

DISS TOWN COUNCIL

MINUTES

DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 18th March 2025 at 7pm.

In attendance: Kimberley Jaynes (KJ) (Chair)
George Waterman (GW) (Vice-Chair)
Robert Ludkin (RL)
Cllr Liz Sinfield (LS)
Mary Cotton (MC)
Bob Rogers (BR)
Sue Brazier (SB)
Emily Forsdyke (EF)

- CA0325/1 Apologies**
Apologies received from Sarah Villafuerte-Richards (SV-R). No apologies from Cllr John Robertson.
- CA0325/2 Minutes**
Members considered the minutes from the last meeting of the carnival committee. It was
- Resolved:** that the minutes of the de-brief meeting on 12th February 2025 were a true record and duly signed by the Chairman.
- CA0325/3 Declarations of Interest**
There were none.
- CA0325/4 Public Participation**
One member of the public in attendance- Andy Rackham.
- CA0325/5 Items of URGENT Business**
There were no items of urgent business.
- CA0325/6 Stall Applications**
- a) Members reviewed and agreed stall applications for Diss Carnival 2025. Committee felt there was a good variety of food applicants. It was suggested to try and find Pizza, Thai and Chips to cover all options. 3 cake stalls applied and it was agreed to accept 2.
- RESOLVED: To respond to all successful stall applicants and enquire for pizza, thai and chips vendors.
(Action: KJ, reply to stallholders and research vendors, this week)
- b) Members reviewed 10 charity stall applications. It was agreed to give free charity pitches to those helping with the event and those who have not been given a free charity pitch before. All remaining applicants will be offered a pitch for the £60 charity rate. It was
- RESOLVED: To notify the 5 free charity pitch applicants and respond to remaining charities.
(Action: KJ, this week)
- c) Members reviewed 3 bar tender applications. It was
- RESOLVED: To accept 2 bar applicants and decline 1. KJ to confirm waste management and

sustainability plans for 2nd bar provider.

(Action: KJ, by next meeting)

CA0325/7 Procession

Members received an update on procession entries. 17 entries so far. 1st choice country preferences accepted for all. Following feedback from previous years, the procession order will be reviewed nearer to the event to avoid children walking behind vehicles with fumes. It was

RESOLVED: To confirm 1st choice country preferences with procession entrants.

(Action: KJ, by next meeting)

CA0325/8 Entertainment

a) Members received an update on entertainment.
It was

RESOLVED:

To confirm Bollywood Sparkles in pavilion for £100 with audience workshop.

To notify Park Radio of other entertainment performances at pavilion.

To book Kinetic Adventure for £400 to provide hands on activities and experiments for kids.

(Action: DTC, this week)

Members are keen for Tribe All fitness to perform in arena again and EF will follow up to check Amy's availability.

(Action: EF, by next meeting)

To check availability of Voice Squad for pavilion performance fitting with theme.

(Action: SV-R, by next meeting)

b) Members discussed quotes received from Find A Performer Group, Walkabout Bubble Display, Themed Interactive Living Statues, Foolhardy Circus, Bollywood Brass Band and Around the World Cabaret Show.

Committee interested in Mariachi Band Quartet from Find A Performer. Follow up to see if they would do 20 minute arena performance and also go in procession. Ask if the Chinese lion dancers would tell more of a story with their performance to engage with audience. KJ will contact Happy Palace for other potential contacts.

(Action: KJ/EF by next meeting)

Committee agreed to book Storm In A Teacup Bubble artist for walkabouts and possibly a 15 minute arena slot. EF to finalise details and send to MH for booking.

(Action: EF/MH, by next meeting)

Foolhardy Circus 'World' Show confirmed for 30 minute set in arena early on followed by circus workshop.

Quote received from Bollywood Brass Band who could do a 30 minute set in arena, be in parade and provide a dance workshop. Members agreed to follow up on price without having them in parade.

(Action: KJ, by next meeting)

Quote received from Heartbreak Entertainment for a variety of acts. Follow up for a quote to have walkabout acts 'Brazilian Carnival Juggler', 'French Mime', 'Statue of Liberty Human Statue' and include an arena performer 'Indian Dhol Drummers'.

(Action: EF, by next meeting)

It was agreed to have the Fun Dog Show in the arena. EF to follow up with Hannah's Pet Services.

(Action: EF, by next meeting)

To research giant blow up globe for display on the pavilion.

(Action: KJ/RL/AR, by next meeting)

To decline quote from Julia Charles Event Management Ltd for the Around The World Cabaret Show.

(Action: KJ, by next meeting)

CA0325/9 Sponsorship

Members received an update on sponsorship. 14 sponsors so far with a total of £3,666.67.

(Action: KJ to continue with sponsor perks, ongoing)

CA0325/10 Finances

Members received an update on finances for Diss Carnival 2025. Remaining balance is £5,528.37 which will go towards booking entertainment acts, infrastructure fees and promotional materials. Stallholders income list will be added to finance spreadsheet for next meeting.

(Action: KJ, by next meeting)

CA0325/11 Task List

Members noted updates on the Roles & Responsibilities Task List and outstanding tasks to be completed by the timescales shown.

(Action: Committee, ongoing)

CA0325/12 Member Updates

There were several updates from members not reported elsewhere on this agenda. Carnival fundraising events were discussed. The 1st Carnival committee cake sale scheduled for next week has now been cancelled due to lack of members availability. The 2nd cake sale is scheduled for 26th April and will be managed by Cllrs Liz Sinfield, Sue Kiddie and Catherine Dente.

**(Action: KJ to arrange promo poster and social posts, by 1st April.
LS/SK to confirm if CD can assist with cake sale, by next meeting)**

The Carnival Car Boot Sale is scheduled for 27th April and will be managed by George Waterman, Emily Forsdyke, Liz Sinfield, Andy Rackham, Kieran Murphy +1.

(Action: KJ to arrange promo poster and social posts, by 1st April)

The DISS sign on the MUGA can be repainted in our 2025 theme by AR. £300 is to be agreed by assets, infrastructure & events committee to fund this. Liz to follow up.

(Action: LS, by next meeting)

CA0325/13 Date of Future Meeting

Members noted the next meeting of this committee is scheduled for **Tuesday 15th April 2025 at 7pm.**

The meeting closed at: 20:43

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes