

DISS TOWN COUNCIL

MINUTES

SV-R opened the meeting in the absence of the Chair.

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 21st January 2025 at 7pm.

In attendance: Kim Jaynes (KJ)
George Waterman (GW) (Vice-Chair)
Sarah Villafuerte-Richards (SV-R)
Robert Ludkin (RL)
Cllr John Robertson (JR)
Cllr Liz Sinfield (LS)
Emily Forsdyke (EF)
Bob Rogers (BR)
Sue Brazier (SB)

CA0125/1 Apologies

Apologies were received from Cllrs Collins (DC) & Kiddie (SK), Mary Cotton (MB) and Alex Rackham (ALR). Julia Fairbrother has stepped down from the committee due to other commitments.

CA0125/2 Election of Chair

Cllr Kiddie (SK) has resigned as Chair due to ill health but is still keen to support the event by way of fundraising through cake sale, car boot and raffle. Members considered the election of a new Chair. Kimberley volunteered and George as Vice-Chair supported the motion. It was

RESOLVED: To elect Kimberley Jaynes as Chair of the Carnival Sub-Committee 2025.

KJ took over as Chair.

CA0125/3 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 26th November 2024 were a true record and duly signed by the Chairman.

CA0125/4 Declarations of Interest

There were none.

CA0125/5 Public Participation

There was one member of the public who wished to speak on a number of agenda items as they arose.

CA0125/6 Items of URGENT Business

There were no items of urgent business.

CA0125/7 Infrastructure

Members received an update on infrastructure and discussed outstanding tasks on roles and responsibilities list. Quotes have been received for first aid support and security. Committee agreed to go with F.A.S.T with a donation of £200. Two extra toilets are being ordered for the High School to aid with queueing.

SR awaits a response from South Norfolk Council regarding use of the site opposite the former John Grose site for stallholders to park vehicles.

(Action: SV-R to chase; by 11.02.25)

The Gillings vehicle is unlikely to be available to escort the Town Mayor and Dinsdale in the procession. Another truck needs to be secured and Bob agreed to speak to Dave Hines. Update task list under procession to reflect this change.

(Action: KJ / BR; by 11.02.25)

A volunteer is required to cordon off area in front of No.8 Marketplace to assist the Mayor when he gets off the vehicle in the Market Place. SR informed the committee that all members of staff have been asked to work the event so we should have more bodies around.

SK is still keen to source hamper prizes in May which is usually when she starts this process along with the cake sale / car boot close to the event date. LS is happy to assist with all these tasks. Task list to be updated accordingly.

LS confirmed she is happy to help with tasks given on roles and responsibilities list.

(Action: KJ to update task list; by 11.02.25)

It was

Resolved: 1. To book F.A.S.T with agreed donation of £200.
2. To book Phoenix Security following their quote of £1,185.
3. To order 2 more toilets from Mervyn Lambert.

(Action: Melissa; by 11.02.25)

CA0125/8

Applications and forms

a) Members reviewed the application form, terms and conditions and risk assessment form. Given the site visit to mark out the pitches estimates that we could have around 50 stalls on the Park, members agreed to keep the fees the same price as last year.

Members considered the charity stalls fee and quantity of free pitches as some small charities struggle to afford it. It was agreed that this would be reviewed again once all the applications have been received. The application form needs to be updated to state that only fully completed applications will be considered.

(Action: KJ to update form; immediately)

The proposed dates for releasing the application form (30th Jan following committee review of event terms and conditions at Wednesday meeting) and receiving all applications by 7th March to be reviewed by committee on 18th March were agreed.

(Action: KJ; immediately)

It was

Resolved: To approve the application form and Terms & Conditions (subject to amends by the Assets, Infrastructure & Events committee) and retain the fee structure from 2024.

(Action: KJ; immediately)

It was agreed that the D&D branch of the Royal British Legion will be given a free pitch because of their services in helping to organise the event and that the same is likely to apply to other supporting organisations.

(Action: KJ to update list; by 11.02.25)

It was also suggested that the Council's outdoor team could oversee the litterpicking task carried out by Cadets. Task list to be updated.

(Action: KJ to update list; by 11.02.25)

Post meeting note – A briefing sheet should be drafted for the litterpicking task to be shared with the Council litterpicking staff for input and then with cadets on the day.

(Action: RL; by 18.03.25)

- b) Members reviewed the bar tender form. Several amends were agreed including adding the request to reflect the theme in their offering (e.g. decorations / cocktails) and correcting the numbering as it skips from 3 to 5 on 2nd page. It was

Resolved: To approve the bar tender form subject to minor amendments.

(Action: KJ; immediately)

- c) Members reviewed and approved the sponsorship packages and form. Members noted the banners have been removed from the silver package to reduce the admin workload and designing of these banners. It was also agreed to amend the dedicated Facebook thank you post to social media posts & amend 4th line down to remove 'at' on the tannoy one. EF volunteered to do the Instagram sponsor shoutouts and requires Instagram log-in. It was

Resolved: to approve the sponsorship packages and form subject to minor amendments.

(Action: KJ; immediately)

CA0125/9

Procession

Members reviewed the world map and agreed an extended countries list with good coverage across the globe for procession entries. The following countries will be added to the list and application form; Canada, Peru, Nigeria, Kenya, Jamaica, Sri Lanka, Indonesia, Nepal, Hawaii and Antarctica. under Part 3 procession. It was agreed that applicants would be asked to allocate their preference 1-5 and we will try do our best to allocate one of their top 3. This may also need to be included at the top of the form under procession with a small explanation of the process to avoid lots of applicants of the same country. Different countries could be chosen so long as none are controversial. It was

Resolved: To add the 10 new countries to the list and form.

(Action: KJ; immediately)

CA0125/10

Entertainment

Members received an update on entertainment. EF has contacted a variety of providers. Replies have not yet been received from Bubblemania and KJ to send EF contact details for Sweet Treats Burlesque.

(Action: KJ; immediately)

Post meeting note – Bubblemania replied after meeting. Their vehicle is having an overhaul so will not be ready for 8th June but they can bring a bubble pole. EF will investigate further.

Bollywood Dancers Norwich will do a performance and dance workshop for £100. Phileas Fogg segway balloon performers were discussed but quite costly and may require flat land / hard surfaces. Find A Performer offers a multi-talented group who can cater entertainment for lots of different countries – walkabout, dance performance, audience participation, mix and mingle £110 travel expenses & 3 dancers & 3 themes £863.

There are options to double this depending on the programme. KJ will email EF the main arena schedule for last year so she can work with the times including factoring in for 2 x 25 fun dog shows between 1.30pm & 5.30pm.

(Action: KJ / EF; by 11.02.25)

Members agreed to confirm the compere, Paul Preston Mills' quote of £240 and book. It was

Resolved: To book compere Paul Preston Mills for £240.

(Action: Melissa; immediately)

CA0125/11 Site Layout

Members received an update on the site layout plan. Due to the park's uneven surface, a revised site layout with a slightly smaller arena moved over to the car park side of the park was proposed. The committee agreed to ask Park Radio if they wanted to host in the Pavilion with their own PA system. Jake is unlikely to be able to do the sound so Park Radio will be approached for a quote and Simply Sound for arena sound support. It was

Resolved: To approach Park Radio for quote for hosting the Pavilion and Simply Sound for arena sound support.

(Action: Melissa; by 12.02.25)

Post meeting note – SV-R met with Alex Rackham and will approach him regarding Jake's availability. Alex can also provide a large generator to service all stalls who require electricity at a small charge to stallholders (none to DTC), which will minimise fumes and trip hazards.

(Action: KJ to add to next agenda; by 12.02.25)

CA0125/12 Promotion

a) Members received an update on promotion and watched the theme teaser video for social media. It was agreed to release the teaser video on Tuesday with a keep your eyes peeled for the forms, which would be released on Thursday. It was

Resolved: To release the theme teaser video for social media on 28.01.25.

(Action: KJ; 28.01.25)

b) Members received an update on photography for Carnival 2025. Charlie Scott Bell was booked for the Christmas Lights Switch-On that didn't go ahead and can't make the 2025 date so it's proposed that he does the Carnival photography for an additional £50 fee. It was suggested that the total cost of the photography should be split between Carnival and the Switch-on. It was

Resolved: To book Charlie Scott Bell for photography and split the total cost between Carnival and Christmas Lights Switch-On.

(Action: Melissa / Sue H; by 12.02.25)

CA0125/13 Member Updates

There were no updates from members not reported elsewhere on this agenda.

CA0125/14 Date of Future Meeting

Members agreed on a list of future meeting dates for the committee: 11th February amended to Wednesday 12th Feb. All other dates as proposed - 18th Mar, 15th Apr, 13th May, 28th May 2025. An additional date may be required nearer to the event. KJ to add outlook calendar entries for the approved dates.

(Action: KJ, immediately)

The meeting closed at: 21.05.

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes