

NOTICE OF MEETING

Dear Members of the Public and Press,
You are cordially invited to attend a meeting of the **Carnival Sub-Committee** to be held at the **Saracens Head** on **Monday 20th May 2019** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

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 13th May 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. **Procession**
To receive an update on Procession entrants for Diss Carnival 2019. (copy details herewith)
 - a) To discuss proceedings of the procession for Carnival 2019.
 - b) To discuss volunteers for the procession.
 - c) To discuss and approve the procession order for Carnival 2019.
 - d) To discuss and approve judges for the procession.
7. **Member Updates**
To receive updates from committee members not reported elsewhere on this agenda.
8. **Date of Future Meeting**
To note that the next meeting of this committee is scheduled for Tuesday 28th May 2019.

Members: Cllr S. Browne N. Thornton-Jones
 S. French A. Tomlin
 K. Jaynes R. Ward
 C. Keen Cllr F. Wenman
 S. Kiddie

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 13th May 2019 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair
Claire Keen (CK) -Vice Chair
Sue Kiddie (SK)
Sonya French (SF) – Deputy Town Clerk
Kimberley Jaynes (KJ)
Cllr Sonia Browne (SB)

CA0519/1 Apologies

Apologies were received from Ruth Ward (RW).

CA0519/2 Minutes

It was

RESOLVED: That the minutes of the meeting on 29th April 2019 were a true record and duly signed by the Chairman.

CA0519/3 Declarations of Interest

There were none.

CA0519/4 Public Participation

There were none.

CA0519/5 Items of URGENT business

There were none.

CA0519/6 Stalls

Members agreed that all stalls were now agreed upon, several stalls to chase for payment.

(Action: KJ to chase)

CA0519/7 Procession

26 entrants agreed for procession.

CA0519/8 Finance

Figures were looked at by the committee, VAT was highlighted to be looked at by Deputy Town Clerk.

(Action: DTC to chase)

CA0519/9 Member Updates

Members received updates from committee members not reported elsewhere.

CA0519/10 Date of Future Meeting

Members noted that the next meeting of this committee is scheduled for Monday 20th May 2019.

Meeting closed at 20:45

SUB-COMMITTEE CHAIRMAN
N-Thornton-Jones

Non Food Stalls

Stall Name	Contact	Type of Stall	Forms	PL	Paid	Notes
Priory Healthcare	Sara Forder	Games, Tombola	Yes	NEED	NEED £80	Confirmation email sent 23/1/19. 15/5/19 They requested us to send an invoice so they can pay by BACS.
Granny's Little Charms	Jasmine Tobias	Shabby Chic handmade items	Yes	Yes	Yes 12557	COMPLETE
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	COMPLETE. Free charity pitch confirmed.
SERV Norfolk Blood Bikes	Angela Spencer	Charity stall with motorbike	Yes	Yes	Charity pitch	COMPLETE. Parade entry- car and 2 bikes plus 6 walking group
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	COMPLETE. John Grose car in procession, gazebo/stall – John Grose car will be in parade and needs to go on park beside stall afterwards.
Contract Personnel	Nate				PAID. 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	COMPLETE.

Durrants	Anna Wimpenny		Need R/A	NEED P/L - 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	Yes	yes	Charity Pitch approved	Paperwork received
2 nd Diss Scout Group	Rebecca Goddard	Crockery smash stall	Yes	Yes	Charity pitch approved	COMPLETE. Paperwork received.
Frames & Conservatories Direct Ltd	Gavin & Nikki	Billboard display van on park				Sponsoring GOLD package including pitch -also going in procession
Co-op Funeralcare	Natalie	Info on their services, raffle, hamper, competition with rainbow hearse	Yes	Yes	Yes- paid cheque 12696	COMPLETE. Having rainbow hearse and limousine in procession- want to park these next to pitch on Park. Balloon competition in hearse – Prize is voucher from Brome Grange
Sunshine Artists	Hayley and Pete	Face Painting, Glitter, Temporary Tattoos, Hair Braiding	Yes	Yes	Yes, paid 12966	COMPLETE. Forms received
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	PAID	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
Diss Rugby Club	Sue English					Interested in having a stall (also in procession) -forms sent 14/3/19
Police	PC Jim Squires	Information stand	Yes	Yes	Free stall	COMPLETE. No horses coming this year.
Just Add Kids	Sarah	Slime creations/ children's craft area				Nat agreed £50 fee with her and sent forms. Payment will be made by BACS under the reference JAK – £50 paid 28.3.19 12993
Diss Retro Cars and Vehicles	Chris Coe	Vintage vehicles				He contacted us on Facebook to see if we would be interested in having them at the Fun Day and in procession. Nat will contact him to discuss further.
Royal British Legion	Jim Bidwell		Yes	Yes	Fee agreed for £30	COMPLETE. Paid 12805
Brome Grange	Charli Harvey	Promoting Hotel	Yes	Yes		Paid 26.4.19 12834
Bird of Prey Charity	Denise Elyot	Cut the cards Stall @ 50p a go	Yes	Yes	Charity pitch	Forms received 25.04.19- Will donate bottle of booze
Norfolk Army Cadet Force	Peter Frewin	Recruitment stand	Yes			
Montgomerie Lodge	Neil Morley	Promoting the lodge and running small competition	Yes	New PL will be sent shortly	Paid 12804 £50	Awaiting new Public Liability copy in May
Diss Sqn Air Training Corps	Ben Rogers	Tent with Flight Sim (14ft wide and double the depth)				They will also assist with bucket collections in parade
1 st Diss Rainbows & Brownies 2 nd Diss Guides & Rangers 1 st Diss Scouts	Helen Bowman	Stall with activities				Charity Pitch?
Fire Brigade	Harry Powell	Fire Engine				Involved in procession and then parking vehicle at Fun Day after

Diss & District Rotary	Alison Bannister	Free stall as volunteering with parking				Agreed free pitch- Have requested pitch next to Park Radio as they don't have anyone to monitor the table. ALSO VOLUNTEERING WITH PARKING. FORM RECEIVED.
Gourmet Doughnuts	Tracey Mobbs	Selling doughnuts only				Enquired for a pitch – forms sent. 14/5/19

Food Stalls

Stall Name	Contact	Type of Stall	RA	PL	Paid	Notes
Harris' Hog Roast	Dave Harris	Hog Roast food	Yes	Yes	Yes	Paid cheque £130. COMPLETE
Risi Bici Coffee	Simon Risi	Coffee, Pizza, Pasta	Yes	Yes	Yes	Paid £220 pitch size is 6 x 6 so came to an agreement on price. COMPLETE
Gourmet Grub	Emma Cross	Hotdogs and burgers	Yes	Yes		Confirmation email sent 23/1/19 -chasing payment
Party In A Box	Melanie Walker	Chocolate fountain, cakes and candy floss	Yes	Yes	Paid £80 6.12.18	COMPLETE
The Food Dude	James Watts	Hot crepes, waffles on sticks	Yes	Yes	Yes	COMPLETE
Katherine's Kitchen <i>This is a different person to Katie's Kitchen!!!</i>	Katherine Thurston	Cakes, scotch eggs etc	Yes	Yes	Paid £80 12763	COMPLETE
Andy Hotdog	Andy	Hotdogs	Yes	Yes	Yes, paid £130	COMPLETE
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	Paid £130 by BACS	COMPLETE
All Fudged Up	Kate Thurston	Fudge	Yes	Yes	Paid £50 12673	COMPLETE

Bala Chang	Robert Dale	Asian Food	Yes	Yes	Paying by BACS	Confirmation email sent 28/1/19 - AWAITING PAYMENT
Bucket List	Nathan Boon	Chips served in buckets with a variety of homemade toppings	Yes	Awaiting p/l		Forms received

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
Dinsdale & Mayor in Gillings car		
Vibe City Street Brass Band		
Priory Healthcare Stephen Alleyne (Flax Farm)	Sara Smith	Walking Group FORM RECEIVED. Tractor and Trailer. FORM RECEIVED
Cyclathon (John Grose car)	Alan Franks	FORM RECEIVED
SERV Norfolk Blood Bikes	Angela Spencer	2 Motorbikes or a car (tbc) FORM RECEIVED.
The Old Ram Tractor Club	Janine Jarrett	5 classic tractors and 1 trailer-FORM 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 FORMS 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	ARTIC LORRY- OVERSIZED. Float in procession- also having stall. Forms received.
Frames & Conservatories Direct	Gavin	Vehicle in procession and stall with billboard display van on the park
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. Also wanting to have a Horse!? Possibly running balloon competition in the hearse to raise money for Pete Gillings' charity. FORM RECEIVED
Monterey Dancers	Melissa Hawkes	Group of walking dancers with Vintage Lorry
Twilights Twirlers Majorettes	Sam Miller	Majorettes walking group plus car for music and a safety car. FORM RECEIVED
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		
Safe Hands Day Nursery	Victoria Howell	Walking Group, Under 20 people. FORM RECEIVED
The Red Hat Society	Wendy Sokanovic	Walking Group, Approx 8-10 ladies. FORM RECEIVED
Diss Rugby Club	Sue English	Walking Group

Invidia Voices Choir	Becky Chapman/Chris Chamberlain	Vehicle with Walking Group – 10-15 people
Make A Memory Event	Theatre/Stage school	Tractor and Trailer with walking group of 20 people
Callum Doe		Lamborghini driven by Nick (Nat's husband)
Greasepaint Academy		Will entertain in market place before parade and then join back of parade to sing and dance.
Fire Brigade	Harry Powell	1 or 2 vehicles- forms awaiting
Outside Live (promoting outdoor cinema events at Norfolk Showground)	Chris	Billboard van promoting outdoor cinema events – also wants to hand out leaflets. FORM RECEIVED
James Rackham & Family	Andy's Family	Vehicle- Van and Trailer

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
Frames & Conservatories Direct			Considering GOLD package but would like their exhibition unit at the park included which is 2-3 pitch sizes long. Sent Money for gold £500 12801 5.4.19
N S Hughes	Neil Hughes	SILVER £250	
Spire Solicitors	Rachel Linder	BRONZE £100	PAID 12975. Also having a stall and team in the games- paperwork received

Contract Personnel	Nate Southwood	GOLD £500	
Tatters	Sue Kiddie/ Keith Kiddie	BRONZE £100	PAID 12968
Steeles Law	Gemma Hoskins	BRONZE £100	PAID 12835
Beckford Lewis (previously stephanie Hare?)	Samuel	BRONZE £100	Ruth dropped in a sponsorship form 19/3 They said they might be interested and would get back to us.
Newmans Accountants	Charlie		Sue Kiddie has spoken to them as they are her accountant and Kim sent form as they are interested in sponsoring.
John Doe	Edward Doe	SILVER £250	Julian Mason contacted him and they agreed to sponsor £250. Form sent 25/3/19

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)
Compere for main arena	Paul Preston Mills	Announcements of stage events and activity timings, commentary on competitions, prize giving ceremonies etc.	£150 for whole day
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'	Involvement in main arena and procession. T-Rex being made too!

Taiko Drummers	Alice Kemp-Welch	<p>sessions.</p> <ul style="list-style-type: none"> - 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 	<p>They will have a stall also.</p> <p>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).</p>
Airtech Inflatables	Arthur	Fred Flinstone Inflatable (Giant)	Insurance and risk assessment received
Travelling Natural History Museum	Peter Ta'Bois	<ul style="list-style-type: none"> -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 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.
Fun Dog Show	Hannah Defoe (Hannah's Pet Services)	2 x 20 mins	
Jungle Body	Amy Bobbins	1 x 10 mins	
Diss Carnival Games	Amy Bobbins	3 x 20 mins	<p>Details to be discussed</p> <p>TEAMS:</p> <p>Spire Solicitors</p> <p>Lexham Insurance</p>
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.
Drill Off		1 x 20 mins	
Fun Fair	Larry Gray	Fair Ground Rides	£500 received in lieu of stallage – 11.4.19 12999

Walking Football in MUGA	Tom Bobbins		
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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.

BOOZE BARROW: Wheelbarrow donated by Jewsons.

: Booze requested as donation from charity stalls

DISS CARNIVAL GAMES: TEAMS

- Spire solicitors
- Lexham Insurance

CAR PARKING

- Bus Station- Parade vehicles
- Feather Factory Car Park- Stallholder Vehicles
- Morrisons- Visitors (tbc)