

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 9th April 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)
K. Jaynes (KJ)
S. Kiddie (SK) (Vice-Chair)
R. Ward (RW)
Andy Rackham (AR)
J. Mayes (JM)
Alex Rackham (ALR)
S. French (SF)
C. Halil (CH)
S. Browne (SB)

CA0424/1 Apologies

Apologies were received from Laura Montgomerie (LM).

CA0424/2 Minutes

Members approved the minutes from the last two meetings of the carnival committee. It was

RESOLVED: that the minutes of the meeting on 5th March 2024 were a true record and duly signed by the Chairman.

CA0424/3 Declarations of Interest

There were none.

CA0424/4 Public Participation

There were no members of the public present.

CA0424/5 Items of URGENT Business

There were no items of urgent business.

CA0424/6 Stall Applications

Members received an update on stall applications. 46 stallholders have been confirmed so far with two extra pending applications received today.

CA0424/7 Procession

Members received an update on carnival procession entrants. There are 24 entries in the parade so far. SK will start putting together a draft procession order. AR to send KJ a contact for the Hedge Monkeys to book for procession & performance at Fun Day.

**(Action: SK, procession draft by next meeting
AR, performers details by end of week)**

CA0424/8 Finance

Members received an update on Income and Expenditure for Carnival 2024. Committee agreed to accept the quote from Simply Sound for sound provision at the event.

(Action: KJ to book Simply Sound, immediately)

CA0424/9 Entertainment

- a) Members received an update on entertainment. The main entertainment area is full for performers.
- b) Members considered a cost of £100 for provision of 8m x 8m dance floor to go in front of pavilion. It was:

RESOLVED: To agree the quote for the dancefloor. AR confirmed that insurance would be needed and committee agreed to reimburse this once it has been paid.
(Action: AR / AL-R to book dancefloor and arrange insurance)

- c) Members reviewed and approved timings for main stage/entertainment area acts. Committee agreed on the timing schedule.
- d) Members received an update on performers and timings for Pavilion entertainment. AR will send all info over to KJ tomorrow.
(Action: AR to send KJ performers and timings for pavilion 10.04.24. KJ to add info into programme.)

Members discussed prizes received for the hamper. SK has sourced 4 more prizes. JM has a voucher for 2 for Ampersand confirmed. AL-R will contribute 2 tickets for Roydon Soundwaves event. Committee agreed to include a £250 cash prize for the winning ticket. Tickets will be sold at £2 each and sales will start at the car boot. Tickets will also be available from Tatters and at the carnival committee stall on Market Place on 31st May, 7th June & 14th June.

(Action: KJ to create a poster with all prizes and contributors' names for promotion on social media, in next two weeks before the car boot sale)

CA0424/10 Window Dressing Competition

- a) Members agreed on a start and end date for the Window Dressing Competition. It was agreed that the dates would be from 10th May – 17th June and RW will organise for judging to take place on Friday 14th June by Mayor, Leslie Ward and both Honoured Citizens.

(Action: RW to contact judges by next meeting)

- b) Members discussed and approved the window dressing competition entry form. KJ to send form off to potential businesses and promote it on social media.

(Action: KJ to email businesses and amend 2023 to 2024 on the entry form and upload to Carnival webpage, immediately).

(RW to contact Photo Elite for confirmation of prize)

- c) Members discussed and agreed on the promotion of the competition to gain community interest.

(Action: KJ to promote on social media and send info off to press)

CA0424/11 Promotion

- a) Members received an update on the promotion of Diss Carnival 2024. It was

RESOLVED: KJ to continue social media scheduling and liaise with the press to promote acts and key event details.

(Action: KJ, ongoing)

b) Members approved the Diss Carnival 2024 promo poster. It was

RESOLVED: KJ to change 'pavilion entertainment' to 'pavilion music', and add the 'Diss Town Ain't Big Enough For Both Of Us' Slogan to the poster.

(Action: KJ, immediately)

CA0424/12 Member Updates

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

Carnival car boot marshals' will be Sue K, Keith K , Alex R, Andy R, Joe M, Sonia B.

SF discussed volunteer's availability to cover the evening entertainment. AL-R confirmed the Rackhams and contacts will clear away the evening entertainment area and litter-pick. Marshalls will need to be on site at 4.30 ready to marshall off stallholders from the park via the exit. X 2 security stewards will need to be near the main stage when this is closed at 5.30 pm.

AR updated the committee that any insurance he needs to purchase for his built-themed items would need to be funded by the committee. It was agreed that he would look into the costs of this insurance and bring it back to the next carnival committee meeting for discussion.

(Action: AR, by next meeting)

AR requested that the hay Bales be collected after entertainment finishes at 8.30 pm. SK will enquire with the owner for availability to collect.

(Action: SK, by next meeting)

AR is to take wood to JM at Diss High School in the next week for the pupils to make wooden signs.

(Action: AR, by the end of next week)

The committee discussed food for carnival volunteers and entertainers. TH would like more food ordered to ensure enough for everyone. TH will contact Greggs/Morrisons for platters of sandwiches, and doughnuts. SK will get crisps and water.

SB requested a list of 2023 trophy winners to get trophies back. SB will book several promo slots with Park Radio and KJ to send her a list of key event info to promote including entertainment info.

**(Action: SB, by next meeting
KJ, by next meeting)**

AL-R to send over details of larger or specific stall spaces to KJ. SF and KJ to allocate 3m x 3m slots for what's left. AL-R will send a digital copy of the site map to KJ.

**(Action: AL-R, by the end of the week
KJ & SF, by next meeting)**

KJ and SF to email Susan Whymark & Gillings to follow up on adverts for the programme.

(Action: KJ & SF, by 11.04.24)

TH to chase Tesco for free car parking. Morrisons have confirmed verbally for free parking, but TH has requested this in writing.

(Action: TH, by next meeting)

SK said we are still awaiting confirmation of the use of the old John Grose site for stallholder and

entertainer parking. KK spoke to SNC and we are awaiting a response.

SB and CH are both DBS checked and can be allocated tasks of Lost Children's Point in the OPS tent.

JM to buy red or orange wellies for Dinsdale and the committee will reimburse.

(Action: JM, by next meeting)

KJ discussed photography requirements for Carnival, and it was agreed to find quotes from photographers who may be able to capture the event to cover the whole day. This would free up KJ to carry out other event duties throughout the day. AL-R will enquire with a potential contact.

(Action: AL-R, by 20 Apr 24)

CA0424/13 Date of Future Meeting

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 7th May 2024 at 7 pm.**

Meeting closed at: 9:10 pm

SUB-COMMITTEE CHAIRMAN
T. Howard