

**TOWN CLERK**  
Miss Sarah Richards

**DISS TOWN COUNCIL**  
11-12 Market Hill,  
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Please ask for: Ms Sonya French  
Our ref: CE (sub) 18.03.19  
Date: 14 March 2019

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

Dear Members,  
You are invited to attend a meeting of the **Carnival Sub-Committee** to be held at the **Saracens Head** on **Monday 18<sup>th</sup> March 2019** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

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## **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> March 2019.
  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 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. **Promotion of Diss Carnival 2019**  
To discuss a plan of action on promoting Diss Carnival 2019 through social media, the Press and Park Radio in the lead up to the event.
  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 22<sup>nd</sup> April 2019.
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<b>Members:</b>	Cllr S. Browne S. French K. Jaynes C. Keen S. Kiddie	N. Thornton-Jones A. Tomlin R. Ward Cllr F. Wenman	<b>For Information:</b>	<b>Councillors:</b> K. Button M. Crawford M. Gibson N. Howard K. Kiddie A. Kitchen	C. Liggett J. Mason S. Olander E. Taylor T. Wenman
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**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.*

## 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
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
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
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. John Grose car will be in parade and needs to go on park beside stall afterwards.

Contract Personnel	Nate				Pitch included as part of sponsor package	Sponsoring GOLD package- free pitch included! Details about stall and public liability awaiting.
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			Charity Pitch approved	Awaiting paperwork
2 <sup>nd</sup> Diss Scout Group	Rebecca Goddard				Charity pitch approved	Awaiting paperwork/ details of their vehicle size for procession

Frames & Conservatories Direct Ltd						Interested in having a stall and sponsoring us. Will complete forms and send in. Chased up 13/3- still interested and will get forms soon.
Co-op Funeralcare	Natalie	Info on their services, raffle, hamper, competition with rainbow hearse	Yes	Yes	Yes- paid cheque 12696	Having rainbow hearse and limousine in procession- want to park these next to pitch on Park.
Sunshine Artists	Hayley and Pete	Face Painting, Glitter, Temporary Tattoos, Hair Braiding				Claire chasing up forms 5/3/19- they have confirmed they're coming and forms will be posted soon 13/3/19
Dino Hire						In procession, doing entertainment and having a pitch
Fun Dog Show Registration stand	Hannah Defoe	Registration desk for Dog Show				Claire chasing for more info and paperwork
Spire Solicitors	Rachel Linder	Promotional stand with lucky dip and raffle	Yes	Yes	Paying by BACS	Also sponsored Bronze package and entering team in carnival games.
Pole Joust and Rodeo Bull	Barry Dye					Details in 'Entertainment' section

Wildlife Displays	Bryan	Animal encounters as provided last year				Details in 'Entertainment' section
Spire Solicitors	Rachel	Promotional stand, lucky dip etc				

## 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 <b>This is a different person to Katie's Kitchen!!!</b>	Katherine Thurston	Cakes, scotch eggs etc	Yes	Yes	Yes	Paid £80 12763	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 & S.Karim	Authentic Punjabi Cuisine, Curries, rices, samsosa, pakora	Yes	Yes	Yes	Paid £130 by BACS	Confirmed 11/2/19
All Fudged Up	Kate Thurston	Fudge	Yes	Yes	Yes	Paid £50 12673	Confirmation email sent 23/1/19
Bala Chang	Robert Dale	Asian Food	Yes	Yes	Yes	Paying by BACS	Confirmation email sent 28/1/19
Bucket List	Nathan Boon	Chips served in buckets with a variety of homemade toppings					Sent application form 5/3/19
Debbie's Dinky Donuts	Debbie Thatcher	Donuts					Kim sent email to her 5/3/19 to chase if interested in having a pitch

## Bar Tender Applications

Name	Contact	Providing	Financial Offer
The Bar Company	Emma Cross	£250 payment upfront for 25% profit share agreement	Emma paid £250 04.03.19 via BACS.

## Parade Confirmations

Name	Contact	Notes
Vibe City Street Brass Band		
Priory Healthcare	Sara Smith	Walking Group (form received)
Corn Hall (registered interest)	Angela Sykes	Tractor and Trailer
Stephen Alleyne (Flax Farm)		
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) form received. -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 <sup>nd</sup> 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.
Heywood Sports	Amy Bobbins	Jungle Tribute to dance/walk in procession
Roydon Primary School		Nat/Amy Tomlin speaking to organiser

1940s re-enactment	David & Julie	Vehicle
Pat		Elderly gentleman with decorated bicycle
Stiltwalkers- 1 caveman and woman		
Park Radio	Chris Moyse and Team	1 vehicle
Safe Hands Day Nursery	Victoria Howell	Walking Group, Under 20 people.
The Red Hat Society	Wendy Sokanovic	Walking Group, Approx 8-10 ladies. Form received.

## Sponsors

Name	Contact	Sponsorship Package	Notes
Bressingham Beauty	Joanna Hearle	BRONZE £100	PAID 4/2/19 12684
Durrants	Anna Wimpenny	SILVER £250	And having stall. PAID
Lexham Insurance			Chased up if interested? Heard nothing back... 8/3/19
Dipple & Conway	Matthew	PLATINUM £1000	PAID
The Greyhound	Dale Edwards	SILVER £250	PAID 12665

Phoenix Events East	Adam Harding	SILVER £250	
Scrutton Bland	Elizabeth	BRONZE £100	PAID 12691
Morgan Price		SILVER £250	PAID 12955
Keith Kiddie (individual donation)		£100	Remind him once back from his hols
Frames & Conservatories Direct			They spoke to Melissa on the phone with an interest in having a stall and possibly sponsoring... chase up once we receive forms.
N S Hughes	Neil Hughes	SILVER £250	
Spire Solicitors	Rachel Linder	BRONZE £100	Also having a stall and team in the games- paperwork received
Contract Personnel	Nate Southwood	GOLD £500	

## 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		20 minute showcase in main arena	
Dino Hire		20 minutes in main arena and 2 x 20 minute walkabout 'meet the dinosaurs' sessions.	Involvement in main arena and procession. T-Rex being made too! They will have a stall also.
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).
Airtech Inflatables	Arthur	Fred Flinstone Inflatable (Giant)	Insurance and risk assessment received
Travelling Natural History Museum	Peter Ta'Bois	-Triceratops 7ft long x 5ft high -Spinosaurus and T Rex Head -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	£550.00 for all

Stilt Walkers	Diddy Nicky	with all things dinosaur!	£300 for 2 stilt walkers in procession and 2 sets on the park.
Fun Dog Show	Hannah Defoe (Hannah's Pet Services)		
Diss Carnival Games	Amy Bobbins		Details to be discussed TEAMS: Spire Solicitors
Wildlife Displays	Bryan	Animal encounters- Claire organising	P/O number 18/5011 - £550.00 agreed to pay
Barry Dye Entertainment Hire		Rodeo Bull and Pole Joust	P/O number 18/5010 – Agreed to pay £425 + VAT.

## 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	

Extra notes -Carnival King & Queen :  
Joanne Hearle (Bressingham Beauty Salon) will do makeover/facials for King & Queen.  
Katie's Kitchen will do afternoon tea for both prior to the Carnival day.

