

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 13th February 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk)
L. Montgomerie (LM)
K. Jaynes (KJ)
S. Kiddie (SK) (Vice-Chair)
R. Ward (RW)
Andy Rackham (AR)
C. Halil (CH)
J. Mayes (JM)

CA0224/1 Apologies

There were apologies received from Sonia Browne (SB). No apologies were received from Liz Sinfield (LS) and Alex Rackham (ALR). George Waterman has resigned from the committee following other commitments.

CA0224/2 Minutes

Members requested some amendments to the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 9th January 2024 would be duly signed by the Chairman at the next meeting following the required amendments.

(KJ to make amendments immediately, TH to sign at next meeting)

CA0224/3 Declarations of Interest

There were none.

CA0224/4 Public Participation

There were no members of the public present.

CA0224/5 Items of URGENT Business

There were no items of urgent business.

CA0224/6 Finance

Members received an update on Income and Expenditure for Carnival 2024.

SF confirmed that infrastructure expenditure for Carnival would be considered at the Facilities meeting to be funded by Diss Town Council.

A discussion was made around hampers. It was confirmed that two different hampers will be created –

A food and drink hamper, a smellies hamper, it was also agreed that there would be an additional raffle with items tbc.

There would also be a tombola of Alcoholic beverages on the day of Carnival.

A letter with the Carnival logo will be created by SF to send to potential prize givers. TH will disseminate letter to local businesses.

Raffle tickets are to be purchased for the hampers.

It was

RESOLVED: To source hamper prizes for a food & drink hamper, smellies hamper and experiences raffle.

To create a letter with the Carnival logo on for sending to potential prize givers.

**(Action: SK to research prizes.
KJ to create headed letter for SF to write.
TH to send letter out, by next meeting
Admin Team to purchase raffle tickets)**

CA0224/7 First Aid

Members reviewed and discussed the quote for first aid cover for the Carnival event.

It was

RESOLVED: To accept the first aid quote from A11 Medical Services Ltd for £730. KJ to complete the quote acceptance form and return to them.

(Action: KJ, immediately)

CA0224/8 Entertainment

Members received an update on entertainment for Carnival 2024. They reviewed a quote from a band to lead the parade but it was agreed that further quotes would be required as they may need more than one band.

It was agreed to source other quotes for a suitable band or group.

An update was received regarding Voice Squad's performance at the Carnival Fun Day. Due to a full entertainment schedule on the main stage, committee suggested Voice Squad do a couple of singing flashmobs in the park for £90. KJ to enquire Voice Squad whether this would be agreeable with them.

KJ shared details of a Western Stunt Show by Evolve Entertainment and would like to proceed with this pending confirmation of cost– KJ to discuss logistics for what exactly they will do, space required, and the additional costings for travel.

The committee accepted a quote from Foolhardy Circus for £750 to do 2 performance slots including a specialist whip act, this price included a children's workshop by the Mere. KJ to confirm.

SF suggested that some 'wow factor' acts need to be in the parade and the committee were tasked to research some acts and bring them back to the next meeting in March.

It was

RESOLVED: KJ to speak to Birgitta regarding Voice Squad's performance.
KJ to confirm the quote from Foolhardy Circus and give p/o number.
KJ to liaise with Evolve Entertainment on details for the Western Stunt Show and confirm costings before proceeding.
Committee to research into 'wow factor' acts to join the parade and find a band or group to lead the parade.

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

CA0224/9 Stall Applications

- a) Members received an update on stall applications. Committee took note that there are 19 stall applications which have been approved so far. KJ will do promotions online to encourage more stalls and send generic emails out to possible stallholders. AR stated that they would like to have one more small bar and has suggested that KJ contact another gin/whisky bar.

Committee received a pending application from a balloon seller who attended last year selling balloons around the park. Committee accepted the application to have a roaming balloon seller for. TH will respond via email to confirm their booking and request payment.

**(Action: KJ to research a gin/whisky bar, by the next meeting.
KJ to promote on Facebook for more stallholders, by the next meeting.
TH to respond to Balloon Occasions to accept their application, by the next meeting)**

- b) Members discussed charity pitches. It was agreed these will be chosen at random at the next meeting.

CA0224/10 Sponsorship & Grants

- a) Members received an update on sponsorship received. There is currently a total of £3,958.33 received from sponsorship to date. The committee will continue to draw interest in sponsorship.
- b) Members received an update on grant applications. KJ confirmed the Go For It grant application was sent to SNC today. Unfortunately, Carnival does not qualify for other well-known grants such as Tesco Stronger Starts and Aviva.

CA0224/11 Member Updates

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

It was agreed that the small boats that were originally made in Diss which attended Carnival last year can reattend again this year due to their popularity and historical interest – SF to email them to confirm.

(Action: SF, by next meeting)

AR shared an update of the draft site plan with committee.

The Baptist Church has confirmed they are happy to lead on the colouring/craft area and could also provide face painting, making sheriff badges, giant Connect 4, bracelet making, toys for toddlers – the committee would like to proceed with the additional activities. KJ to correspond with Ben Mansfield to confirm.

(Action: KJ, by next meeting)

AR will contact Simeon at Simply Sound once the draft site plan has been completed to discuss the quote.

(Action: AR, by next meeting)

RW provided an update on the window dressing competition. Leslie Ward has confirmed to go round and judge the windows with the rest of the panel. RW to liaise with KJ to update entry forms and printing for shops.

(Action: RW, by April)

Carnival Committee agreed to get a quote from TC Printers for printing the Carnival programs again –KJ to source a quote and enquire with Falcon Publications for possible delivery courier contact as Dayburst no longer operates.

(Action: KJ, by next meeting)

CA0224/12 Date of Future Meeting

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 5th March April 2024** at 7pm.

Meeting closed at: 21:15 hrs

SUB-COMMITTEE CHAIRMAN
T. Howard