

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 9<sup>th</sup> May 2023 at 7pm.

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

**CA0523/1**

### **Apologies**

Apologies were received and accepted from S. Browne.

**CA0523/2**

### **Minutes**

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

RESOLVED: that the minutes of the meeting on 18<sup>th</sup> April 2023 were a true record and duly signed by the Chairman.

**CA0523/3**

### **Declarations of Interest**

There were none.

**CA0523/4**

### **Public Participation**

There was none.

**CA0523/5**

### **Items of URGENT Business**

There were no items of urgent business.

**CA0523/6**

### **Finance**

Committee received an update on Income and Expenditure for Carnival 2023. AJ confirmed that a Sum Up machine has been purchased for the Town Council Office but this isn't mobile. Committee requested if it would be possible to get a mobile one. It was confirmed that the only remaining expenditure to add to the list would be for hiring a diesel generator for DJ Sean in the parade and for the hay bales but we would only be charged if they get wet on the day.

**CA0523/7**

### **Entertainment**

Members received an update on entertainment for Carnival 2023. It was agreed that the transformers would do a walkabout after their performance in the arena to allow for the superheroes to set up their inflatable.

**CA0523/8**

### **Stalls**

The committee received an update on stall applications for Carnival 2023. It was confirmed that we are now fully booked for stall applications and will not accept any more. KJ confirmed that stallholders have been chased for paperwork and payment which is due by the deadline 14<sup>th</sup> May.

TH provided an update on parking for stallholders' vehicles and John Grose has refused free use of their car park. TH will contact Suzanne Kayne for permission for parking on Fair Green.

Pitch measurements were discussed and AR agreed to visit the Park with SF and KJ next week to review measurements of stalls and their allocated space.

It was agreed that Mervyn Lambert will be contacted to discuss the exact locations of the portable toilets for the High School and Park.

KJ confirmed that stallholder confirmation packs will be sent out next week to all stall applicants with details of their arrival times on the day.

**(Action: TH to contact Suzanne Kayne for permission for stallholder parking on Fair Green, immediately.  
AR, SF and KJ to visit the Park to review pitch measurements, w/c 15.05.23  
SF and TH to contact Mervyn Lambert to discuss toilet locations for High School and Park, by next meeting  
KJ to send out stallholder confirmation packs, next week)**

**CA0523/9**

**Procession**

- a) Members received an update on procession entries for Carnival 2023. It was confirmed that we have a good variety of procession floats, vehicles and walking groups but we will continue to source more. KJ confirmed that she will send out procession confirmation emails with arrival times on to all entrants next week.
- b) Members received an update on the procession running order. It was agreed that the transformers would be positioned near to the front of the parade. TH will contact Creature Events to check the transformers are aware of the procession route and distance, and confirm how they will get to the High School.
- c) Members discussed sourcing a diesel generator for DJ Sean. It was agreed that TH would source quotes and order one.

**(Action:  
KJ to email all procession entrants with arrival details for the day, next week.  
TH to contact Creature Events to discuss parade route and distance for transformers and check how they will get to High School, by next meeting)  
TH to get quote for diesel generator hire, immediately)**

**CA0523/10**

**Site Map**

Members received an update on the site map for Carnival 2023. AR requested that the Gillings Truck with Dinsdale on is allocated a space on the Park to park up after the parade and KJ will update the site map.

**(Action: KJ to add Gillings Truck a space on site map, immediately.)**

**CA0523/11**

**Volunteers**

Members received an update on volunteers and their roles for Carnival 2023. KK confirmed that he will organise the parade stewards and provide a list of those helping and their location points. Joe Mays and Julian Mason were added to the existing list of traffic helpers. The committee discussed the Air Cadets involvement at the Fun Day and it was agreed that they would litter pick as normal.

The committee discussed refreshments for volunteers and it was agreed that sandwich platters would be arranged and Happy Palace Spring Rolls. SF confirmed she will buy 300 bottles of water and crisps.

KJ will send out volunteer information packs via email with the volunteer rota and information for the day.

**(Action: KK to allocate locations for parade stewards and keep them updated, immediately  
TH to organise sandwich platters for volunteers and SF to buy 300 bottles of water and boxes of crisps, by 11.06.23  
KJ to send out volunteer info packs, next week)**

**CA0523/12**

**Window Dressing Competition**

Members received an update on entries for the Window Dressing Competition. RW has visited all the shops around the town and confirmed a steady number of entries so far. Some businesses will decorate their windows in the coming weeks after taking down their Coronation displays. It was agreed that the new Mayor, Mayor's Cadets and Honoured Citizen would be invited to judge the windows on Wednesday 7<sup>th</sup> June, 6pm, starting from outside Spire Solicitors.

**(Action: KJ to invite judges for the windows via email, once new Mayor is confirmed on 17<sup>th</sup> May)**

**CA0523/13**

**Promotion**

Members received an update on promotion for Carnival 2023.

- a) Social Media – KJ has scheduled lots of promo posts for Facebook to share info on entertainment acts, fundraising events and info ahead of the day. KJ will continue to post via our social media channels to spread the word about Carnival.
- b) Press Releases – KJ confirmed that we will do one press release before Carnival with an overview of everything happening on the day.

- c) Posters and Programmes – AR will display the posters around the town. KJ confirmed that the programmes are being printed and will be delivered to all Diss residents end of the month.

**(Action: KJ to continue doing social media posts. KJ to do press release before Carnival to promote everything for the day, 2 weeks before event.  
AR to display posters around the town, immediately.)**

**CA0523/14 Member Updates**

The committee received updates from members not reported elsewhere on this agenda. It was agreed that TH would contact Phoenix Events to check the radios will have a good range between the High School and Park after difficulties last year.

SK confirmed that 40 hay bales have been ordered for the Fun Day free of charge unless they get wet on the day which will cost £2 per bale.

**(Action: TH to contact Phoenix Events to discuss radios, by next meeting)**

**CA0523/15 Progress Report**

Members noted updates on the Progress Report.

**CA0523/16 Roles and Responsibilities**

Members noted updates on the Roles and Responsibilities timeline spreadsheet and allocated future tasks.

**CA0523/17 Date of Future Meeting**

The committee noted that the next meeting will take place on Thursday 18<sup>th</sup> May at 7pm.

Meeting closed at: 21:10

SUB-COMMITTEE CHAIRMAN  
T. Howard