

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 10.01.23
Date: 03.01.23

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 **Tuesday 10th January 2023** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 1st November 2022. (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. **Date for Carnival 2023**
To finalise and agree the date for Carnival 2023.
7. **Entertainment**
To discuss ideas for entertainment for Carnival 2023.
8. **Application Form**
To review the application form for Carnival 2023 (copy details herewith).
9. **Grants**
To discuss grant applications to be submitted for Carnival 2023.
10. **Promotion**
To discuss initial promotion for Carnival 2023.
 - a) Press release / announcements
 - b) Social Media

11. Sponsorship

To discuss sponsorship for Carnival 2023 and review the existing sponsorship form for businesses (copy details herewith).

12. Member Updates

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

13. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on **Thursday 9th Feb 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.

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 1st November 2022 at 7pm.

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

CA1122/1

Election of Chairman

Members elected a Chairman for Carnival sub-committee 2023. It was

RESOLVED: To elect Tammy Howard as Chair of the Carnival sub-committee 2023.

(Action; KJ immediately)

CA1122/2

Apologies

Apologies were received by Councillor S. Browne.

CA1122/3

Election of Vice-Chairman

Members elected a Vice-Chairman for Carnival sub-committee 2023. It was

RESOLVED: To elect Sonya French as Vice-Chair of the Carnival sub-committee 2023.

(Action; KJ immediately)

CA1122/4

Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 8th August 2022 were a true record and duly signed by the Chairman.

CA1122/5

Declarations of Interest

There were none.

CA1122/6

Public Participation

There was none.

CA1122/7

Items of URGENT Business

There were no items of urgent business.

CA1122/8

Committee Membership

Members approved the committee membership for Carnival 2023 and reviewed various roles and responsibilities. It was

RESOLVED: Sue Kiddie, Ruth Ward, Andrew Rackham, Kim Jaynes, Sonya French, Tammy Howard and Sonia Browne would be Carnival Committee members.

(Action; KJ immediately)

CA1122/9

Date for Carnival 2023

Committee discussed carnival date and it was decided that there was a gap needed between the coronation and the carnival of at least 4 weeks. Members agreed a date for Carnival 2023. It was

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

(Action; SF immediately)

CA1122/10

Finance

Committee received a final summary of Carnival Income & Expenditure for 2022. Committee discussed the accounts and could see that there is a difference in the figure's quotes by the RFO, the RFO has

stated that there will be a starting balance of £5432.00 whereas Carnival believes the amount to be £5426.09, a difference of £5.91. It was

RESOLVED: To agree to the recommendations as follows:

1. To agree the request of £1250 from Diss Town Council towards the running of the Carnival.
2. To accept the £205.00 for the flags which was previously taken from the accounts of 2022 Carnival without committee permission as a full one of payment.
3. To pay £10 contributions towards the lotteries licence as long as other events are contributing the same amount from their funds.

(Action; RFO immediately)

CA1122/11

Theme

Members considered a theme for Carnival 2023. It was

RESOLVED: The theme has been agreed and will be released at a later date.

CA1022/12

Member Updates

There were no updates.

CA1022/13

Date of Future Meeting

Members noted that the next meeting of the Carnival Committee will take place on Tuesday 22nd Nov, Tues 10th Jan Thurs 9th Feb 23.

Meeting closed at: 20.45 hours.

SUB-COMMITTEE CHAIRMAN
T. Howard

APPLICATION FORM

Thank you for your interest in getting involved with this year's Carnival! Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is **'DISS GOES TO HOLLYWOOD!'**

Please complete and return form to Diss Town Council Offices.

PART 1: Your Information



Name:		Company/ Organisation:	
Address:			
Tel:		Email:	

✓	"I'd like to..."	More information:
	Have a Stall <i>Tell us: Your pitch size, and what you'll be offering.</i> Complete Part 2 below.	
	Enter the Procession <i>Tell us: size/type – walking group? Vehicle?</i> <i>Please use one application form per vehicle and confirm the size of the vehicle (especially if you're using an oversized vehicle). Complete Part 3 below.</i>	
	Volunteer at the Carnival <i>Interested in helping us with this fantastic event? We need stewards on the day! We'd love to hear from you!</i>	
	Sponsor the Carnival <i>We'll be in touch with our sponsorship packages!</i>	
	Provide a vehicle for a local group to take part in the procession. Complete Part 3 below.	

PART 2: Stallholders

Please complete the following table and attach copies of any relevant paperwork.

* There is no electricity supplied for stallholders. If you require electricity, you will need to bring your own generator.

Are you intending to sell/provide alcohol or alcohol products? <i>Please provide details, e.g. complimentary drinks or a prize</i>	
Will your stall/activity produce sound? <i>Please provide details, e.g. playing music</i>	
*Enclosed Public Liability Insurance (to value of £2million)	
*Completed Risk Assessment (please identify any specific risks to what you're doing)	
*Evidence of your registration with your Local Authority (if operating a food business)	
Fee (Cheques payable to Diss Town Council, or BACS payment details will be given on completion of form acceptance)	

* We will not be able to accept stallholders on the day without these documents.

Stall Fees (based on 3 x 3m pitch)

Commercial food stalls	£150
Non-commercial food stalls	£80
Business/trade stalls & large charities	£80
Small charities / craft stalls	£50

Charity Pitches - A donation towards our 'Booze Barrow Raffle' is required.

We have a limited number of free pitches for locally based small charities & Not for Profit community groups. Those who support the theme and offer engaging activities will be given preference. Your bottle donation allows us to raise money to cover the cost of your pitch!

PART 3: Procession

Please complete the following table:

	Yes /No	
Will your group/vehicle have music or loud noises?		If Yes, provide details:
Is your vehicle legally taxed and have a valid MOT?		Please provide signature as confirmation:
Does your vehicle have a valid insurance policy?		Please provide signature as confirmation:

Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc to distribute, these must be given out by hand.

The only collection buckets allowed throughout the parade are for Diss Carnival. Any other collection buckets are **NOT** allowed along the parade route. You are welcome, however, to collect monies on the park at the Fun Day.

Any questions? If you have any questions, or just want to run through your ideas, please get in touch with the Carnival Crew- **Like & Share our Facebook page:** www.facebook.com/DissCarnival/

Please return completed application forms and supporting documentation by **Sunday 14th May 2023** to:

Address: C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

Telephone: 01379 643848

Email: carnival@diss.gov.uk

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your application for Diss Carnival. However, we may like to contact you with details of future Diss Carnivals and other town events of interest to you. If you consent to us contacting you for this purpose, please tick the box(es) to say how you would like us to contact you.

Email Telephone / SMS

If you prefer not to be contacted with details of Diss Carnival and other events, then please tick this box.

For further information, please refer to our GDPR Policy at www.diss.gov.uk.

RISK ASSESSMENT FORM – DISS TOWN CARNIVAL 2023

Organisation:	Diss Carnival Committee	Contact Person:	
Site:	Diss Town Park	Date and time:	Sunday 11 th June 2023 12.30pm-6pm

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/Med/ Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Vehicles & Movement	Public, event organisers, dignitaries and staff	<p>Vehicles should only be present on Diss Park during set up and dismantling of your stall.</p> <p>Be especially vigilant for pedestrians & all vehicles should use a banks man when reversing.</p> <p>Only vehicles with permission are allowed to drive onto the Park and must be supervised at all times.</p> <p>All vehicles going onto the Park must adhere to the Carnival stewards at all times.</p> <p>All vehicles must adhere to Carnival Event Management Plan for entry and exit times.</p>	<p>Remove all vehicles from the park after setting up and dismantling equipment</p> <p>Parking Marshalls and Carnival representatives are on site to utilise as banksman when required.</p> <p>Parking marshalls to check that vehicles have permission to drive onto the park.</p> <p>All stewards/Marshalls to wear hi viz jackets to be easily identifiable.</p> <p>Event Management Plan must be available for all stallholders attending the Carnival.</p>	1 x 4 = 4 Low Risk	Immediately on the day of Carnival	<p>Vehicle owner</p> <p>Vehicle owner in conjunction with Parking Marshalls</p> <p>Parking marshall</p> <p>Stewards/Carnival Marshalls</p> <p>Chair of Carnival Committee</p>
Setting up and dismantling stalls	Public, event organisers, dignitaries and staff	All stallholders are responsible for the safety of the public when setting up and dismantling their stalls.	Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.	2 x 2 = 4 Low Risk	Immediately on day of Carnival	Stallholder
			<p>All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather.</p> <p>Safety officer to check all stalls have the required weights attached to their legs.</p>			<p>Stallholder</p> <p>Nominated safety officer (TBC)</p>

Stall Tables	Public, event organisers, dignitaries and staff	All tables must be in a good condition and constructed of suitable materials.	<p>Ensure tables are not overloaded with display items to avoid collapsing.</p> <p>All tables must be placed on a level surface.</p> <p>Safety officer to check all tables are safe and not overloaded.</p>	2 x 2 = 4 Low Risk		<p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety Officer (TBC)</p>
Slips/falls/trip hazards	Public, event organisers, dignitaries and staff	Regularly ensure floor area and walkways are clear of debris and cables.	<p>Ensure any trip hazards that cannot be removed are clearly marked with hazard tape.</p> <p>Cables that are over walkways must have rubber matting to ensure no trip hazards.</p> <p>All boxes or goods to be stacked and stored in a safe manner.</p> <p>Safety Officer to check no obvious trip hazards before event.</p>	2 x 2 = 4 Low Risk	Immediately and during the event.	<p>Stallholder</p> <p>Stallholder</p> <p>Stallholder</p> <p>Nominated safety officer (TBC)</p>
First Aid	Public, event organisers, dignitaries and staff	Report any emergencies immediately to event stewards/marshalls who will either direct people to the first aid tent or in emergencies contact the emergency services.	<p>There will be a first aid tent and first aiders available on site.</p> <p>The tent is clearly identified by a flag.</p> <p>The PA system will mention the first aid tent clearly throughout the day.</p>	1 x 4 = 4 Low Risk	Immediately and during event.	<p>Carnival Chair</p> <p>First Aiders</p> <p>Carnival Chair</p>
			Carnival chair and staff to ensure radios are working correctly.			
Removal of rubbish	Public, event organisers, dignitaries and staff	All food vendors must provide their own litter bin & take rubbish away post event.	Extra bins to be sited around the park to ensure that there is no hazards from rubbish collected.	1 x 1 = 1 Low Risk	Immediately and during event.	Stallholders, DTC to provide extra bins.

Fire Safety	Public, event organisers, dignitaries and staff.	Stalls posing a fire risk must have their own appropriate control measures	<p>Each stall posing a first risk will provide a fire extinguisher/blanket.</p> <p>Safety Officer to check that the stalls meet the above requirements.</p> <p>All stewards/marshalls to have walkie talkies which are connected with the main arena PA to ensure crowd safety.</p>	2 x 4 = 8 Medium Risk	During set up before event.	<p>Stallholders</p> <p>Nominated safety officer</p> <p>Carnival Chair</p>
Food Safety and Hygiene	Public, event organisers, dignitaries and staff.	<p>All stallholders handling food must have an up to date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p> <p>The event team reserves the right to request a trader to turn off a generator if complaints are received.</p>	1 x 4 = 4 Low Risk	Stallholders	<p>Nominated safety officer</p> <p>Nominated safety officer</p> <p>Stallholders</p> <p>Stallholders</p> <p>Carnival Chair/Safety Officer</p>
Toilets	Public, event organisers, dignitaries and staff.	Permanent and portable toilets will be available on site.	Toilets will be monitored and cleaned during the event.	1 x 1 = 2	Throughout the event	Contract cleaners (TBC)

Risk Rating

Action Bands

Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9-12-16 = High Risk	Consider not running the event

Signature:		Print Name:		Date:	
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Risk assessments undertaken by Maintenance Manager and authorised by the Town Clerk.

SPONSORSHIP PACKAGES 2023	Bronze £100	Silver £250	Gold £500	Platinum £1000
"Friend of Diss Carnival 2023" certificate for display in your premises.	✓	✓	✓	✓
Your Company name & logo inclusion on Diss Carnival 2023 website & Facebook pages.	✓	✓	✓	✓
Dedicated Facebook & Twitter "Thank You"posts with links to your Company's website.	✓	✓	✓ + hyperlink	✓ + hyperlink
Your Company name/ logo mentioned in the Diss Carnival 2023 programme.	✓ name	✓ name	✓ logo	✓ logo
Publicly thanked at (via tannoy system) and after (via social media) Diss Carnival 2023		✓	✓	✓
Advert within the Diss Carnival 2023 programme.		✓ 1/4 page	✓ 1/2 page	✓ Back Cover Full Page
720mm x 1400mm Banner with your logo to be displayed on the Main Arena or Craft Tent. (subject to availability; first come, first served basis) (8 available)		✓ logo	✓	✓
OR (for Gold and Platinum sponsors) 720mm x 1400mm Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from April 2023 until June 2023. (5 available)			✓	Choice of town or arena ✓
Use of the "Proud Sponsor of Diss Carnival 2023" logo on all your business stationery and websites.			✓	✓
Press release stating Companies support.			✓	✓
Free pitch on the park during the Funday.			✓	✓
Official Sponsorship Link, e.g.; Craft Tent, Programme print, etc (subject to availability; first come, first served basis)				✓
Opportunity to be one of our Carnival judges - be part of the Procession or Window Dressing judges' panel.				✓
Please tick your chosen sponsorship package:				

YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

Email:

PAYMENT OPTIONS:

Cash accepted in person to the Town Council Offices

Cheques made payable to *Diss Town Council*

or by BACS: Barclays Bank, Account Name: Diss Town Council, Account No: 00361127, Sort Code: 20-26-34