

NOTICE OF MEETING

Dear Members of the Public and Press,

You are invited to attend a meeting of the **Carnival Sub-Committee** to be held at the **Saracens Head** on **Monday 8th April 2019** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 14th January 2019 (copy details herewith).
3. **Declarations of Interest¹**
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 consider the stall applications received for Carnival 2019. (Copy details herewith)
7. **Procession**
To receive an update on procession entrants for Carnival 2019. (copy details herewith)
8. **Entertainment**
To receive an update on entertainment for Carnival 2019.(copy details herewith)
9. **Sponsorship**
To receive an update on sponsorship for Carnival 2019. (copy details herewith)
10. **Finance**
To receive an update on Finance for Carnival 2019. (copy details herewith)
11. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda

12. Date of Future Meeting

To note that the next meeting of this committee is scheduled for Monday 29th April 2019

Members:	Cllr S. Browne	N. Thornton-Jones	For Information:	Councillors:	
	S. French	A. Tomlin		K. Button	C. Liggett
	K. Jaynes	R. Ward		M. Crawford	J. Mason
	C. Keen	Cllr F. Wenman		M. Gibson	S. Olander
	S. Kiddie			N. Howard	E. Taylor
				K. Kiddie	T. Wenman
				A. Kitchen	

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

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 4th March 2019 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair
Sue Kiddie (SK)
Claire Keen (CK)
Kimberley Jaynes (KJ)
Cllr Sonia Browne (SB)
Amy Tomlin (AT)

CA0319/1

Apologies

Apologies received from Sonya French (SF), Ruth Ward (RW) and Fiona Wenman (FW).

CA0319/2

Minutes

It was

RESOLVED: That the minutes of the meeting on 14th January 2019 were a true record and duly signed by the Chairman.

CA0319/3

Declarations of Interest

There were none.

CA0319/4

Public Participation

There were none.

CA0319/5

Items of URGENT business

There were none.

CA0319/6

Stalls

Members considered the stall applications received for Carnival 2019 & there was discussion around sourcing more craft stall activities for younger children & charity stalls. It was agreed that these organisations would be contacted:

- a) Sunshine Artists - To be chased up by CK
- b) Lisa Elvish Vintage Recycled Fabrics - To be chased up by KJ
- c) Dinky Donuts - To be chased up by KJ
- d) The Children's Centre, forest school and imps would be contacted by CK & AT
- e) Bucket List', a chip toppings company reference a pitch (CK)
- f) KJ to request more information from Diss Knit & Natter Group reference their charity pitch request
(Action: CK, KJ and AT, by 18.03.19)

It was

RESOLVED: to approve 2nd Diss Scout Group's request for a charity pitch with vehicle sizes to be confirmed.

(Action: KJ, by 18.03.19)

CA0319/7 Procession

Members received an update on procession entrants. It was noted that 21 procession entrants have been signed up so far. KJ to add Heywood Sports Centre and Roydon Primary School to the procession entries, SK to chase Pink Ladies Tractor Club & NT-J to contact the Gillings family to discuss ideas for keeping Pete Gillings' memory alive in Carnival 2019. It was

RESOLVED: That SK will contact procession entrants from Carnival 2018 regarding involvement in 2019.

(Action:KJ, SK, NT-J, by 18.03.19)

CA0319/8

Entertainment

Members received an update on entertainment for Carnival 2019. It was agreed that:

- (a) The Fun Dog Show will be organised by Hannah Defoe (CK)

- (b) A meeting would be arranged with Larry Gray to discuss Fun Fair plans and inflatable options. (NT-J/CK)
 - (c) A meeting would be scheduled with Amy Bobbins to discuss Carnival Games
 - (d) Hosting will be carried out by a variety of comperes in the Main Arena (CK)
 - (e) Stilt Walkers would take part in the procession and be in the Funday (NT-J)
 - (f) Wildlife Displays from Carnival 2018 be approached to host an animal encounter (CK).
- (Action: NT-J and CK, by 18.03.19)**

CA0319/9

Grants

Members received an update on progress of grant applications for Carnival 2019. It was noted that the Tesco Bags for Help funding bid outcome was awaited.

CA0319/10

Sponsorship

Members received an update on Sponsorship. It was noted that there are currently 8 sponsors confirmed for Diss Carnival 2019. It was

RESOLVED: To approach businesses for sponsorship packages.

(Action: NT-J, AT & CK by 18.03.19)

CA0319/11

Window Dressing Competition

Members discussed how and when to start approaching Window Dressing Competition entrants. It was agreed that RW would contact local businesses.

RESOLVED: That promotion of the Window Dressing competition would start immediately utilising social media.

(Action: KJ & RW; by April)

CA0319/12

Security

Members received an update on security. A proposal was considered which included 6 security staff between 11:30am-6:30pm. It was agreed that Norse Security would be contacted regarding hire of 25 radios for committee members, volunteers and security. It was

RESOLVED: That Phoenix East Security provide security for Diss Carnival 2019.

(Action: KJ; immediately)

CA0319/13

Finance

Members received an update on Finance for Carnival 2019 & KJ to confirm that the accounts are up-to-date.

(Action: KJ; immediately)

CA0319/14

Member Updates

Members received updates from committee members not reported elsewhere on the agenda. Park Radio has agreed to give airtime to members for the promotion of Diss Carnival. It was suggested that it would be good to invite Amy Bobbins and Alan Franks on air to discuss their involvement.

(Action: CK; by end of March)

It was agreed that Mervyn Lambert would be approached regarding traffic management & toilet provision.

(Action: NT-J; by end of March)

There was an update on car parking arrangements for procession vehicles and it was noted that enquiries have been made into use of the bus station. SK will speak to KK for further information. NT-J confirmed use of the Feather Factory car park and grassed area.

(Action: SK; immediately)

CA0319/15

Date of Future Meeting

Members noted that the next meeting of this committee will be held at 7pm on 18th March 2019.

Meeting closed at 9.10pm.

SUB-COMMITTEE CHAIRMAN

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 18th March 2019 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair
Sue Kiddie (SK)
Claire Keen (CK)
Kimberley Jaynes (KJ)
Cllr Sonia Browne (SB)

CA0319/1 Apologies

Apologies were received from Sonya French (SF), Amy Tomlin (AT), Ruth Ward (RW) and Fiona Wenman (FW).

CA0319/2 Minutes

It was

RESOLVED: That the minutes of the meeting on 4th March 2019 were a true record and duly signed by the Chairman.

CA0319/3 Declarations of Interest

There were none.

CA0319/4 Public Participation

There were none.

CA0319/5 Items of URGENT business

There were none.

CA0319/6 Stalls

Members considered the stall applications received for Carnival 2019. It was agreed that NT-J would offer a pitch fee of £50 to Just Add Kids, which provide children's creative fun with slime, CK would chase the Forest School & CK and KJ would follow up with Vette's Veggie Van, Rotary Club, Cadets and South Norfolk Council regarding their interest.

(Action: NT-J, CK & KJ by 08.04.19)

CA0319/7 Procession

Members received an update on procession entrants for Carnival 2019. Members noted they are still awaiting a response from the Classic Car group & whether they will be having vehicles on the Park car park. SK will follow up with Hope Church, Diss Kindness Club & Diamond Dogs Creche & 2018 procession entrants. It was

RESOLVED: that confirmation emails would be sent to all procession entrants for Carnival 2019, informing them of their arrival times.

(Action: SK, CK and KJ by 29.04.19)

CA0319/8 Entertainment

Members received an update on entertainment for Carnival 2019. The trophy centre will be contacted by NT-J to arrange a cup for the Pete Gillings cup & last year Carnival trophy winners to be contacted to request return of all trophies. The committee noted that volunteers are needed to run the pole joust and rodeo bull. SB will approach Diss & District Rotary Club and the Corn Hall volunteers.

Members noted that NT-J and CK have scheduled a meeting with Larry Gray on 4th April to discuss Funfair plans and inflatables. The Fun Day opening times were discussed & main arena acts and performance timings were agreed. CK will speak to Horace Bunton to confirm if his team are volunteering again this year. KJ to speak to Council's Maintenance Manager to discuss promotional signs on the Park ahead of the Car Boot Sale.

(Action: NT-J, SB, CK, KJ by 08.04.19)

It was

RESOLVED: That the Fun day entertainment would start at 1.30pm & finish at 5.30pm & the main arena performance timings would take place as follows:

- Announcements for trophy winners
- Vibe City Street Brass Band (1 x 20 min performance)
- Dino Hire (1 x 20 min)
- Taiko Drummers (1 x 20 min)
- Fun Dog Show (2 x 20 min)
- Jungle Body (1 x 10 min)
- Carnival Games (3 x 20 min)
- Drill Off (1 x 20 min)

(Action: NT-J, CK by 29.04.19)

CA0319/09 Sponsorship

Members received an update on sponsorship. The committee noted an increase in sponsors signed up for Carnival 2019. KJ informed the committee that including sponsorship, grants and donations, there is a current total income of £8,150. KJ will respond to Steeles Law to confirm their recent request to be a Bronze sponsor & chase up with Lexham Insurance following their registered interest. KJ to request that RW speaks to Stephanie Hare to follow up on sponsorship from last year. CK will chase Will Allen following his interest in sponsoring and NT-J will approach Sawmills Road businesses with sponsorship forms.

(Action: KJ, CK and NT-J by 08.04.19)

CA0319/10 Promotion of Diss Carnival 2019

Members discussed promotion of Diss Carnival 2019. It was agreed that CK and KJ will work together on producing articles for Diss Mercury. KJ will continue to promote Carnival 2019 via social media and will enquire with local magazines about including Carnival in their events articles. KJ will request a copy of the T-Rex video from Dino Hire for use on our Facebook page as a teaser.

(Action: CK, KJ by 29.04.19)

CA0319/11 Member Updates

Members received updates from committee members not reported elsewhere on the agenda. The committee noted that Fred Flintstone inflatable has been booked and KJ will arrange for payment to be made at the agreed price of £540. SB will liaise with Andy Rackham regarding his suggestion of a 'Pre-DISS-toric' display on the Mere. SK confirmed she will be having a stall on the market on 24th May, 31st May and 7th June to promote the Booze Barrow raffle. SK to liaise with DTC office regarding paperwork for this.

(Action: KJ, SB and SK by 08.04.19)

Members noted that 2 large commercial bins can be hired for Carnival for £130 and District Cllr Keith Kiddie is looking into using some of his grant money to fund this.

The committee noted that NT-J and CK had visited the Gillings family to discuss ideas for remembering the late Pete Gillings at Carnival 2019. It was confirmed that Pete's car would be driven in the procession by his daughter and the Co-op Funeral care will be running a competition to 'Guess how many balloons are in the rainbow hearse' with money raised going to EACH (Pete's chosen charity). NT-J will source a prize from a local business connected to Pete. KJ will liaise with Co-op Funeralcare on their plans for running and promoting the competition. The committee discussed plans to introduce the PG Trophy in memory of Pete for the procession winners and the Gillings family were very encouraging. CK and KJ will create a press release for the Diss Mercury.

(Action: NT-J, CK, KJ by 29.04.19)

CA0319/12 Date of Future Meeting

Members noted that the next meeting of this committee will be held at 7pm on 8th April 2019 with future meetings scheduled for 29th April, 13th May, 28th May and 3rd June leading up to Carnival day.

Meeting closed at 21:20pm.

Natalie Thornton-Jones
SUB-COMMITTEE CHAIRMAN

Confirmed Non Food Stalls

Stall Name	Contact	Type of Stall	Form/RA	PL	Paid	Notes
Hop Skip and Jump	James Langford	Bouncy Castle	Yes	Yes		CANCELLED 19/2/19 Nat approaching Little Jumpers
Priory Healthcare	Sara Forder	Games, Tombola	Yes			Confirmation email sent 23/1/19
Granny's Little Charms	Jasmine Tobias	Shabby Chic handmade items	Yes	Yes	Yes 12557	Complete. Confirmation email sent 23/1/19
Fair Green Fish Bar	Cemal					Interested in having a stall and float- Claire will speak to Cemal.
East Anglia Air Ambulance	Ben Walker/Vicki George	Rapid Response vehicle, character cut out, activities and 'have-a-go' training	Yes	Yes (but will send new one in March)	n/a	Free charity pitch confirmed. Confirmation email sent 23/1/19
SERV Norfolk Blood Bikes	Angela Spencer	Charity stall with motorbike	Yes	Yes	Charity pitch	Parade entry- car and 2 bikes plus 6 walking group Confirmation email sent 23/1/19
Recycled vintage fabric items	Lisa Jane Elvish	Craft items made from vintage fabrics				Emailed her app form and risk assessment 4/12. Chased up 23/1/19 as not received any forms back
Travelling Natural History Museum	Peter Ta-Bois	(see entertainment section for details)	Yes	Yes		Pitch size to be confirmed. Nat confirmed entertainment and pitch 16/1/19

Diss Cyclathon	Alan Franks	Cyclathon stall getting people to register	Yes	Use PL from event cover	Pitch included as part of their donation	John Grose car in procession, gazebo/stall – Confirmation email sent 23/1/19. Awaiting reply to see if John Grose car will go on park after procession...
Friends of Chernobyl's Children	Susannah Dyer	3 games- pick a bag, pick a card, jam jar tombola plus info about our Diss group	Yes	Yes	Charity Pitch	Confirmation email sent 23/1/19
Durrants	Anna Wimpenny		Need R/A	PL expires in May so will send new one in June	Yes	6 x 3 pitch (and sponsoring silver package!) PAID
Dipple & Conway	Matthew Conway					FREE PITCH as part of their Platinum sponsorship package.
Diss Knit & Natter Group	Heather Chamberlain	Selection of handmade knitted items			Requested charity pitch	PENDING- CONSIDER AT NEXT COMMITTEE MEETING AS THEY WANT A CHARITY PITCH!
2 nd Diss Scout Group	Rebecca Goddard					PENDING- CONSIDER AT NEXT COMMITTEE MEETING AS THEY WANT A CHARITY PITCH

Confirmed Food Stalls

Stall Name	Contact	Type of Stall	RA	PL	LA Reg Cert	Paid	Notes
Harris' Hog Roast	Dave Harris	Hog Roast food	Yes	Yes	Yes	Yes	Paid cheque £130. Confirmation email sent 23/1/19
Risi Bici Coffee	Simon Risi	Coffee, Pizza, Pasta	Yes	Yes	Yes	Yes	Paid £220 pitch size is 6 x 6 so came to an agreement on price. Confirmation email sent 23/1/19
Gourmet Grub	Emma Cross	Hotdogs and burgers	Yes	Yes	Yes		Confirmation email sent 23/1/19 -chasing payment
Party In A Box	Melanie Walker	Chocolate fountain, cakes and candy floss	Yes	Yes	Yes	Paid £80 6.12.18	Confirmation email sent 23/1/19
The Food Dude	James Watts	Hot crepes, waffles on sticks	Yes	Yes	Yes	Yes	Confirmation email sent 23/1/19
Katherine's Kitchen This is a different person to Katie's Kitchen!!!	Katherine	Cakes, scotch eggs etc	Yes	Yes	Yes	Paid 4.1.19	Confirmation email sent 23/1/19
Andy Hotdog	Andy	Hotdogs	Yes	Yes	Yes	Yes, paid £130	Confirmation email sent 23/1/19

Park Pavillion	Keith Canham	Tea, Coffee and Ice Creams					Confirmed 23/1/19
Aya Cuisine	Tracy Terry	Authentic Punjabi Cuisine, Curries, rices, samsosa, pakora	Yes	Yes	Yes	BACS details sent 11/2	Confirmed 11/2/19
All Fudged Up	Kate Thurston	Fudge	Yes	Yes	Yes	Yes BACS	Confirmation email sent 23/1/19
Bala Chang	Robert Dale	Asian Food	Yes	Yes	Yes	Paying by BACS	Confirmation email sent 28/1/19

Bar Tender Applications

Name	Contact	Providing	Financial Offer
The Bar Company	Emma Cross	£250 payment upfront for 25% profit share agreement	Emma happy to do this- confirmed 23/1/19

Parade Confirmations

Name	Contact	Notes
Vibe City Street Brass Band		
Priory Healthcare	Sara Smith	Walking Group (form received)
Corn Hall (registered interest)	Angela Sykes	

Stephen Alleyne (Flax Farm)		Tractor and Trailer
Cyclathon (John Grose car)	Alan Franks	
SERV Norfolk Blood Bikes	Angela Spencer	2 Motorbikes or a car (tbc) Awaiting form
The Old Ram Tractor Club	Janine Jarrett	5 classic tractors and 1 trailer- form received. (forms received)
De Lucy House	Charlotte Ruddy	Minibus and Walking Group with wheelchairs (10-15 people approx) -Carnival King & Queen from De Lucy House (form received)
Merryfields Playschool	Sharon Everett	1 Tractor and Trailer for 1 community group (form received)
2 Dinosaurs (to be placed behind Vibe City Street Brass Band)		
2 nd Diss Scout Group	Rebecca Goddard	Float in procession- also interested in having a stall
Frames & Conservatories Direct	Gavin	Registered an interest in having a float in procession 12/2/19 (Kim spoke to him on phone and sent forms via email)
Diss Co-op FuneralCare	Kirsty	Willing to donate 2 vehicles and 2 drivers for use in the procession: A 6 seater limousine and a Rainbow-coloured hearse with 2 seats in the back and a passenger seat in the front. Possibly running balloon competition in the hearse to raise money for Pete Gillings' charity.

Monterey Dancers	Melissa Hawkes	Group of walking dancers
Twilights Twirlers Majorettes	Sam Miller	Majorettes walking group plus car for music and a safety car.

Sponsors

Name	Contact	Sponsorship Package	Notes
Bressingham Beauty	Joanna Hearle	BRONZE £100	PAID BACS 11/2/19
Durrants	Anna Wimpenny	SILVER £250	And having stall. PAID
Lexham Insurance			
Dipple & Conway	Matthew	PLATINUM £1000	
The Greyhound	Dale Edwards	SILVER £250	
Phoenix Events East	Adam Harding	SILVER £250	
Scrutton Bland	Elizabeth	BRONZE £100	
Keith Kiddie (individual donation)		£100	Remind him once back from his hols

Security Quotes

Name	Contact	Quote	Notes
Phoenix Events East	Adam Harding	£650 No VAT	Includes 6 staff from 11.30-6.30pm – can also do traffic management, marshalling if needed and want to sponsor!!

Entertainment

Name	Contact	Providing	Notes
Will Lord Prehistoric Experiences	Will Lord	Demonstrations, workshops-caveman experiences, props	£850 for whole day (25% deposit)
Vibe City Street Brass Band Dino Hire			Involvement in main arena and procession. T-Rex being made too!
Taiko Drummers	Alice Kemp-Welch	- a performance of around 20 mins, or 10 mins, or two at slightly different times of the day - a participatory workshop of anything between 15 - 40 mins	Van hire would work out around £100 inc. petrol to bring all the drums and performers. Any performance/workshop fees would be additional, approx. £50 per session (performance and/or workshop).
Norfolk Greyhound Rescue Airtech Inflatables	Arthur	Fred Flinstone Inflatable (Giant) -Triceratops 7ft long x 5ft high -Spinosaurus and T Rex Head	£300? -Insurance received

Travelling Natural History Museum	Peter Ta'Bois	-Pterodactyl 6ft wing span-hanging on a stand -Minmi- 6ft long -Brachiosaurus 3ft long -2 large boxes of fossils -A sand box where children can use brushes to dig away to find fossils -Talks upon each hour for 20 minutes engaging the crowds with all things dinosaur!	£550.00 for all
Stilt Walkers	Diddy Nicky		£300 for 2 stilt walkers in procession and 2 sets on the park.

Hosts/ Sound Providers

Name	Contact	Providing	Notes
Simply Sound	Simeon Playford	4 corner speakers, 3 standing mics, 2 roaming mics and a simple sound system	£300 + VAT
Park Radio	Chris Moyse	Compere for a short period	

