

## 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 4<sup>th</sup> March 2019** at **7.00pm** to consider the business detailed below.



Deputy Town Clerk

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes from the last meeting held on 14<sup>th</sup> January 2019 (copy details herewith).
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**
  - a) To consider the stall applications received for Carnival 2019. (copy details herewith)
  - b) To consider the Diss Knit & Natter Group's request for a charity pitch.
  - c) To consider the 2<sup>nd</sup> Diss Scout Group's request for a charity pitch.
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)
  - a) To consider stilt walkers.
  - b) To consider animal encounters.
9. **Grants**  
To receive an update on progress of grant applications for Carnival 2019.
10. **Sponsorship**  
To receive an update on sponsorship for Carnival 2019. (copy details herewith)
11. **Window Dressing Competition**  
To discuss how and when we will start approaching Window Dressing Competition 2019 entrants.

## 12. Security

To receive an update on security for Carnival 2019.

## 13. Finance

To receive an update on Finance for Carnival 2019. (copy details herewith)

## 14. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

## 15. Date of Future Meeting

To note that the next meeting of this committee is scheduled for Monday 18<sup>th</sup> March 2019

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<b>Members:</b>	Cllr S. Browne	N. Thornton-Jones	<b>For Information:</b>	<b>Councillors:</b>	
	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 14<sup>th</sup> January 2019 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair  
Claire Keen (CK)  
Councillor Sonia Browne (SB)  
Deputy Town Clerk Sonya French (SF)  
Sue Kiddie (SK)  
Amy Tomlin (AT)

### CA0119/1 Apologies

Apologies were received from Kimberley Jaynes (KJ), Ruth Ward (RW) and Councillor Wenman (FW).

### CA0119/2 Minutes

It was

**RESOLVED:** That the minutes of the meeting on 19<sup>th</sup> November 2018 were a true record and duly signed by the Chairman.

### CA0119/3 Declarations of Interest

There were none.

### CA0119/4 Public Participation

There were no members of the public present.

### CA0119/5 Items of URGENT business

There were none.

### CA0119/6 Stalls

a) Members considered the stall applications received for Carnival 2019. It was

**RESOLVED:** to approve or follow up applications from the following organisations

- a) Hop, Skip and Jump tbc
- b) Granny's Little Charms – Confirmed
- c) Fair Green Fish Bar – To be contacted by (CK)
- d) East Anglian Air Ambulance – Charity Pitch confirmed
- e) SERV Norfolk Blood Biles – confirmed
- f) Recycled vintage fabric items – confirmed
- g) Travelling Natural History Museum – confirmed
- h) Diss Cyclathon – confirmed
- i) Friends of Chernobyl's children – charity pitch confirmed
- j) Harris Hog Roast – Confirmed
- k) Risi Bici coffee – confirmed
- l) Gourmet Grub – tbc
- m) Party in a Box – confirmed
- n) The Food Dude – tbc
- o) Katie's kitchen -confirmed
- p) Andy Hotdog – confirmed
- q) BBQ – Keith Pavilion – TBC
- r) Authentic Punjabi cuisine – TBC
- s) Balachang street Food - TBC followed up by (NTJ)

(Action: NT-J, CK & KJ)

b) Members considered the bouncy castle provider for Carnival 2019. It was

RESOLVED: to investigate provision of inflatables for older children.

(Action: CK)

**CA0119/7**

**Procession**

Members received an update on procession entrants for Carnival 2019.

RESOLVED: that Processions Coordinator would give a list of entrants to Diss Town Council in order that parade confirmations could be emailed.

**CA0119/8**

**Entertainment**

Members received an update on entertainment for Carnival 2019 including main staging, acts and sound provision.

RESOLVED: to arrange a meeting of the Chair/Vice Chair and Diss Town Council week commencing 21<sup>st</sup> January 2019 to consider the entertainment issues.

(Action: SF to organise)

**CA0119/9**

**Grants**

Members received an update on progress of grant applications for Carnival 2019. It was noted that the Carnival is currently being voted for the Tesco's Bags for Help Scheme, which ends on the 28<sup>th</sup> February 19. The prize is either a grant of up to £1000 for 3<sup>rd</sup> place, up to £2000 for 2<sup>nd</sup> place and up to £3000 for 1<sup>st</sup> place. The Cyclathon event has also approved a grant of £500 towards Carnival. It was

RESOLVED: to budget for the Carnival on the grants received or in process to date.

**CA0119/10**

**Sponsorship**

Members approved the bronze, silver and gold sponsorship packages. It was

RESOLVED: to distribute the sponsorship information to local businesses week beginning 28<sup>th</sup> January 2019.

(Action: KJ to organize)

**CA0119/11**

**Window Dressing Competition**

Members discussed the window dressing competition, which will see local businesses dressing their windows in the Pre-Diss-toric theme and the launch date for entry form were considered. It was

RESOLVED: to set the launch date for the window dressing competition as 20<sup>th</sup> May 2019 running until the 10<sup>th</sup> June 2019.

(Action: KJ to organize)

**CA0119/12**

**Sub-committee Meetings Schedule**

Members discussed dates of future committee meetings for planning Diss Carnival 2019. It was agreed that the May and June dates would be considered at a future meeting. It was

RESOLVED: to schedule Carnival sub-committee meetings on 25<sup>th</sup> February, 18<sup>th</sup> March & 22<sup>nd</sup> April.

**CA0119/13**

**Member Updates**

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

**CA0119/14**

**Date of Future Meeting**

Members noted that the next meeting of this committee will be held at 7pm on 25<sup>th</sup> Feb 19 at 7.00pm.

Meeting closed at 21.15.

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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 <sup>nd</sup> 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 <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.

## 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	





