

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 19<sup>th</sup> November 2018 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair  
Sonia Browne (SB)  
Sonya French (SF)  
Kimberley Jaynes (KJ)  
Sue Kiddie (SK)  
Julian Mason (JM)  
Amy Tomlin (AT)  
Ruth Ward (RW)

**CA1118/1**

### **Apologies**

Apologies were received from Fiona Wenman (FW) & Claire Keen (CK).

**CA1118/2**

### **Minutes**

It was

**RESOLVED:** That the amended minutes of the meeting on 22<sup>nd</sup> October were a true record and duly signed by the Chairman.

**CA1118/3**

### **Declarations of Interest**

There were none.

**CA1118/4**

### **Public Participation**

There were no members of the public present.

**CA1118/5**

### **Items of URGENT business**

There were none.

**CA1118/6**

### **Stalls**

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

#### **RESOLVED:**

- a) Hop Skip & Jump is a pending application to be given further consideration.
- b) Priory Healthcare- awaiting PL/Payment
- c) Granny's Little Charms is a complete application.
- d) Harris' Hog Roast is a complete application.
- e) Risi Bici Coffee is a complete application for 2 pitches.
- f) Gourmet Grub- awaiting payment
- g) Party In A Box- awaiting payment
- h) The Food Dude is a complete application.
- i) Katie's Kitchen- awaiting all documents and payment.
- j) Andy Hot Dog -awaiting documentation and payment
- k) Keith Canham- Pavilion kiosk bbq requires follow up.
- l) Bar Tender Application: None received yet

**Actions: KJ to chase stallholders for all outstanding documentation.  
KJ to chase interested bar providers. (by 21.01.19)**

**CA1118/7**

### **Procession**

a) Members received an update on procession entrants for Carnival 2019. It was

**RESOLVED:** a) Vibe City –Confirmed entry for leading procession  
b) Priory Healthcare- walking group  
c) Corn Hall (registered interest)  
d) Solo Housing (registered interest)  
e) Fair Green Chip Shop (registered interest)

b) Members discussed vehicle height restrictions in the procession. It was discussed that it was impossible to get a maximum height for vehicles due to the variation of the bunting height along the procession route. Members agreed that articulated lorries and oversized vehicles would not be acceptable. It was

**RESOLVED:** SK to source additional parade entries after Christmas and to chase up further information from the Corn Hall, Solo Housing and Fair Green Fish & Chip Shop. (by 21.01.19)

**CA1118/8 Entertainment**

Members received an update on entertainment for Carnival 2019. It was

**RESOLVED:** • a) Will Lord – Caveman Experience -Activities/Props/Workshops Demo's  
b) Dino Hire – Velociraptor/ Jurassic Journey  
c) Pavillion Decoration – NTJ & AT to look for suitable themed rental pieces  
d) Flax Farm Train ride – discussed health and safety needs to be looked into i.e cushions/volunteer on board/ liability signs/risk assessments. SF to check County Councils Insurance  
e) Tractor & Trailer have been offered to be used for a float for Roydon School

**Actions: NTJ to book Will Lord and confirm Dino hire prices/availability. NTJ & AT to find Pavillion decoration. SF to check CC insurance for children's train ride. (by 21.01.19)**

**CA1118/9 Grants**

Members received an update on progress of grant applications for Carnival 2019. It was

**RESOLVED:** Diss Cyclathon have agreed to donate £500 to Diss Carnival 2019 with a pitch included at the Fun Day.

**CA1118/10 Sponsorship**

Members received an update on the bronze, silver and gold sponsorship packages. It was

**RESOLVED:** Members discussed the new simplified sponsorship package details and it was agreed that this was much clearer & easy to follow. Minor changes were agreed as below:

1. Remove the + on each package
2. Item 4 to be re-worded to simplify the item
3. Item 5 to be included (1/4 page silver/1/2 page bronze/Platinum full page)
4. Remove banners from silver but add press release (to maximise number of gold/platinum)

**Actions: KJ to make amendments to the sponsorship package form. NTJ to start approaching companies in the New Year. (by 21.01.19)**

**CA1118/11 Members Updates**

The committee received updates from members not reported elsewhere on this agenda. It was

**RESOLVED:**

- a) NTJ has contacted NCC regarding parking at the Bus Station and is awaiting response from Highways.
- b) NTJ confirmed that SNC has requested her to resubmit application in March 2019 for the license for exclusive use of the Park Car Park.
- c) NTJ – to approach the Feather Factory
- d) NTJ – Tesco's have offered Car park/volunteers & to supply water on the day
- e) SB – Has received new volunteer applications from Youth Council and will carry out shop leaflet drop and radio appearances in the New Year.
- f) SB – Agreed to compare the event with helpers from the Youth Council.

g) KJ – Has moved all Carnival content directly on the Council Website and will promote through FB page with link to Council Page for more information.

**CA1118/11**

**Date of Future Meeting**

Members noted that the next meeting of this committee will be held at 7pm on Monday 14<sup>th</sup> January 2019.

Meeting closed at 8:20pm

Natalie Thornton-Jones

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COMMITTEE CHAIRMAN