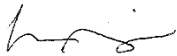


## NOTICE OF MEETING

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 24<sup>th</sup> September 2018** at **7.00pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Election of Chairman**  
To elect a Chairman for Carnival sub-committee 2019.
2. **Apologies**  
To consider apologies for absence.
3. **Election of Vice-Chairman**  
To elect a Vice-Chairman for Carnival sub-committee 2019.
4. **Minutes**  
To approve the minutes from the last meeting held on 18<sup>th</sup> June 2018. (copy herewith)
5. **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).
6. **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*).
7. **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).
8. **Feedback from Carnival 2018**  
To review feedback from Carnival 2018 and decide on any amendments for Carnival 2019.
9. **Finance**  
To receive a final summary of Carnival income & expenditure for 2018. (copy herewith)
10. **Committee Structure & Responsibilities**  
To consider a proposed committee & sub group structure and allocate responsibilities. (copy herewith)
11. **Theme**  
To consider a theme for Carnival 2019.
12. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.

### 13. Date of Future Meeting

To note that the next meeting of this committee is scheduled for Monday 22<sup>nd</sup> October 2018.

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#### Members:

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

#### For Information: Councillors:

K. Button	C. Liggett
M. Gibson	J. Mason
N. Howard	S. Olander
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

## DRAFT

Minutes of the de-brief meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 18<sup>th</sup> June 2018 at 7pm.

In attendance: Claire Keen (CK) - Vice Chair  
Natalie Thornton-Jones (N T-J) – Chair  
Horace Bunton (HB)  
Sonia Browne, Councillor, (SB)  
Sue Kiddie (SK)

**CA0618/1 Apologies**

Apologies were received from Councillor Fiona Wenman (FW), Kimberley Harper-Collins (KHC), Ruth Ward (RW) and Sarah Richards, Acting Town Clerk (SR).

**CA0618/2 Declarations of Interest**

There were none.

**CA0618/3 Minutes**

It was

**RESOLVED:** That all actions from the previous two meetings were completed and there are no issues outstanding.

**CA0618/4 Public Participation**

Members considered 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*). There were no members of the public.

**CA0618/5 Items of URGENT business**

There was no urgent business.

**CA0618/6 Review of the Day**

- a) Review of the set up
  - a. Pitch Marking - It was agreed that the marking out of the pitches using the spray paint the day before worked well, making the job of officially marking out on the day a lot quicker.
  - b. Volunteers – For the second year running there have not been enough volunteers on the day. This was partly caused by the Diss Waveney Rotary Club (DWRC) not providing the volume of volunteers it promised. In fact, only two of the six promised volunteers were willing to help. (Andy Rackham of DWRC apologised on the day and said he would be taking the issue to their next meeting). It was also noted that one of the volunteers was seen walking along the procession route holding a collection bucket in one hand and an alcoholic drink (pint) in the other. It was agreed that this area was not organised properly and that next year two co-ordinators need to take full responsibility in the recruitment of enough volunteers to cover specified roles, and that this needs to be organised a lot earlier in the year. It was also agreed that a full volunteer briefing session takes place within the week before Carnival, and that the volunteers are made aware that they are not to drink alcohol whilst stewarding and also to bring their own refreshments.
  - c. Procession Paperwork – the committee discussed the issue of some confusion over the line up where paperwork had been received in the office and not by Sue Kiddie, and vice-versa. Although it was agreed that the correspondence looks better being dispatched by DTC, it was apparent that in some cases this did not happen, or Sue was not aware of applications. Sue agreed that she would make use of the Carnival folder (to be held at DTC) to check on paperwork periodically.
  - d. Information to stallholders, etc – the committee discussed the timeline for getting information out to participants. It had been brought to our attention by one of the participants that they were not

given enough time to prepare, and in the last fortnight before Carnival, Kim there was an increase in calls from people asking for pitch information. The committee discussed the need to get the site map out earlier, but admitted that this was difficult to do when application forms were still being received. It was also decided to remind participants on the confirmation letter to bring their own refreshments with them on the day, rather than the committee try and organise refreshments.

b) Review of the Procession

- a. At the High School – The marked waiting areas for participants worked well. The school toilets very quickly became blocked, and could have done with more toilet rolls, outlining the need for contact details of the caretaker on the day. The school minibus was also parked in the way of the parade organisation, though this was moved eventually.
- b. This year's procession had 22 groups taking part. It was agreed that between 20-25 groups is the ideal amount.
- c. It was discussed that the confirmation letter needs to state that all procession vehicles need to be ready to go by 12:00. The pirate ship was there on time, but (along with Pete Gillings arriving late) delayed the start whilst maintenance took place.
- d. It was also suggested that the letter asks people to provide their own refreshments, and details of how the judging will take place.
- e. On the parade route – the committee discussed the need for more stewards and security to be in place along the route – especially before the parade takes place. This year, a number of unlicensed pedlars turned up selling hairbands and balloons by placing them on children then asking parents for money. We have photographic evidence of these traders and Sonia Browne suggested we speak to the Consumer Advice team via CAB.
- f. The lack of enough stewards also allowed for cars to exit the Aldi car park on Park Road after the road closure.

c) Review of the Funday

- a. The committee were very pleased with the footfall, which is believed to be around 6-7000. The stalls were all ready by midday, as planned.
- b. During the morning set-up, the food vendors became concerned that there were too many of them present. However, by the end of the event, most had sold out, and had a profitable day. Bala Chang confirmed that they sold out and made £900 profit, confirming that the pitch fee of £130 was reasonable. It was suggested that we confirm to food vendors prior to the event the number of food stalls in attendance. Gourmet Grub operated a 2-queue system which was confusing and long-winded for customers, some complaining of at least an hour's waiting time. CK confirmed that she and SR are going to give Gourmet Grub written feedback.
- c. ACD Arts Dancers were a little disappointing. They also requested a table and chairs for the day and proceeded to try and sell CDs and Drums, which NTJ later checked was not part of their contractual terms. Although this proved unsuccessful, we need to be fully aware of what the artists intend to do on the day.
- d. Norwich Star Wars Club and Vibe City Brass Band and the Gig In The Park Pirate Ship and Wildlife Displays were very entertaining, and worth considering for future events.
- e. Park Radio – the committee were very disappointed. Chris Moyse from Park Radio had agreed to supply extra speakers for the main arena, which he failed to provide. The speakers that were supplied were initially on the ground, instead of being elevated, resulting in little or no sound being heard other than in the immediate vicinity. In addition, the microphone being used had an intermittent fault, resulting in it cutting out. CK was informed later that day that Park Radio were aware of this problem as it had happened at another event previously. CK informed the committee that SR is to send a letter of complaint to Park Radio and request a refund for the lack of speakers. NTJ and CK expressed a serious concern about using Park Radio again next

year to host events.

- f. Announcement of winners – CK received a complaint on the day from the Scouts that the announcement of the float winners was made too late in the day, and that many children and parents had stayed until the end of day to hear the result of the winning floats. The committee agreed that maybe this didn't work effectively, and that the winners announcements needs to be made earlier in the day.
- g. Security – the majority of the day went unhindered, however, it became apparent that the security team need to be employed along the procession route for crowd control (as previously mentioned) and in the park until the end of the take-down rather than at the close of the entertainment. This will allow for crowd dispersal and any boisterous revellers.

**CA0618/7 Finance & Funding**

The committee received Income and Expenditure. Not all the figures had been finalised. It was

**RESOLVED: for CK and SR to meet to finalise figures.**

**CA0618/8 Public Feedback**

The feedback on social media has been overwhelmingly supportive. Feedback from the scouts included the timings of the trophy announcements, the judging process (they would like the judging to incorporate an inspection of the float in a stationary position) and a complaint that their crockery smash stall needed to be moved. It was

**RESOLVED: for CK to draft a response letter back to the scouts.**

**CA0618/9 Thank You List**

The committee reviewed the list of all the Carnival contributors. It was

**RESOLVED: for KH-C to create a “thank you” video to be put on our social media pages and a thank you letter to be sent out to all contributors.**

**CA0618/10 Members Updates**

**No updates to report.**

**CA0618/11 Date of Next Meeting**

The next meeting of this committee will be held at 7pm on Monday 24<sup>th</sup> September 2018 at the Saracens Head.

Meeting closed at 8.54pm.

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COMMITTEE CHAIRMAN

INCOME					EXPENDITURE									
Grants & Donations	Estimated	Actual	VAT	Procession	Estimated	Actual	Fun Day	Estimated	Actual	VAT	Admin (Publicity etc.)	Estimated	Actual	
Surplus from 2017		£ 289.35	£ -	Road Closure	£ 36.00	£ 36.00	Marquee Hire plus gazebo	£ 395.00	£ 395.00	£	79.00	Leaflet print & distribution	£ 850.00	£ 100.00
Diss Carnival Car Boot Sale	£ 200.00	£ 315.00	£ 52.50	Traffic Management	£ 654.00	£ 654.00	Thetford First Aid	£ 100.00	£ 100.00	£	20.00	Banner Print	£ 384.00	£ 384.00
DTC budget allocation	£ 2,000.00	£ 2,000.00	£ -	Bunting	£ -	£ -	Portaloos	Incl with T/M	Incl with T/M	£	-			
Wheelbarrow fundraiser	£ 200.00	£ 1,172.00	£ 195.33	Radios	£ 125.00	£ 125.00	Trophies inc engaving	£ 100.00	£ 100.00	£	20.00			
Fun Fair donation Larry Gray	£ 200.00	£ 300.00	£ -				Hales Group cleaner	£ 65.00	£ 65.00	£	13.00			
Royal British Legion - donation	£ 25.00		N/A				Security personnel (Force8)	£ 308.00	£ 308.00	£	61.60			
Stocks		£ 73.80	£ 12.30				Park Radio (incl sound)	£ 480.00	£ 480.00	£	96.00			
Bucket Collection on Parade		£ 82.70	£ 13.78									<b>Total:</b>	<b>£ 1,234.00</b>	<b>£ 484.00</b>
Friends of Chenobyls Children Dog Show		£ 60.00	£ 10.00											
<b>Total:</b>	<b>£ 2,625.00</b>	<b>£ 4,292.85</b>	<b>£ 283.92</b>		<b>Total:</b>	<b>£ 815.00</b>	<b>£ 815.00</b>							
<b>Sponsors</b>							Jedi Academy	£ 300.00	£ 300.00	£	60.00			
Morgan Price Leaflet	£ 1,000.00	£ 1,000.00	£ -				Diddy long legs x 2	£ 300.00	£ 300.00	£	60.00			
It's a Knock-Out T-Shirts - Spire paying for T-Shirts			£ -				African dancers x 4 male	£ 500.00	£ 500.00	£	100.00			
N&R Autos (general) 4/5	£ 200.00	£ 200.00	£ 33.33				Vibe City Street Brass band	£ 400.00	£ 400.00	£	80.00			
C Adiguzel Fish Kitchen -General x 1/6	£ 100.00	£ 100.00	£ 16.67				Wildlife Tracking Mobile Zoo	£ 550.00	£ 550.00	£	110.00			
John Doe - Main Arena x 1/4	£ 250.00	£ 250.00	£ 41.67				Stocks & sponges	£ 25.00	£ 25.00	£	5.00			
NS Hughes - Main Arena x 2/4	£ 250.00	£ 250.00	£ 41.67											
Durrants - Main Arena x 3/4	£ 250.00	£ 250.00	£ 41.67											
Lexham Insurance - Main arena x 4/6	£ 250.00	£ 250.00	£ 41.67											
Dipple & Conway - Parade x 1/4	£ 300.00	£ 600.00	£ 50.00											
Diss Van Centre - Parade x 2/4	£ 300.00	£ 300.00	£ 50.00											
Treadfirst - Parade x 3/4	£ 300.00	£ 300.00	£ 50.00											
R Rackham (general) x 2/6	£ 100.00	£ 100.00	£ 16.67											
Persimmon Homes 6/6	£ 1,000.00	£ 1,000.00	£ 166.67											
Stephanie Hare- St James' Place (general) 5/6	£ 100.00	£ 100.00	£ 16.67											
Turkuaz Turkish Cuisine- Craft Tent	£ 200.00	£ 200.00	£ 33.33											
CopyDiss - £30 voucher														
Prolek - General sponsor 3/6 12171	£ 100.00	£ 100.00												
<b>TOTAL:</b>	<b>£ 4,700.00</b>	<b>£ 5,000.00</b>	<b>£ 600.00</b>											
<b>Stall Fees</b>														
Spire Slicitors 12248 13.6.18		£ 50.00	£ 8.33											
Goumet Grub Saluti		£ 130.00	£ 21.67											
Candy Queen Saluti		£ 80.00	£ 13.33											
Vettes Veggie		£ 130.00	£ 21.67											
Katherine Thurston - All Fudged Up (Agreed £50 price 2.2.18)		£ 50.00	£ 8.33											
Risi Bici Café Deli 23.2.18		£ 130.00	£ 21.67											
Granny's Little Charms - J Tobias 23.2.18		£ 50.00	£ 8.33											
Mrs L Cook - Made By Lisa 8.3.18		£ 50.00	£ 8.33											
South Norfolk Ices - H Trickett - Icecream 12.3.18		£ 130.00	£ 21.67											
Serv Norfolk Blood Bikes 14.3.18		£ 50.00	£ 8.33											
D Harris Hog Roast 23.3.18		£ 130.00	£ 21.67											
Hop Skip Jump - JL York 23.3.18		£ 200.00	£ 33.33											
D Thatcher Donuts		£ 130.00	£ 21.67											
Priory Healthcare 19.4.18 12151		£ 80.00	£ 13.33											
Durrants 23.4.18 12155		£ 80.00	£ 13.33											
Andy Garrard - hotdog	£ 130.00	£ 130.00	£ 21.67											
Balachang - Burmese street food		£ 130.00	£ 21.67											
Montgomerie Lodge - Masons	£ 50.00	£ 50.00	£ 8.33											
Norfolk Community Learning Service	£ 50.00	£ 50.00	£ 8.33											
Royal British Legion - donation	£ 25.00	£ 30.00	N/A											
Simply Sweets	£ 50.00		£ -	Refusing to Pay!										
SNC	£ 200.00	£ 200.00	£ 33.33											
Kids Preschool Tent 1 more lots of £12.50 due	£ 12.50	£ 25.00	£ 4.17											
WD Fitness	£ 50.00	£ 50	£ 8.33											
EACH	£ 50.00		£ -											
Cyclathon	£ 100.00	£ 100.00												
Bar (exclusivity) £250 min pitch fee + 30% to be negotiated	£ 1,594.00	£ 1,344.00	£ 224.00											
Charitable pitches x 15 maximum	£ -	£ -												
Craft tent pitches x 8? A Slice of Country Life organised whole tent	£ 520.00	£ 300.00	£ 50.00											
Donkey rides	£ 200.00		£ 33.33											
It's a Knockout entries (4 teams of 5 max. @ £50 each)	£ 200.00	£ 150.00	£ 33.33											
<b>TOTAL:</b>	<b>£ 3,231.50</b>	<b>£ 3,979.00</b>	<b>£ 683.17</b>											

**Total: £ 3,523.00    3,523.00    704.60**

	Estimated	Actual
<b>TOTAL INCOME</b>	£ 10,556.50	£ 13,271.85
<b>TOTAL EXPENDITURE</b>	£ 5,572.00	£ 4,822.00
<b>VAT on income</b>	£ 1,567.08	£ 1,567.08
<b>BALANCE</b>	<b>£ 3,417.42</b>	<b>£ 6,882.77</b>

**MTI Loan    £2,500    £2,500**  
**TOTAL    £ 917.42    4,382.77**

## **Proposed Diss Carnival Crew / Sub-group Structure 2019**

Each Coordinator is responsible for coordinating each of their group members &/or one member of the group must attend and report back to committee at monthly meetings.

### **Procession Coordinator**

1. Vehicles
2. Walking Groups
3. Horace's stewards
4. Traffic Management

### **Stalls Coordinator**

1. Food & Drink specialist
2. Crafts
3. Charity

### **Entertainment Coordinator**

1. Static including MUGA acts
  - i) Kids Area
  - ii) Health & Wellbeing
  - iii) Animals
  - iv) Produce / Flowers
- 2) Arena
  - i) Team games
  - ii) Displays

**Promotion Coordinator** including website & social media

**Sponsorship & Funding Coordinator (sponsorship includes raffle prizes & free services / there are grant bodies e.g. Tesco Bags of Help that should be approached also)**

**Volunteer Coordinator-**

## Agreed Roles and Responsibilities for Carnival 2019

*Roles can be shared between members, and members of the committee can be appointed to more than one role provided that tasks are completed in good time. At least one representative for each area should provide a report to the meetings of the Sub-Committee.*

Coordinators	Key Tasks
Carnival Coordinator	<i>Suggest removing this role, in favour of the collective working arrangement. The Committee would co-ordinate the event as a team on the day, with one or two allocated members overseeing in key Event Management roles.</i>
Stewards	<ul style="list-style-type: none"> <li>• Recruiting volunteers and stewards to help run the Carnival procession and Fun Day</li> <li>• Organising necessary training for stewards.</li> <li>• Sourcing equipment such as radios for Stewards</li> <li>• Organising stewards on Carnival day.</li> <li>• Liaising with other coordinators to ensure the health &amp; safety and enjoyment of Stewards and the public.</li> </ul>
Stalls	<ul style="list-style-type: none"> <li>• Liaising with Promotions to advertise for stallholders.</li> <li>• Identifying and booking stalls to fill in thematic gaps.</li> <li>• Allocating spaces for fundraising stalls, and maintaining a good balance between charitable/commercial and food &amp; drink/crafts.</li> <li>• Arranging site layout with Operations/Entertainment</li> <li>• Sending out and collating stall application forms and payments to be passed to Treasurer.</li> <li>• Point of Contact (POC) for Stallholders.</li> </ul>
Procession	<ul style="list-style-type: none"> <li>• Liaising with Operations/Stewards to ensure safe procession through town, incl. traffic management.</li> <li>• Liaising with Promotions to contact local businesses, schools, groups and societies for inclusion in Procession.</li> <li>• Carefully considering the order of the floats, considering: speed, size, noise, themes.</li> <li>• Maintaining and updating float information and contact details for procession members.</li> <li>• Liaise with Entertainment to consider inclusion of entertainments within the procession.</li> <li>• POC for those in the procession.</li> </ul>
Entertainment	<ul style="list-style-type: none"> <li>• To liaise with the Committee to identify suitable entertainment for the Fun Day</li> <li>• Arrange provision for various age groups and audiences.</li> <li>• To organise the provision of staging, lighting and sound.</li> <li>• To timetable acts and liaise with Promotions to publicise events, ensuring a schedule is prepared before the print deadline.</li> <li>• To arrange for any required MC/Tannoy announcements of acts, VIPs and to liaise with Stewards to provide people to meet, greet and organise VIPs and acts.</li> <li>• To maintain a balance between local and hired entertainments,</li> <li>• To liaise with Sound/Lighting technician and acts on the day and oversee entertainment, ensuring all coordinators are advised of schedule alterations/issues.</li> </ul>



	<ul style="list-style-type: none"> <li>• Key POC for all entertainments and POC on Carnival day.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• To seek out funding sources such as grants and sponsorship, liaising with committee to secure.</li> <li>• To arrange and oversee (with committee) fundraising activities preceding the Carnival.</li> <li>• To liaise with Stewards to arrange bucket collections on the day (if required) for charities/carnival funds.</li> <li>• To manage the Carnival accounts and provide statements and costings as required.</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>• To produce Carnival Programme and Website.</li> <li>• To update website and social media for Carnival.</li> <li>• Liaise with Finance to minimise costs including advertising.</li> <li>• To consider decoration of the town and other publicity materials (posters, flyers, bunting and signs.)</li> <li>• To liaise with the press, booking advertising and editorial to promote the carnival.</li> <li>• To arrange design, print and distribution of promotional materials.</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• To oversee the Carnival ensuring that all legal and health and safety guidelines are observed.</li> <li>• To liaise with coordinators to arrange logistics such as car parking, set up and get out of event.</li> <li>• To act as a POC and fact-checker to other co-ordinators to ensure that procedures are followed correctly, such as licensing and risk assessments.</li> <li>• To liaise with the Maintenance Team, Security Companies and Health and Safety groups (such as emergency services) to ensure the event is safe and enjoyable for all.</li> </ul>
Admin	<ul style="list-style-type: none"> <li>• Check applications, required paperwork &amp; payments</li> <li>• Confirm bookings with applicants</li> <li>• Update Carnival Admin Master spreadsheet</li> <li>• Provide update to committee</li> </ul>

N.B. All decisions should be approved by committee. However, if urgent decisions are required to make progress, please discuss with the Officer/Chairman in the first instance.