

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone/Fax: (01379) 643848
Email: town council@diss.gov.uk

Please ask for: Sonya French
Our ref: CA 09.02.23
Date: 26.01.23

NOTICE OF MEETING

Dear Members of the Public and Press,

You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Thursday 9th February 2023** at **7.00pm** to consider the business detailed below.



Deputy 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 10th January 2023. (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. Finance

To receive an update on Income and Expenditure for Carnival 2023 (copy details herewith).

7. Entertainment

- a) To receive an update on entertainment for Carnival 2023.
- b) To consider Park Radio's involvement at Carnival 2023

8. Stalls

To receive an update on stall applications for Carnival 2023

9. Procession

To receive an update on procession entries for Carnival 2023

10. Grants

To receive an update on grant applications submitted for Carnival 2023.

11. Sponsorship

To receive an update on sponsorship received for Carnival 2023 (copy details herewith).

12. Member Updates

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

13. Progress Report

To note updates on the Progress Report

14. Roles & Responsibilities

To note updates on the 'Roles & Responsibilities' timeline spreadsheet and to allocate future tasks

15. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Thursday 2nd March 2023 at 7pm.**

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>S. Kiddie</u>	<u>D. Collins</u>
<u>S. Richards</u>	<u>A. Kitchen</u>
<u>K. Jaynes</u>	<u>E. Taylor</u>
<u>A. Rackham</u>	<u>J. Welch</u>
<u>T. Howard</u>	<u>S. Olander</u>
<u>R. Ward</u>	<u>M. Gingell</u>
<u>Cllr L. Sinfield</u>	<u>K. Murphy</u>
	<u>G. Waterman</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 Diss Town Council Offices on Tuesday 10th January 2023 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk & Vice-Chair)
K. Jaynes (KJ)
Cllr S. Kiddie (SK)
R. Ward (RW)
A. Rackham (AR)
A. Jamieson (AJ)

CA0123/1

Apologies

Apologies were received by Cllr S. Browne

CA0123/2

Minutes

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

RESOLVED: that the minutes of the meeting on 1st November 2022 were a true record and duly signed by the Chairman.

CA0123/3

Declarations of Interest

There were none.

CA0123/4

Public Participation

There was none.

CA0123/5

Items of URGENT Business

There were no items of urgent business.

CA0123/6

Date for Carnival 2023

Committee finalised and agreed the date for Carnival 2023. It was.

RESOLVED: That Carnival is to be held on Sunday 11th June 2023.

(Action; KJ immediately)

CA0123/7

Entertainment

Committee discussed ideas for entertainment for Carnival 2023. Discussions revolved various acts that could be utilised for the event to include the arena and Procession.

RESOLVED: To contact Diddi Long legs stilt walkers, East Angles Brass Band, Foolhardy Circus, Hollywood Camera photobooth, Superhero parties, Princesses and to source a large inflatable.

(Action; KJ, TH immediately).

CA0123/8

Application Form

Committee reviewed the application form for Carnival 2023. It was.

RESOLVED: To agree the application form with no amendments.

CA0123/9

Grants

Committee discussed the need to apply for grants for Carnival 2023. It was.

RESOLVED: To apply for a grant from Tesco.

(Action; SF/TH immediately)

CA0123/10

Promotion

Committee discussed initial promotion for Carnival 2023.

a) Press release/ announcements.

b) Social Media

Committee discussed the social media and advertising of Carnival 2023.
It was.

RESOLVED: To follow the same format of advertising as that of Carnival 2022.

(Action; KJ continuous)

CA0123/11

Sponsorship

Members discussed sponsorship for Carnival 2023 and reviewed the existing sponsorship form for businesses to sponsor Carnival 2023. It was.

RESOLVED: To remove the free pitch from the gold package and to reduce the size of the banners.

(Action; KJ immediately)

CA0123/12

Member Updates

Committee members would like to produce a Diss sign in Hollywood letters to be placed at Meres mouth and in the Park by the MUGA, costs have been sourced and committee agreed to see if they can find a sponsor for these costs.

(Action: KJ, immediately)

Committee discussed parking available for stalls at the feather factory but due to closure this has been removed. Committee agreed that they will ask other local organisations with car parking spaces to allow free parking on the day.

(Action; TH immediately)

Members noted that the next meeting of the Carnival Committee will take place on Thursday 9th February 2023 at 7pm.

Meeting closed at: 21:30

SUB-COMMITTEE CHAIRMAN
T. Howard

INCOME								
	ESTIMATED GROSS	GROSS	NET	VAT	TOTAL NET INCOME	Date Paid		
SPONSORSHIP								
Pearce & Kemp Ltd	£ 100.00					31.01.23	14989	
Phoenix Events East	£ 250.00					deducting from security invoice		
Foxmoor Beauty	£ 250.00							
Travis Perkins	£ 250.00					payment through materials		
John Doe	£ 500.00					31.01.23	14990	
Diss Van Centre	£ 500.00							
Partridge Paving	£ 500.00							
Dipple and Conway	£ 500.00					yes	14976	
Reads Property	£ 250.00							
Lexham Insurance	£ 500.00					31.01.23	14988	
Spire Solicitors	£ 100.00							
Beckford & Lewis	£ 250.00							
Frames & Conservatories	£ 250.00							
Baileys Fish & Chips	£ 500.00							
Upp	£ 250.00							
Madgetts Cycles	£ 250.00							
STALLAGE								
Brownie & The Bean	£ 120.00					13.01.23	14900 BACS payment	
Breeze Bakes	£ 120.00						BACS DETAILS GIVEN	
Fully Loaded Fries	£ 360.00						BACS DETAILS GIVEN	
Stardust Spirits	£ 120.00					13.01.23	14956 paid	
M & M Sweet Treats	£ 120.00					13.01.23	Cheque received. 14895 receipt	
Elsie's Pizza	£ 240.00							
Tropic Skincare Ambassador	£ 60.00							
The Bucket List	£ 240.00							
The Suffolk Smoke Company (await confirmation of pitch)	£ 240.00							
Yoohoo Donuts	£ 180.00							
Diss & District Churches Together	£ 60.00							
Tiddly Mare Horsebox Bar (to be contra'd)	£ 250.00							
Larry Gray Funfair	£ 325.00							
BBs Bakery	£ 120.00					24.01.23	14981 bacs	
Florencos Coffee	£ 180.00							
Little Treasures	£ 120.00					20.01.23	14910 cheque	
Norwich Bar Hire	£ 300.00							
Spire Solicitors	£ 120.00							
Frames & Conservatories (2 pitches)	£ 240.00							
Upp	£ 120.00							
Harleston & Diss Guide Dogs Fundraising Group	£ 60.00							
Party In A Box	£ 120.00							
Suffolk Village Ciders	£ 120.00							
TOTAL INCOME Actual	£ 9,135.00	£ -	£ -	£ -	£ -			
EMR from April 23	£ 3,981.09	£ 3,981.09	£ 3,981.09		£ 3,981.09			
Council Contribution for 22-23	£ 1,455.00	£ 1,455.00	£ 1,455.00		£ 1,455.00			
TOTAL INCOME to Budget so far	£ 14,571.09	£ 5,436.09	£ 5,436.09	£ -	£ 5,436.09			

EXPENDITURE							
Anticipated Expenditure 2022 as shown in budget							
ADMIN (PUBLICITY ETC)							
raffle tickets	£	39.54					23/6454
PROCESSION							
Believe in Magic Parties- Princesses	£	140.00					invoice received. 23/6439. £70 deposit to pay now. £70 by 9th June.
East Angles Brass Band	£	600.00					23/6446
Bubblecar- [REDACTED]	£	130.00					23/6459
Diddly Long Legs - [REDACTED]	£	330.00					23/6460
FUN DAY							
Mervyn Lambert Plant- Toilet hire x 10	£	700.00					23/6430
Phoenix Events East - Security & Radios	£	1,095.60					23/6434
Mervyn Lambert Traffic Management	£	584.40					23/6433
Simply Sound & Lighting	£	871.20					23/6435
First Aid F.A.S.T [REDACTED]	£	150.00					23/6443
Compere- [REDACTED]	£	200.00					23/6444
Creature Events (Transformers x 2)	£	1,950.00					23/6447
Foolhardy Circus	£	520.00					23/6448
Sam The Magician	£	300.00					23/6449
Hollywood Photobooth	£	395.00					
Electric Cabaret- Oscar statue and charlie chaplin inc travel	£	965.00					23/6458
TOTAL EXPENDITURE	£	8,970.74	£ -	£ -	£ -	£ -	
SUMMARY	£	5,436.09	£ 5,436.09	£ 5,436.09	£ -	£ 5,436.09	
TOTAL INCOME	£	9,135.00	£ -	£ -	£ -	£ -	
TOTAL EXPENDITURE	£	8,970.74	£ -	£ -	£ -	£ -	
REMAINING BALANCE GOING FORWARDS	£	5,600.35	£ 5,436.09	£ 5,436.09	£ -	£ 5,436.09	

Sponsors

Sponsor	Sponsor Band	Invoice/Receipt	Amount
Pearce & Kemp	BRONZE	14989 paid	£100.00
Spire Solicitors	BRONZE		£100.00
Phoenix Events East	SILVER		£250.00
Foxmoor Beauty	SILVER		£250.00
Reads Property	SILVER		£250.00
Travis Perkins	SILVER		£250.00
Frames & Conservatories	SILVER		£250.00
Upp	SILVER		£250.00
Madgetts Cycles	SILVER		£250.00
Beckford & Lewis	SILVER		£250.00
John Doe	GOLD	14990 paid	£500.00
Diss Van Centre	GOLD		£500.00
Partridge Paving	GOLD		£500.00
Lexham Insurance	GOLD	14988 paid	£500.00
Baileys Fish & Chips	GOLD		£500.00
Dipple & Conway	GOLD		£500.00
			£5,200.00