyhound on Monday 9th May 2022 at 7pm.

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

CA0522/1

Apologies

Apologies received from (KJ),

CA0522/2

Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 4th April 2022 were a true record and duly signed by the Chairman.

CA0522/3

Declarations of Interest

There were none.

CA0522/4

Public Participation

There were none.

CA0522/5

Items of URGENT Business

There were no items of urgent business.

CA0522/6

Stalls

Committee received an update on stalls confirmed for Carnival 2022. There are currently 49 stalls, 8 of these stalls are part of the craft tent. 8 food vendors have been confirmed and two bars.

(Action: CK to organise the craft marquee for 8- 10 stalls).

CA0522/7

Parade Floats

Members received an update on procession entries for Carnival 2022. SK is working on confirming the floats for Carnival and has 23 confirmed. Committee talked through letters that need to be sent to all entrants prior to the event.

(Action: SK Procession Letters to go out by 06.06.22)

(Action: KJ, SF Mount Street parking letters to go out by 17.06.22)

(Action: SK to arrange for KK to attend next meeting – immediately)

(Action: CK to arrange trophies for Procession Winners by 10.06.22)

(Action: SB to organise judges before the event – Day of Event).

CA0522/8

Entertainment

The committee received an update on entertainment for Carnival 2022. All of the entertainment has been arranged. No further entertainment is required.

(Action: CK Letters to entertainers providing details by 20.06.22)

(Action: CK to organise Titans arrival by 20.06.22)

(Action: CK to organise script for Compere, Lost Children by 01.07.22)

(Action: SF to organise Town Clerk to be main arena organizer by 12.05.22)

CA0522/9

Infrastructure

The committee received an update on Infrastructure, Radios are still required and Dep TC is looking in the hire of them.

(Action: SF to organise Radios by 20.05.22)

(Action: SF to find Hi Viz jackets by 20.05.22)

(Action: CK to organise Sharon at First Aid by next meeting)
(Action: AR to organise Stakes, ropes and bunting by next meeting)
(Action: AR collection of keys from feather factory by 30.06.22)
(Action: TH to organise parking for visitors in Tesco/Morrisons.
(Action: SF to organise float for refreshments by 30.06.22)
(Action: TH to organise sandwiches for event by next meeting)
(Action: CK to organise Marquee for craft stalls by next meeting)

CA0522/10 Sponsorship

The committee received an update on Sponsorship for Carnival 2022. We have had an amazing response for Carnival sponsorship and have raised in excess of £5k.

(Action: KJ to start work on Banners for Carnival immediately).

CA0522/11 Finance

The committee received an update on Finances for Carnival 2022.

CA0522/12 Promotion

The committee discussed promotion for Carnival 2022.

(Action: KJ to work on Brochure for Carnival which needs to be delivered week commencing 6th June 2022)

(Action: KJ to liaise with Day burst to arrange delivery of brochures.)

(Action: MH to book in Booze barrow sellers for the Market Place on the 17th & 24th June 2022.)

(Action: KJ to put together an A4 and A5 leaflet for Carnival immediately)

(Action: TH and RW to laminate A4 carnival leaflet and put up around Town by 05.06.22)

(Action: TH and RW to deliver A5 leaflets around local shops by 05.06.22)

CA0522/13 Progress report

The committee noted actions on the Progress Report. Members were asked to cross off anything that had been completed and update Facebook.

(Action: KJ to take updates off Facebook and put onto the report, ongoing.)

There was an update about the window dressing competition from RW, she has had a great response from local businesses and will update the Dep TC over the next week with a list of entrants.

CA0522/14 Member Updates

The committee received updates from members not reported elsewhere on the agenda.

Volunteers needed as stewards for Carnival

(Action: SB to contact Councillors regarding volunteering for a second time immediately)

(Action: SK to contact local litter picking group to find some volunteers immediately).

(Action: KJ to do a social post asking for volunteers).

CA0522/15 Date of Future Meetings

Members noted that the next meeting of this committee is scheduled for **Monday 6th June, Monday 20th June, Monday 27th June 2022** at 7pm.

Meeting closed at: 21:15

SUB-COMMITTEE CHAIRMAN
C Keen