

**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 09.05.22  
Date: 04.05.22

To: **ALL MEMBERS OF THE CARNIVAL SUB-COMMITTEE**

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 Greyhound** on **Monday 9<sup>th</sup> May 2022** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

---

## **A G E N D A**

- 1. Apologies**  
To consider apologies for absence.
- 2. Minutes**  
To approve the minutes from the last meeting held on 4<sup>th</sup> April 2022. (copy herewith)
- 3. Declarations of Interest<sup>1</sup>**  
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. Stalls**  
To receive an update on stalls confirmed for Carnival 2022.
- 7. Parade floats**  
To receive an update on procession entries for Carnival 2022.
- 8. Entertainment**  
To receive an update on entertainment for Carnival 2022.
- 9. Infrastructure**  
To receive an update on infrastructure for Carnival 2022.
- 10. Sponsorship**  
To receive an update on Sponsorship for Carnival 2022 (copy details herewith).
- 11. Finance**  
To receive an update on Finances for Carnival 2022 (copy details herewith).

**12. Promotion**

To receive an update on promotion for Carnival 2022.

**13. Progress Report**

To note and update the progress report (copy herewith).

**14. Member Updates**

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

**15. Date of Future Meeting**

To note that the next meeting of the Carnival Committee will take place on **Monday 6<sup>th</sup> June 2022 at 7pm.**

Meeting closed at:

  

---

<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>R. Peaty</u>
<u>R. Ward</u>	<u>K. Murphy</u>
	<u>C. Valori</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.

# DISS TOWN COUNCIL

## MINUTES

### DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Greyhound on Monday 4<sup>th</sup> April 2022 at 7pm.

In attendance: C. Keen (CK) – Chair  
T. Howard (TH)  
Cllr S. Kiddie (SK)  
S. French (Deputy Town Clerk)

**CA0422/1**

#### **Apologies**

Apologies received from (KJ), (AR), (SB) and (RW)

**CA0422/2**

#### **Minutes**

Members approved the minutes from the last meeting. It was

RESOLVED: that the minutes of the meetings on 7<sup>th</sup> February and 7<sup>th</sup> March 2022 were a true record and duly signed by the Chairman.

**CA0422/3**

#### **Declarations of Interest**

There were none.

**CA0422/4**

#### **Public Participation**

There were none.

**CA0422/5**

#### **Items of URGENT Business**

There were no items of urgent business.

**CA0422/6**

#### **Stalls**

Committee received an update on stalls confirmed for Carnival 2022. There are currently 28 stalls confirmed, DTC has received £1k of revenue to date for the stalls. Committee agreed that there is a need for a face painter, Committee were given an update on craft stalls, there is currently 8 stalls confirmed for the craft tent.

**CA0422/7**

#### **Parade Floats**

Members received an update on procession entries for Carnival 2022. There appears to be not a lot of interest in Floats so far this year, SK alongside KJ will do a push for floats after Easter. Insurance has been sourced for all floats. -

(Action: KJ to do a poster to push for floats for the carnival.)

**CA0422/8**

#### **Entertainment**

The committee received an update on entertainment for Carnival 2022. Full hardy circus has been booked, ladder walking and juggling, they will be in the parade and do 30 minutes in the area. Booked dog show with Hannah. Animal zoo has been booked which includes miniature donkeys, goats, sheep, and small animals. Lost in Translation circus go back with information awaiting further information.

(Action: SF to book Lost in Translation)

**CA0422/9**

#### **Infrastructure**

The committee received an update on Infrastructure, Portable loos are still required. South Norfolk have confirmed that the bus station can be utilized, SF to liaise with bus companies to ensure no conflict of interest. Bins to be sourced from SNC, Sue Kiddie to update at next meeting. Feather Factory have agreed to allow Carnival to use their car park for the day, a member of the team to collect the key the Friday before Carnival. Morrisons to be contacted by Tammy to contact Morrisons and Tesco to ask for them to lift charges for parking for the day. Cleaners are required for the day SF to liaise with (RL). Security guards quote sourced and awaiting one further quote to be received before a decision is made.

(Action: CK to confirm bookings for Portaloos.)

(Action: SF to speak to bus companies and Robert Ludkin.)

(Action: SK to talk to KK and GM reference large bins.)

**CA0422/10**

**Sponsorship**

The committee received an update on Sponsorship for Carnival 2022. There has been a great response to sponsorship and the committee are very pleased with the work carried out so far regarding sponsorship.

(Action: KJ to start work on Banners for Carnival).

**CA0422/11**

**Finance**

The committee received an update on Finances for Carnival 2022.

**CA0422/12**

**Promotion**

The committee discussed promotion for Carnival 2022. The promotion to date includes the octogen at the Mere showing slides of previous carnival pictures. Program will be completed by KJ and disseminated nearer the time. Diss Matters will also have a double page spread which will go out to all homes in Diss at the beginning of May. Booze Barrow to be completed in June Booze barrel tickets to be sold on 17<sup>th</sup> & 24<sup>th</sup> June at the Market to be booked in by Melissa.

(Action: KJ to work on Brochure for Carnival which needs to be delivered week commencing 6<sup>th</sup> June 2022)

(Action: KJ to liaise with Day burst to arrange delivery of brochures.)

(Action: SF to order lottery tickets and to check License to selling of tickets is in order.)

(Action: MH to book in Booze barrow sellers for the Market Place on the 17<sup>th</sup> & 24<sup>th</sup> June 2022.)

**CA0422/13**

**Progress report**

The committee noted actions on the Progress Report. Members were asked to cross off anything that had been completed and update Facebook. KJ to take updates off Facebook and put onto the report.

**CA0422/14**

**Member Updates**

The committee received updates from members not reported elsewhere on the agenda. Committee agreed that they would like the Balloon car will be in parade and doing bubble shows during the day. Committee were informed that the window dressing work has been completed and work will be completed, and that further work will be completed after Easter. Bar invites have gone out and tent to be arranged by Claire Keen. SK to arrange Cake stall 16<sup>th</sup> April and Car Boot 1<sup>st</sup> May 2022.

Volunteers needed as stewards for Carnival

(Action: SK to ask KK to contact Air Force Cadets, Army Cadets.)

(Action: SF to contact Councillors and local litter picking group to find some volunteers).

(Action: KJ to do a social post asking for volunteers).

**CA0422/15**

**Date of Future Meetings**

Members noted that the next meeting of this committee is scheduled for Monday 9<sup>th</sup> May, Monday 23<sup>rd</sup> May, Monday 6<sup>th</sup> June, Monday 20<sup>th</sup> June, Monday 27<sup>th</sup> June 2022 at 7pm.

Meeting closed at: 21:15

SUB-COMMITTEE CHAIRMAN  
C Keen



**CARNIVAL FINANCES**  
**09/05/2022**

<b>INCOME</b>	(excluding VAT)	
EMR B/F	£	8,670.73
Council Contribution	£	1,250.00
Car Boot	£	864.17
Donations	£	500.00
Cake Sale	£	337.00
	£	<u>11,621.90</u>

<i>Stallholders</i>		
Harris Hog Roast	£	108.33
Andy Garrard	£	108.33
Gosman Associates	£	41.67
Garry Bowman - Stardust S	£	66.67
D.Pretty - Wax Melts	£	66.67
Grannys Little Charms	£	66.67
Brownie & the Bean	£	66.67
M Walker - Party in a box	£	66.67
Southwold Succulant	£	41.67
Florencos coffee	£	108.33
M Dyer	£	108.33
J Paice - Craft Tent	£	20.83
Amps A&J Collettes crepes	£	108.33
Yeomans CN - Wood N Cla	£	41.67
C.Sales - Prints & Crafts	£	20.83
Caves SM	£	41.67
Mrs P A Davison - Red Pan	£	20.83
Mrs P A Davison - Cam's C	£	20.83
Andrea Hannon - Jack & Ni	£	20.83
Zarya Handmade UK	£	20.83
Heywood Sport - Bar Stalla	£	208.33
Norwich Bar (Keson-Inv Ltd	£	208.33
	£	<u>1,583.32</u>

<i>Sponsorship</i>		
Gillings of Diss	£	208.33
Midwich	£	833.33
Dipple & Conway	£	416.67
Kingsley Health Care	£	416.67
Fonemagic	£	208.33
UPP Corporation Ltd	£	416.67
Beckford & Lewis	£	208.33
Durrants	£	416.67
Priory Healthcare	£	833.33
Pearce & Kemp	£	83.33
Simply Sound & Light	£	208.33
Lexham Insurance	£	416.67
Rosedales Funeral Home	£	208.33
The Voice Squad	£	208.33
	£	<u>5,083.33</u>

Total Income £ 18,288.55

**EXPENDITURE**

<i>Admin</i>		
Car Boot Advertising	£	7.92
<i>Procession</i>		
Vibe Streets Band	£	500.00
Procession insurance	£	76.96
<i>Fun Day</i>		
Wycombe Petting Farm	£	550.00
The Foolhardy Folk	£	420.00
	£	<u>1,554.88</u>

**Balance inc prev years surplus** £ 16,733.67

**Additional Pending payment/invoice**  
**PENDING INCOME**

*Stallholders*

*Sponsorship*

£ -

**PENDING EXPENDITURE**

**P/O Number**

<i>Admin</i>		
Fatstickman banners	£	360.00 22/6146
<i>Procession</i>		
Titan	?	21/5986
Diddy Long Legs	£	300.00 22/6150
Merv Lambert traff mgt	£	598.32 22/6079
<i>Fun Day</i>		
Paul Preston Mills	£	175.00 22/6050
Premier Toilet Hire	£	480.00 22/6122
Lost in Translation	£	8,180.00 22/6121
Phoenix Events Security	£	844.20 22/6151

£ 10,937.52

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA1121/6	Election of Chairman	Committee to elect Claire Keen as Chair and Cllr Sonia Browne as Vice-Chair of the Carnival sub-committee 2022.	Carnival Committee	immediately	Completed November 21
CA1021/9	Date for Carnival 2022	To publish the new date for Carnival 2022 as Sunday 3rd July 2022.	KJ	immediately	Completed November 21
CA1121/7	Location & Theme	Committee to keep the location of Carnival at the Park with the theme 'The Great-Diss Showman'	Committee	immediately	Completed November 21
CA1121/8	Application Form	To create a new logo following agreement of theme and add this to the application form	KJ	by 01.12.21	Done
CA1121/9	Grants	To add to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1121/10	Entertainment	To have Vibe City Jazz & Samba to lead and finish parade	CK to enquire for Vibe City jazz band. SB to find details of Samba band.	by 01.12.21	done
CA1121/10	Entertainment	Contact residents wanting to ride scooters in parade	SK	by 01.12.21	done
CA1121/10	Entertainment	Contact street artists for prices	CK & SB	by 01.12.21	done
CA1121/11	Promotion	To do a publicity announcement of the date and theme in Mid-January 2022 including a press release, website page updated and social media post	CK, KJ & FM	by 10.01.22	done
CA1121/13	Member Updates	To add Window Dressing Competition, new car for Dinsdale & Mayor in parade and gazebo purchasing to next agenda	KJ	by 01.12.21	Completed 01.12.21
CA1221/6	Road Closure Forms	To complete the road closure application form for Carnival parade 2022.	KJ	by 01.04.22	Done
CA1221/7	Application Form	To add Carnival logo to all relevant forms	KJ	by 01.01.22	Done 17.12.21
CA1221/8	Health & Safety	AR and SF to complete Event Management Plan next year. A meeting will be arranged by KJ for March 2022	KJ	by 20.02.22	04.02.22 - Email sent to Sonya and Andy asking for availability to meet
		Contact Phoenix for parade security.	SF	by 20.01.22	done
CA1221/9	Grants	To complete grant applications together.	CK and SB	start in Jan 2022	Done
CA1221/10	Entertainment				
		To organise a main feature in the Parade and the Main Arena.	CK and SB		done
		To chase Samboomba by next meeting	SB	by 10.01.22	done
		To organise street artists during the day in various areas in Town and enquire for prices.	CK and SB		done

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
		To source details of bubble car to go in Parade	AR		done
		To contact previous Carnival Compere, Paul Preston-Mills	CK		done
		To source Clowns for Carnival Fun Day.	SB		
		To contact Real Stunts In Action.	CK		CK contacted- no response - enough entertainment booked now.
		To contact residents wanting to ride scooters in Parade	SK		Contacted by SK- no response
CA1221/11	Promotion	To contact Park Radio and book a promotional slot for a mid-January launch	SB	by mid-Jan	No
		To work on updating website page, social media page and press releases ready for promo launch in January.	CK/KJ/FM	by 10.01.22	Done
		To work on theme release video for social media to publicise the date and theme in mid-January.	KJ/FM	by 10.01.22	Done
CA1221/12	Sponsorship	To add Carnival 2022 logo to sponsorship forms	KJ	immediately	Done 17.12.21
CA1221/13	Shop Window Project	To contact Honoured Citizen and Junior Good Citizen winners 2021 and 2020 winner, Gloria Rowe to see if they would judge competition.	KJ	by mid-Jan	Done - Anne & Lily have confirmed they will do judging. Gloria confirmed
CA1221/16	Progress Report	To circulate progress report with committee members once updated via FB group.	KJ	by 22.12.21	Done 22.12.21
CA1221/17	Member Updates	To add the following items to the next agenda; Window dressing competition, purchasing gazebos, transport for Dinsdale & Mayor in parade.	KJ	by 06.01.22	Done 22.12.21
		To arrange craft fayre for the Carnival Fun Day- to be discussed further in Jan 2022.	SK and RW	Jan-22	done
		Share monthly to-do list with committee members	KJ	by 10.01.22	Done
CA0122/6	Window Dressing Competition	To update the previous Window Dressing Competition entry form	KJ	by 7th Feb	Done
CA0122/7	Gazebo	To get DTC to order the Gazebos in time for Carnival	DTC to order	immediately	Done- ordered 22.04.22
CA0122/8	Transport for Dinsdale & Mayor	To ask Si Gillings for the loan of his flatbed truck for transporting Mayor, Dinsdale and the Royals.	A.Rackham	immediately	Done
CA0122/9	Grants	To begin applying for grants suitable for the Carnival	CK & SB	immediately	Done
CA0122/10	Entertainment	To contact the following acts: Circus (AR), Stilt walkers (CK)	AR & CK	immediately	Ongoing
		KJ to add Carnival sound, floats and road closure/ h&s to the next agenda	KJ	immediately	Done
CA0122/11	Promotion	To upload promotion video and announcement on social media, website, press etc.	KJ	immediately	Done
CA0122/12	Sponsorship	To add the sponsorship form to website page	KJ	immediately	Done
CA0122/14	Member Updates	Contact Michelle Earp reference car park	SF	immediately	Done
		Add Carnival car boot sale to Car Boot Sales list	SF	immediately	Done



Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
General reminder	First Aid	Send Sharon from FAST details nearer to the event	CK		
CA0222/06	Parade Floats	Look at insurance for parade floats	SF	by 07.03.22	Done
CA0222/07	Road Closure	To deal with signs for road closures. County Councillor Keith Kiddie will be available to complete road closures, this work will be completed alongside the Dep TC.	SF and KK	by March 2022	
		To contact the bus station to check availability for use of space for floats on Carnival day.	KJ	by 31.03.22	Done- online enquiry form sent to SNC 31.03.22 - awaiting response
		Committee noted that Road closure at SNC need to be applied for by the end of the month.	KJ	by 1st March 2022	Done
		To contact Morrisons community champions for approval of a promo sign by Morrisons at the roundabout stating event date and time to alert shoppers.	TH to contact community champions	by May 2022	
		To complete SAG paperwork.	SF and AR	by March 2022	Not done yet - awaiting updated site map
CA0222/08	Window Dressing Competition	Add carnival email address to the entry form. On forms dates to be 7th June – 3rd July 22.	KJ	By March 2022	Done
		Email judges to agree a judging date and start contacting shops	RW	by April	ongoing
CA0222/10	Entertainment	To contact Voice Squad	TH	by March 2022	
CA0222/11	Sponsorship	To send out emails to businesses for sponsorship	KJ	by March 2022	done
CA0222/12	Promotion	To contact Park Radio	SB	by March 2022	
CA0322/8	Entertainment	Book Full Hardy Circus	CK		
CA0422/7	Parade Floats	KJ to do a poster to push for Carnival float entries	KJ		Done
CA0422/8	Entertainment	To book Lost In Translation for Carnival entertainment	SF		
CA0422/9	Infrastructure	Confirm bookings for Portaloos	CK		
		Speak to bus companies and Robert Ludkin	SF		
		Talk to KK and GM reference large bins	SK		
CA0422/10	Sponsorship	Start work on banners for Carnival sponsors	KJ		artwork reminders sent to sponsors- ordering end of April
CA0422/12	Promotion	Start working on Carnival programme which needs to be delivered w/c 6th June	KJ		ongoing- made a start 08/04/22
		Liase with Dayburst to arrange programme delivery	KJ		Done
		Order lottery tickets and check license for selling tickets is in order	SF		
		Book in booze barrow sellers for Market Place on 17th & 24th June 2022	MH		Done
CA0422/14	Member Updates	To ask KK to contact Air Force Cadets and Army Cadets	SK		
		To contact Councillors and local litter-picking group to find volunteers	SF		
		To do a social post asking for volunteers	KJ		Done