

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 9th January 2024 at 7pm.

In attendance: T. Howard (TH) (Chair)
S. French (Deputy Town Clerk)
K. Jaynes (KJ)
S. Browne (SB)
S. Kiddie (SK & Vice-Chair)
R. Ward (RW)
Andy Rackham (AR)
Alex Rackham (ALR)
L. Sinfield (LS)
G. Waterman (GW)
C. Halil (CH)
J. Mayes (JM)

CA0124/1 Apologies

Apologies were received and accepted by committee from L. Montgomerie.

CA0124/2 Minutes

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meeting on 14th November 2023 were a true record and duly signed by the Chairman.

CA0124/3 Declarations of Interest

There were none.

CA0124/4 Public Participation

There were no members of the public present.

CA0124/5 Items of URGENT Business

There were no items of urgent business.

CA0124/6 Infrastructure

Members received an update on infrastructure booked for Carnival 2024 and discussed outstanding tasks on the roles and responsibilities list. SF gave a list of work that had been completed by the office regarding the infrastructure to committee members. All infrastructure has been booked but we are still awaiting responses from Graham Minshull regarding bins from SNC and Michelle Earp for use of the car park.

Committee discussed the First Aid quote received. Committee would like one more quote to be sourced for a comparison. TH will contact Norfolk Scouts Ice Emergency Aid for another quote as a comparison. It was

RESOLVED: To chase up the outstanding tasks on the Infrastructure list.
To research another first aid quote for 4 first aiders to cover carnival day.

(Action: SF to chase Graham & Michelle, by next meeting)

(Action: TH to get first aid quote, by next meeting)

CA0124/7 Application Form

Members reviewed the Carnival 2024 application form, scheduled for release on 12th January 2024, alongside the theme promo video. Deliberations centered on stall costs, with consensus reached that charity stalls would be priced at £60 each.

Additionally, it was highlighted that three complimentary charity pitches are open for application until the end of February. Notably, two of these free charity pitches have already been allocated to Air Cadets and Army Cadets in appreciation of their assistance on the day."

It was

RESOLVED: To accept the application form with some amendments.

(Action: KJ to action amendments and release form online on Friday 12th January)

CA0124/8 Entertainment

Members discussed entertainment ideas for Carnival 2024. AR and KJ updated the committee with ideas including gold panning, rodeo bull, vintage photobooth, calamity jane act, knife throwing. Texas two-step dance lessons, country music band, miniature donkeys and a stunt show. There were discussions around changing the site layout to create a larger space for more have-a-go activities and entertainment. Committee also discussed quotes for entertainment that had already been received. It was

RESOLVED:

To accept quote from Diddy Long Legs for 2 stilt walkers to join the procession and fun day.

(Action: KJ to send p/o number and confirmation by next meeting)

To confirm Hank DJ Sleek and accept quote for £500 to provide DJ Set and Honky Tonk dance lesson in pavilion.

(Action: KJ to give p/o number and confirmation by next meeting)

To contact Hannah from Hannah's Pet Services to see if she would like to organise the Fun Dog Show at this years Carnival.

(Action: KJ to contact Hannahs Pet Services by next meeting)

To contact Sam the Magic Man to enquire for a Wild West Punch & Judy Show.

(Action: KJ & TH, by next meeting)

CA0124/9 Site Layout

Members received an update on site layout ideas for Carnival 2024. There was a proposal from ALR & AR to make amendments to the site plan including moving the funfair to the car park, having a small stage with a semi-circle with hay bale seating, this would be situated close to the public toilets, food stalls would be positioned under the trees on the flat area of the park running adjacent to Park Road. The pavilion area would be utilised for country music and entertainment. There would also be a craft stall area near the play equipment incorporating a colouring area and crafts area for children.

The committee discussed having the pavilion entertainment continue on after the Carnival fun day has ended, finishing later in the evening. Committee would like further information on time closure for this section of the event. Committee also discussed the need for extra security for this section

of the event and this would be looked into for costs.

There were discussions around the bars needed for Carnival and it was agreed that there will be two mobile bars, one beside the pavilion and one elsewhere on the park. It was

RESOLVED:

To get AR to confirm closure time of the pavilion for entertainment and bars.

(Action: AR to get closure time to KJ by 19th January 2024)

SK requested that wild west themed cardboard cutouts were purchased and placed around the park and mere. It was

RESOLVED:

To get KJ to purchase celebrity cardboard cutouts in the carnival theme.

(Action: KJ by end of March 2024)

CA0124/10 Sponsorship & Grants

a) Members reviewed existing sponsorship packages form for businesses. It was

RESOLVED:

To include 'publicly thanked on tannoy at the fun day' as part of the bronze package.

To remove 'main arena' as location of gold and platinum sponsor banners and change to main stage and MUGA.

To get KJ to make the amendments to form and send email to local businesses to gain interest.

(Action: KJ, send out from 12.01.24)

b) Members discussed grant applications to submit for Carnival 2024. It was

RESOLVED:

GW will research into Aviva Grants and report back to next meeting.

TH and KJ to complete Tesco community grant application on 18th January 2024 at 10.00 hours.

(Action: GW, by next meeting)

(Action: TH & KJ, to complete grant application on 18.01.24)

CA0124/11 Member Updates

Committee received updates from committee members not reported elsewhere on this agenda. A discussion was held for an alternative hamper idea instead of the booze barrow. SK, SB and TH will source a variety of hamper prizes including vouchers and experiences and update committee at next meeting.

(Action: SK, TH & SB to source prizes by end of Feb 2024)

CA0124/12 Date of Future Meeting

Members considered and agreed dates for future carnival meetings. It was

RESOLVED:

The next meeting of the Carnival committee is scheduled for **Tuesday 13th February 2024 at 7pm** and that additional meeting dates would be as follows: 9th April, 7th May, 21st May, 4th June & 11th

June 2024.

Meeting closed at: 21:20 hours

SUB-COMMITTEE CHAIRMAN
T. Howard