

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 21<sup>st</sup> May 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)  
K. Jaynes (KJ)  
S. Kiddie (SK) (Vice-Chair)  
R. Ward (RW)  
Andy Rackham (AR)  
J. Mayes (JM)  
L. Montgomerie (LM)  
Alex Rackham (ALR)  
S. French (SF)

**CA0524/1**

### **Apologies**

Apologies were received from Carly Halil (CH) and Sonia Browne (SB).

**CA0524/2**

### **Minutes**

Members approved the minutes from the last meeting of the carnival committee. It was

**RESOLVED:** that the minutes of the meeting on 7<sup>th</sup> May 2024 were a true record and duly signed by the Chairman.

**CA0524/3**

### **Declarations of Interest**

There were none.

**CA0524/4**

### **Public Participation**

There were no members of the public present.

**CA0524/5**

### **Items of URGENT Business**

There were no items of urgent business.

**CA0524/6**

### **Stall Applications**

Members received an update on stall applications. It was confirmed that we are now full for stallholders. A recent application from C W Logistics has been accepted to run a penalty shootout in the MUGA.

**CA0524/7**

### **Procession**

Members received an update on carnival procession entrants. It was agreed to move Voice Squad in the procession order to behind Monterey Line Dancers vehicle. Park Radio to be added right at the back. It was suggested to chase up the Pink Ladies Tractor Club to see if they are interested in joining.

**(Action: SK to email Heather Babb, immediately)**

**CA0524/8**

### **Finance**

Members received an update on Income and Expenditure for Carnival 2024. It was noted that there are only a few remaining stall payments left to come in. The money raised from the car boot sale, ticket sales for the raffle and cake stall are to be added to the income list after the event when banked. KJ updated committee that the last pay run before Carnival day is next Friday to pay the remaining entertainment acts and emails have been sent to suppliers to request invoices if they want paying before the event.

**(Action: Sue Hurst TO add total money raised to**

**income list after the event.)**

**CA0524/9 Site Map**

Members received an update on the site map for the Carnival Fun Day. KJ shared a draft site map with AL-R who will update on software to final version with roadways added. Stallholders will enter the park via the car park and exit via roadway by the MUGA to Park Road. KJ to write on laminated pitch cards with stallholder names.

**(Action: AL-R and KJ, by next meeting)**

**CA0524/10 Member Updates**

The committee received updates from members not reported elsewhere on this agenda. SK updated committee on the car boot sale which had a successful turnout. 34 prizes have been donated for the raffle. All prizes will go into an envelope with a number on. SK will phone all winners after the event except from the £250 winner who will be announced on the day. KJ to add new prizes to the list of raffle prizes for SK including Diss Deli and Diss Corn Hall 2 complimentary tickets. Press release to be done for the raffle with a list of all the prizes and where people can get tickets from. KJ to draft an article.

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

A suggestion was made to have two tombolas – adults booze tombola and kids tombola. SK to confirm if we go ahead with two tombolas.

**(Action: SK, by next meeting)**

An update was provided on putting up the bunting around the town. SF confirmed that an outside company has been booked to do it. Bunting will be going up before the D-Day commemoration event.

KK received an update from Mervyn Lambert. Advanced warning signs will be put up 2 weeks before the event. KK is still trying to get helpers for the traffic stewarding. Julian Mason and John Maskell have confirmed.

TH updated committee on parking. We are still awaiting confirmation from Morrisons and Tesco for free car parking. Morrisons have verbally confirmed.

RW confirmed window dressing competition is going well although less entries this year than previous years. Judges have all been confirmed.

SK asked if maintenance team can put up the marquee tent, a table and two chairs on the Market Place for their remaining raffle selling dates, 31<sup>st</sup> May, 7<sup>th</sup> & 14<sup>th</sup> June. KJ to ask RL to arrange.

**(Action: KJ, immediately)**

AR updated committee on pavilion entertainment. Voice Squad have agreed to perform in pavilion and do flashmobs in the park for £90. KJ to send p/o number to her and update expenditure list.

**(Action: KJ, immediately)**

AR confirmed he has made a new DISS sign for the MUGA to suit the theme and will be put up ahead of event. TH's friend has produced signs to advertise Carnival around the town. Simon Gillings requested email to be sent when we contact all procession entries with timings for his Gillings truck in parade.

**(Action: AR to install DISS sign on MUGA, by 1<sup>st</sup> June  
KJ to email Simon Gillings, by next meeting)**

AR contacted Hank's Ranch to enquire for props and decorations that we could borrow from their Ranch themed glamping stuff and they are happy to contribute wagon wheels and other themed

bits in return for a stall or promotion of their business.

SF received update from SNC safety advisory group regarding event management plan. A few queries and amendments to be made but SF is sorting.

SF has drafted a rota for the volunteers and will liaise with KJ to finalise and send out briefing pack.

SF will purchase colouring bits for Baptist Church activity area this weekend.

**(Action: SF to make amendments to EMP and return to Safety Advisory Group, immediately.  
SF to buy colouring items, this weekend.  
KJ & SF to finalise volunteer rota, by next meeting)**

TH provided an update on behalf of Sonia Browne. 23<sup>rd</sup> May and 10<sup>th</sup> June will be Park Radio promo slots. KJ to resend her contact details of the trophies still needing to be collected.

**(Action: KJ, immediately)**

KJ to let Alex Rolfe know we no longer need to buy a trophy from Diss Trophy Centre for windows as Leslie Ward has it from last time. RW will get trophy back from Leslie.

**(Action: KJ, immediately. RW, by next meeting)**

KJ provided an update on promotion. A press release is ready to be sent to Diss Express with all event info for the day. Social media posts have been scheduled with a few remaining posts to be done nearer the event. KJ will send emails to entertainment acts, stallholders, parade entrants and infrastructure contacts in next 2 weeks to inform of arrival times, parking, details for the day etc. Stallholders can arrive between 9am – 11am. Stallholder vehicles must be off the park by 11.30am and parked in the old John Grose site over the road. Access for stallholders back onto the park at 5pm.

Procession entrants to arrive at High School between 10am & 11.30am. Departing at 12.30 prompt. Cars can be left in High School car park and must be collected and off site by 8pm. Floats can park up at Bus Station for children to exit vehicle and children's collection point will be beside the MUGA/Basketball Court on the Park for parents to meet children after the parade.

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

AR will drop A boards off in the next few weeks for KJ to update with main stage schedule etc.

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

AR to confirm pavilion entertainment timings and inform entertainment acts of details.

**(Action: AR, by next meeting)**

**CA0524/11 Date of Future Meeting**

Members noted the next meeting of the Carnival committee is scheduled for **Tuesday 4<sup>th</sup> June 2024 at 7pm.**

Meeting closed at: 20:55

SUB-COMMITTEE CHAIRMAN  
T. Howard