

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 6th June 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk & Vice-Chair)
K. Jaynes (KJ)
S. Kiddie (SK)
A. Jamieson (AJ, Responsible Finance Officer)
R. Ludkin (RL)
K. Kiddie (KK)
R. Ward (RW)
S. Browne (SB)
A. Rackham (AR)

CA0623/1

Apologies

There were none.

CA0623/2

Minutes

Members approved the minutes from the last meeting. It was.

RESOLVED: that the minutes of the meeting on 18th May 2023 were a true record and duly signed by the Chairman.

CA0623/3

Declarations of Interest

There were none.

CA0623/4

Public Participation

There were no members of the public present.

CA0623/5

Items of URGENT Business

There were no items of urgent business.

CA0623/6

Run through of the day

Committee discussed a run through of the whole event:

- a) Procession – SK provided an update on procession entrants and confirmed that De Lucy House have cancelled due to illness, Roots Activities and 1st Diss Scouts have cancelled due to lack of numbers. Basil Abbott has joined as a walking member, leaving 34 entries in the parade.

Members noted that the Transformers will join the parade at the Market Place where KJ will chaperone until ready to join parade as it comes through. KK requested that all procession entrants are to be at the High School by 11am at the latest.

SK and TH confirmed there are enough helpers for the parade. SK will bring all the water, booze, barrow on the day and collect radios for the High School stewards from the OPS tent. KK confirmed he will need 10 radios for the parade marshalls, SK confirmed she will need 4. KK confirmed they need 20 hi-vis vests. KK requires a flipchart to put parade map on – KJ to source flipchart from stationery cupboard at DTC office and get staff to deliver to KK's house on Friday.

(Action: To allocate radios and hi-vis vests to parade marshalls and High School stewards, on the day. To deliver a flipchart to KK's house on Friday, Robert Ludkin.)

- b) Fun Day – Committee were updated by SF that herself, KJ, AR, TH and JW will go to the Park on Saturday at 4pm to mark the pitches and set up tents. Hay Bales will be delivered by 10am. KJ confirmed that the Police will not be having a stall this year. Extra space has been given to pitch areas to allow for vehicles to unload in front of their place to avoid blocking other pitches.
KJ to reply to Foolhardy's email to ask if they can arrive by 10.45am.
- c) Volunteers – Committee were made aware of the timeline document that KJ and SF created with everyone's jobs and timings for Carnival day. All volunteers and committee members will receive a copy of the timeline via email and hard copies will be printed for the OPS tent. AR will give a volunteer briefing at 6am and SF will

be the ongoing point of contact for volunteers to report to later in the day on arrival for a quick briefing. JFK was agreed as the major alert code name to use on the radios if an emergency. Mallard for Lost Children.

**(Action: To confirm arrival time to Foolhardy Circus, KJ, immediately.
To finalise volunteer timeline for the day and print copies/ email copies to all volunteers, SF and KJ, by Friday.)**

CA0623/7

Finance

Members received an update on Income and Expenditure for Carnival 2023. We've raised same amount of money as last year. Ending up with £5,000 roughly. Booze Barrow raised £226 so far. Car Boot and Cake Stall raised £365 & £340 this year. Still awaiting sponsorship fee from Hartismere Place Care UK but this has been chased. Elsie's Pizza, Bucket List still haven't paid but AJ will chase. SK requested a float for Friday's Booze Barrow for £50 and 2 separate floats for Carnival day with £50 each – AJ will arrange. TH requested money for sandwich order from Greggs- p/o number to be created by SF for £72.50. SUM UP machine to be added to checklist of things to take to Carnival.

**(Action: To chase pitch payments from Elsie's Pizza and the Bucket List, AJ, immediately.
To provide floats to SK as requested, AJ, immediately. To provide TH with a purchase order number for ordering the sandwich platters from Greggs, SF, immediately. To add SUM UP machine to checklist of things to take on Carnival Day, KJ, immediately.)**

CA0623/8

Member Updates

The committee received updates from members not reported elsewhere on this agenda. KJ to check certificates are ready for Window Dressing Competition winners for 1st Place, 2nd Place and Best Charity Shop display. RW will let KJ know of the winners after Wednesday 7th June and winners names can be written on.

(Action: To update certificates for Window Dressing Competition winners, KJ, by Friday)

KK confirmed the booze barrow wheelbarrow has been donated from Huws & Gray (formerly Ridgeons) and KJ will do a thank you post on social media.

(Action: To do a social media post to thank Huws & Gray for wheelbarrow donation, KJ, this week)

SB confirmed she has already done 1 guest slot on Park Radio and doing another one on Friday to promote Carnival.

Committee would like to have a photo taken with the DISS sign for the press to thank the members who have helped. Members will arrange to have a photo taken on Carnival day which will be sent off to the Press.

(Action: To arrange a photo of the Carnival Committee in front of the DISS sign on Carnival day, 11.06.23, KJ)

CA0623/9

Date of Future Meeting

The committee agreed a date for a meeting to take place after Carnival to review the event. It was agreed to meet on Tuesday 18th July at Saracens at 7pm. TH will book a table for 10 people.

Meeting closed at: 20:20

SUB-COMMITTEE CHAIRMAN
T. Howard