

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 19th November 2018** 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 22nd October 2018 (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.
 7. **Procession**
To receive an update on procession entrants for Carnival 2019.
 8. **Entertainment**
To receive an update on entertainment for Carnival 2019.
 9. **Grants**
To receive an update on progress of grant applications for Carnival 2019.
 10. **Sponsorship**
To receive an update on the bronze, silver and gold sponsorship packages (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 21st January 2019
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Members: Cllr S. Browne
S. French
K. Jaynes
C. Keen
S. Kiddie

N. Thornton-Jones
A. Tomlin
R. Ward
Cllr F. Wenman

For Information: **Councillors:**
K. Button
M. Crawford
M. Gibson
N. Howard
K. Kiddie
A. Kitchen

C. Liggett
J. Mason
S. Olander
E. Taylor
T. Wenman

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 22nd October 2018 at 7pm.

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

CA1018/1 Apologies

Apologies were received from Councillor Fiona Wenman and Sue Kiddie.

CA1018/2 Minutes

It was

RESOLVED: That the amended minutes of the meeting on 24th September 2018 were a true record and duly signed by the Chairman.

CA1018/3 Declarations of Interest

There were none.

CA1018/4 Public Participation

There were no members of the public present.

CA1018/5 Items of URGENT business

There were none.

CA1018/6 Application Form

The amendments to the application form were reviewed. This included additional wording in relation to the height of vehicles for the procession. The fees are to remain the same as last year. It was

RESOLVED: to approve the revised application form.

ACTION: KJ to distribute form to all interested parties, previous attendees and upload to Carnival website / FB page.

CA1018/7 Entertainment

NT-J updated members on ideas for the entertainment, and requested agreement from the committee on various bookings. It was

RESOLVED: to book the agreed acts as soon as possible to secure their availability.

ACTION: NT-J to forward booking confirmation/invoices to DTC for payment.

CA1018/8 Grants

CK updated members that all grant applications had been submitted with no further news at present.

CA1018/9 Social Media

KJ updated members on the positive response the new launch video had received. New options for website and Facebook use were discussed. KJ also explained her timeline for launching information and teasers on social media platforms.

CA1018/10

Local Business Involvement

It was decided that sponsorship packages now need to be finalised. It was

RESOLVED: that the sponsorship packages will be simplified into Bronze, Silver and Gold.

ACTION: NT-J / CK to meet and formulate sponsorship packages for presentation to the committee at a later meeting.

AT explained to the members that additional parking at John Grose (JG) is now not feasible due to insurance issues. However, JG has offered a car for the procession.

Parking for stallholders and visitors was discussed. Both Tescos and Morrisons have said they are happy to waive their parking restrictions for the day, and the Feather Factory and TW Gaze are also favourite options for stallholder parking.

ACTION: AT to confirm with John Grose the details for the additional car.

ACTION: N-TJ to contact Feather Factory, TW Gaze and supermarkets to request parking permission.

CA1018/11

Member Updates

Members discussed the idea of remembering the late Pete Gillings at Carnival 2019. He was always very supportive of Carnival and it was

RESOLVED: to commemorate Pete Gillings at Diss Carnival 2019.

ACTION: CK/DTC to liaise with PG family at a later date.

CA1018/12

Date of Next Meeting

The next meeting of this committee will be held at 7pm on Monday 19th November 2018 at the Saracens Head.

Meeting closed at 8.23pm

Natalie Thornton-Jones

COMMITTEE CHAIRMAN

Confirmed Non Food Stalls

Stall Name	Contact	Type of Stall	RA	PL	Paid	Notes
Hop Skip and Jump	James Langford	Bouncy Castle	Yes	Yes		PENDING APPLICATION- not sure if we want to use them yet
Priory Healthcare	Sara Forder	Games, Tombola				
Granny's Little Charms	Jasmine Tobias	Shabby Chic handmade items	Yes	Yes	Yes 12557	Complete

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.
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
Gourmet Grub	Emma Cross	Hotdogs and burgers	Yes	Yes	Yes		
Party In A Box	Melanie Walker	Chocolate fountain, cakes and candy floss		Yes	Yes		Awaiting application form and risk assessment
The Food Dude	James Watts	Hot crepes, waffles on sticks	Yes	Yes	Yes	Yes BACS	
Katie's Kitchen	Katherine	Cakes, scotch eggs etc					Fee agreed £80

Bar Tender Applications

Name	Contact	Providing	Financial Offer

Parade Confirmations

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

Sponsors
