

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 7th May 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)

- CA0524/1 Apologies**
Apologies were received from L. Montgomerie (LM), Alex Rackham (AL-R) and Sonia Browne (SB).
- CA0524/2 Minutes**
Members approved the minutes from the last meeting of the carnival committee. It was
RESOLVED: that the minutes of the meeting on 9th April 2024 were a true record and duly signed by the Chairman.
- CA0524/3 Declarations of Interest**
There were none.
- CA0524/4 Public Participation**
There were no members of the public present.
- CA0524/5 Items of URGENT Business**
There were no items of urgent business.
- CA0524/6 Stall Applications**
Members received an update on stall applications. 51 stalls confirmed. KJ has sent an email to chase stallholders who have outstanding documentation and pitch payments and will do another email in the coming weeks.
(Action: KJ, by next week)
- CA0524/7 Procession**
Members received an update on carnival procession entrants. 25 procession entries confirmed so far. SK encouraged members to find more floats or tractors for the parade and KJ will contact local tractor clubs and sports clubs.

SK will contact the Honoured Citizens to join the Mayor and Priory Healthcare Sponsor as parade judges – KJ to send contact details to SK.
(Action: KJ, immediately)
- CA0524/8 Finance**
Members received an update on Income and Expenditure for Carnival 2024. It was noted that

committee have enough income to source a 'wow' factor act for the parade. SF and KJ to look at possible big acts to pay to join parade such as cowboys and Indians, re-enactment group.

(Action: KJ and SF to research acts for parade, by next meeting)

CA0524/9 Site Map

Members received an update on the site map for the Carnival Fun Day. Once site map has been finalised, SF and KJ to create and laminate pitch number signs.

(Action: KJ to let AL-R know where stalls are going with a key, AL-R to update digital map. SF & KJ, by end of month)

CA0524/10 Pavilion Entertainment

Members received an update on performers in the pavilion and performance timings.

Sweet treats burlesque will do a 15 minute performance in front of pavilion. Park Radio will host the pavilion area, announcing acts etc.

Hank JD Sleek (1st)
The Hedge Monkeys (2nd for a little bit)
Jeff Gallant Duo (3rd)
The Hedge Monkeys (4th for a little bit)

Performers timings to be confirmed by AR, by next meeting.

(Action: AR, by next meeting).

CA0524/11 Window Dressing Competition

Members received an update on entries for the Window Dressing Competition. 25 entries confirmed. It was noted that Rosedale would like to take part and judges would be taken by car to Angel Café and Rosedale. Honoured Citizens are happy to judge along with the Mayor and Leslie Ward. Photo Elite confirmed he will take photos of the windows and winner.

Saracens Head to be added to list of entries. Source small trophy cup for window winner.

Youbie Yarns has requested a sandwich board and carnival poster to put outside her shop. AR agreed to make one for her and will drop off on Saturday.

**(Action: KJ, immediately.
AR, by end of the week)**

CA0524/12 Member Updates

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

SK updated the committee with the list of raffle prizes, 33 in total. On the day, the only winner announced will be the main £250 prize winner. The rest will be contacted by phone after the event. SK to make display board with prizes on for promotion on market stall and at car boot sale.

(Action: SK, by date of first market stall)

Car Boot marshalls – SK, KK, AR, AL-R will marshal the car boot sale on 19th May.

AR to create promo boards to go round town with Carnival and date on.

(Action: AR, by next meeting)

KJ to print 18 A3 carnival posters and laminate - 6 for AR, 6 for SK. 5 for JM and 1 for RW.
KJ to print 2 x A4 carnival posters for TH for Time Out Cafe and Pavilion kiosk.

(Action: KJ, by end of the week)

JM confirmed Charlie will be the event photographer from 12.30pm – 7pm for £250. JM will email KJ with his email address to send a p/o number, request invoice and add to expenditure list.

(Action: KJ, by end of the week)

SF requested availability for committee members' roles on the day:

CH will do shift in OPS tent and is a Lost Children's rep. Also happy to help at high school in morning from 11am.

JM to be Dinsdale and assist with OPS tent and Lost Children's rep.

RW to do tombola and is another Lost Children's rep so can help in OPS tent.

SK, SV-R, LM, JM and KK to assist at High School in morning from 9am. JM will change into Dinsdale at SK's house before parade.

KJ, SF, TH and AR to be on park (AR will assist with Market Place set up of judging area briefly)

Raffle ticket selling via market stall being run by:

31st May CH & SF, 7th June SK & SF, 14th June CH & LM.

SK requested committee members to contribute atleast 10 prizes for tombola. Anything from bottles to smellies, gifts, chocolates, biscuits. SF to ask all councillors for contributions.

(Action: All members, by next meeting)

SK to find out from KK if all ok with parking at High School.

(Action: SK, immediately)

CA0524/13 Date of Future Meeting

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 21st May 2024 at 7pm.**

Meeting closed at: 9.05pm

SUB-COMMITTEE CHAIRMAN
T. Howard