

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at Diss Town Council Offices on Tuesday 12th February 2025 at 7pm.

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

CA0225/1 Apologies

There were no apologies.

CA0225/2 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 21st January 2025 were a true record and duly signed by the Chairman.

CA0225/3 Declarations of Interest

There were none.

CA0225/4 Public Participation

There were no members of the public in attendance.

CA0225/5 Items of URGENT Business

There were no items of urgent business.

CA0225/6 Task List

Members noted updates on the Roles & Responsibilities Task List. Park Radio Ltd is happy to operate from the pavilion and their forms have been received. The Fair Green Neighbourhood Association would be willing for us to use the green for stallholder parking overspill for a donation and subject to it being manned and litter collected. Members agreed that volunteers could man the parking on entrance and exit with appropriate barrier and signage at other times. It was agreed that a £200 donation would be offered to include making a giant globe for Carnival day.

(Action: Clerk; immediately)

Morrisons has agreed to lift the three-hour parking restriction and haven't heard back from Tesco yet. Emily has a contact so could get in touch.

(Action: EF; by 18.03.25)

Liz confirmed that 55 hay bales are being provided for seating around the arena and pavilion. There was discussion regarding positioning the fire engine in the gap along Park Radio alongside the larger food stalls. Paul Preston Mills has been booked as a compere.

Robert offered to discuss the fun fair requirements with Larry Gray.

(Action: RL; by 18.03.25)

CA0225/7

Procession

- a) Members received an update on the procession entrants. Kim has sent an email out to those who have previously taken part. The emails received will be reviewed and Liz advised to follow up. It was also noted that Dave Hines has agreed to escort the Mayor and Dinsdale in a suitably decorated vehicle.

(Action: RW / LS; by 18.03.25)

- a) Members reviewed a quote received from East Angles Brass Band to lead the procession. It was

Resolved: To approve the quote of £675 for East Angles band to lead the procession.

(Action: MH; immediately)

CA0125/8

Entertainment

- a) Members received an update on entertainment. Emily advised that the updated price for the three performers across three themes / countries is £989 including travel expenses. Possible themes were discussed and it was agreed that it would be good to cross continents and have acts that weren't already involved in the procession. Members favoured the Chinese lion dance amongst others.

Each act lasted around 25 minutes last year generally including set up and close down. Emily will liaise with Find a Performer regarding the duration of acts, preferred themes and their ability to perform on grass.

(Action: EF; by 18.03.25)

It was also noted that the Finnish juggler who recently performed at No. 8 The Marketplace might be available. EF is awaiting confirmation from Tribal Fitness and Bollywood Sparkles. Robert will speak to Park Radio regarding their Battle of the Bands proposal given they have not yet moved to the Corn Hall.

(Action: EF / RL; immediately)

Members discussed the trophy presentation. There is no longer a slot on the programme given the winners were not always available so once they are located, the winners are announced during the act change over period.

The Baptist church provided free activities last year but took up considerable space in a marquee. It was agreed alternative free activities would be considered initially. There is no charge to the committee for the dog show.

It was agreed that Kim would speak to Foolhardy circus to check availability for activities by the Mere.

(Action: KJ; by 18.03.25)

The 2nd Diss SA crockery smash by the Mere is always popular. It was agreed that they usually have two pitches, one paid for. This would be considered with the other 'charity' pitch applications. It is hoped we will find additional walkabout acts and Ember the dragon.

(Action: MH; immediately)

CA0125/9

Sponsorship

Members received a verbal update on sponsorship. There has been a good initial response with a total of £1,541.67 in funds raised. Three bronze packages purchased by Pearce & Kemp, Larter & Ford & Beckford & Lewis, one x silver (Phoenix Events East) & four gold (Baileys Fish & Chips / Kings & Co Lettings, Lexham Insurance & Dipple & Conway).

Flour & Bean will be providing prizes for the raffle. Members discussed volunteers for the car boot sale on 27th April. George, Emily and Liz agreed to help and George will ask cllr Murphy and his dad as they helped last year.

(Action: GW; by 18.03.25)

George also advised on the No.8 Marketplace screen adverts where he has already promoted the monthly litter pick and Quaker Wood. There is no charge for a community event so it was agreed that the graphics would be sent to Emily for formatting a landscape advert for Carnival.

(Action: KJ / EF; by 18.03.25)

George also suggested we consider the large advertising sign near railway bridge. The costs have reduced to £60 for a week. Kim will get in touch.

(Action: KJ; by 18.03.25)

A new lettings company – Minors & Brady – who will have a Diss office opposite Flour & Bean soon emailed ref sponsorship. They asked for the Platinum package for the gold price. Members agreed that this would not be possible and Melissa will advise accordingly.

(Action: MH; immediately)

CA0225/10 Window Dressing Competition

Members agreed plans for the Window Dressing Competition and approved the entry form. Bob and Mary from the Royal British Legion would be visiting businesses in the town centre regarding entry into the window dressing competition. Forms will be printed for collection from 25th February along with two Carnival lanyards for identification purposes and a list of businesses involved previously.

(Action: Admin – AR / MH / BR / MC; by 25.02.25)

It was noted that the Platinum sponsor, Mayor & Honoured Citizen(s) & Mayor's Cadets would be approached to judge the competition with the winner receiving a trophy, an article in the Autumn/Winter issue of Diss Matters and online promotion.

CA0225/11 Publicity

Members were encouraged to share social posts and considered a proposal from Falcon Publications to produce the Carnival Programme. The Town Council already works with Falcon on Diss Matters and the Town Guide is published by them also. There was discussion regarding how it would affect the sponsors who receive adverts as part of their package.

The publication may need to be bigger to provide them the space but it mustn't be full of ads. It was agreed that Kim would liaise with Falcon and that a donation could be offered to reduce the number of ads.

(Action: KJ; immediately)

Diss Matters will be delivered in April and two pages have been set aside for the Carnival article. Some information on the entertainment acts would be required by the second week in March.

(Action: EF / KJ; by 18.03.25)

CA0225/12 Member Updates

There were several updates from members not reported elsewhere on this agenda. Fifteen stall applications have been received to date including three charity (non-fee paying) applications. Sue will apply for 1st Diss Scouts and Ruth will come in weekly to review applications and update the spreadsheet.

The Pete Gillings trophy needs to be engraved and Merryfields will return theirs.

(Action: KJ; immediately)

George has reached out to groups who may be able to volunteer including the Round Table.

Bubblemania is provide a bubble machine on a pole so it was agreed that we would look for alternative larger bubble providers.

(Action: EF; by 18.03.25)

CA0225/13 Date of Future Meeting

Members noted the next meeting of this committee is scheduled for Tuesday 18th March 2025.

The meeting closed at: 8.08pm.

SUB-COMMITTEE CHAIRMAN
Kimberley Jaynes