

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
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Please ask for: Sarah Richards
Our ref: CA 10.01.22
Date: 06.12.21

To: **MEMBERS OF THE PUBLIC AND PRESS,**

You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **The Greyhound** on **Monday 10th January 2022** at **7.00pm** to consider the business detailed below.



Town Clerk

A G E N D A

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 6th December 2021. (copy herewith)
3. **Declarations of Interest¹**
To note any declarations of Members personal and/or prejudicial interests pertaining to items on the agenda (relevant to councillors only).
4. **Public Participation**
To consider a resolution under Standing Orders 3 d., e., f., g., & h. to suspend the meeting and receive comments from members of the public on items to be discussed on the agenda. (*Members of the public are entitled to speak for a maximum of three minutes*).
5. **Items of URGENT Business**
To discuss any item(s) of business which the Chairman has previously been informed of at least 24 hours before the meeting and decides should be considered as a matter of urgency (councillors are reminded that no resolutions can be made under this agenda item).
6. **Window Dressing Competition**
To discuss plans for organising the Window Dressing competition.
7. **Gazebo(s)**
Members discussed the options available for purchasing new gazebo(s).
8. **Transport for Dinsdale and Mayor**
Members discussed the vehicle for Dinsdale and Town Mayor to ride in during the parade.
9. **Grants**
To discuss grant applications for Carnival 2022.
10. **Entertainment**
To discuss entertainment for Carnival 2022.
11. **Promotion**
To review and discuss a plan for press release and theme release.
12. **Sponsorship**
To discuss plans for approaching businesses for sponsorship.

13. Progress Report

To note and update the progress report.

14. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

15. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on Monday 7th February 2022 at 7pm.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
<u>I.Seymour Blackburn</u>	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>D. Poulter</u>
<u>R. Ward</u>	<u>K. Murphy</u>
	<u>C. Valori</u>

NOTES

1 - Council has a statutory legal duty under the Localism Act 2011 s2 and has adopted a code dealing with the conduct that is expected of members in order to promote high standards of conduct as required by the Act. Members' disclosable pecuniary interests are kept on a register available to view on the councils website. Allegations about the conduct of a councillor may be made to the district council's monitoring officer. Diss Town Council has also adopted a dispensation policy.

The reports and enclosures referred to in this agenda are supplied to councillors only. They are available (unless marked confidential) for public inspection at the Council Offices during normal opening hours.

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at **The Greyhound** on Monday 6th December 2021 at 7pm.

In attendance: C. Keen (CK) - Chair
Cllr S. Browne (SB) – Vice-Chair
Cllr S. Kiddie (SK)
S. French (Deputy Town Clerk)
A. Rackham
R. Ward

CA1221/1 **Apologies**

Apologies were received from K. Jaynes (KJ), T Howard (TH) and I Seymour-Blackburn (I-SB).

CA1221/2 **Minutes**

Members approved the minutes from the last meeting held on 1st November 2021. It was

RESOLVED: that the minutes of the meeting on 4th October 2021 were a true record and duly signed by the Chairman.

CA1221/3 **Declarations of Interest**

There were none.

CA1221/4 **Public Participation**

There were none.

CA1221/5 **Items of URGENT Business**

There were none.

CA1221/6 **Road Closure Forms**

Committee discussed the road closure forms which are currently completed by Diss Town Council staff.
It was

RESOLVED: To continue with Diss Town Council completing and submitting the road closure application form for Carnival parade 2022.

(Action: KJ to complete application by 01.04.22)

CA1221/7 **Application Forms**

The chair of the Committee disseminated a copy of the new improved Carnival Logo Carnival for 2022, the committee agreed that they liked the new Logo. It was

RESOLVED: To accept the new logo and to add this to all Carnival forms.

(Action: KJ to add Carnival logo to all relevant forms by 01.01.22)

CA1221/8 **Health & Safety**

The committee talked through the Event Management Plan and it was agreed that this would need to be completed by a Carnival committee member and Diss Town Council. Committee also discussed security for the Parade and talked through all of the issues around the Morrisons roundabout and entering onto the Park.
It was:

RESOLVED: To allocate the Event Management Plan to AR and SF for completion. A meeting will be arranged by KJ for March 2022. SF to contact Phoenix for parade security.

(Action: KJ by 20.02.22 and SF by 20.01.22)

CA1221/9 **Grants**

The committee talked through the Grant applications and which members would work on the grants. It was:

RESOLVED: CK and SB to work on grant applications together.

(Action: CK and SB to start Jan 2022)

CA1221/10

Entertainment

The committee discussed potential bands and acts for the Carnival parade and event in the Park. CK confirmed that performer 'VCB' have been pencilled in for the Carnival Parade. SB has contacted 'S' band and is awaiting a reply. CK confirmed that performer 'T' is available and has been pencilled in for 3 slots in the park arena and walkarounds in the Park. It was

RESOLVED:

To have bands to Lead and Finish the Parade.
To have a main feature in the Parade and in the Arena.
To have Street Artists during the day in various areas in Town.
AR to provide details of bubble car for parade.
CK to contact the Compere
SB to contact Clowns.
CK to contact stuntmen.

(Action:

**SB to chase band 'S' by next meeting.
SK to contact residents wanting to ride scooters in Parade
CK & SB to contact street artists for prices**

CA1121/11

Promotion

The committee agreed to launch promotion of Diss Carnival 2022 in mid-January and ensure application forms are on the website ready. It was

RESOLVED: SB to contact Park Radio and book a promotional slot for a mid-January launch date.
CK/KJ/FM to work on updating website page, social media page and press releases by 10.01.22
KJ/FM to work on theme release video for social media to publicise the date and theme in mid-January.

(Action: SB/CK/KJ/FM by mid-January 2022)

CA1221/12

Sponsorship

Committee talked through the Sponsorship packages. Committee agreed that the sponsorship forms needed no changes apart from adding a logo. It was

RESOLVED: To add Carnival 2022 logo to sponsorships forms.

(Action: KJ, immediately)

CA1221/13

Shop Window Project

The committee agreed to have a themed window dressing competition. This is to be undertaken in March/April. Members discussed asking the 2021 Honoured Citizen and Junior Good Citizen winners to judge the competition. It was:

RESOLVED: To contact Honoured Citizen and Junior Good Citizen winners 2021 and 2020 winner, Gloria Rowe.

(Action: KJ, by mid-January)

CA1221/14

Vehicle for Dinsdale and Mayor

The committee discussed the vehicle for Dinsdale and Mayor to ride in during the parade. A decorated transit lorry was suggested and will be further investigated by committee members. This item will be brought back to January meeting of committee.

CA1221/15

Gazebo

To discuss the options available for purchasing a new Gazebo. It was decided that one gazebo would not be large enough for a crafters tent. Committee agreed that they did not want to lose this money. It was

RESOLVED: To purchase several Gazebo's and utilize them.

CA1221/16

Progress report

The committee noted actions on the Progress Report. KJ will update and upload to Facebook committee group for members.

(Action: KJ to update progress report and share with members via FB group)

CA1221/17

Member Updates

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

Members would like to discuss the following at the next committee meeting:

- Window Dressing competition
- Purchasing gazebo(s)
- Transport for Dinsdale & Mayor

SK and RW to arrange craft fayre and discuss further in Jan 2022.

Members discussed reviewing a previous 'monthly to-do list' for members and this will be shared with the committee.

**(Action: KJ to add to the next agenda by 06.01.22
KJ to share monthly to-do list with members.
SK and RW to arrange craft fayre, Jan 2022)**

CA1121/16 Date of Future Meetings

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

- Monday 10th January 2022.

Meeting closed at: 21.00 hours

SUB-COMMITTEE CHAIRMAN
C Keen