

DISS TOWN COUNCIL

MINUTES

Minutes of the de-brief meeting of the Carnival Sub-Committee held at the Saracens Head on Monday 24th September 2018 at 7pm.

In attendance: Natalie Thornton-Jones (N T-J) – Chair
Fiona Wenman (FW)
Sonia Browne (SB)
Kimberley Jaynes (KJ)
Sue Kiddie (SK)
Amy Tomlin (AT)

CA0918/1

Election of Chairman

Members elected a Chairman for the Carnival sub-committee 2019. It was

RESOLVED: Members unanimously re-elected Natalie Thornton-Jones as Chair for the Carnival sub-committee 2019.

CA0918/2

Apologies

Apologies were received from Claire Keen (CK), Ruth Ward (RW) and Sarah Richards, (SR). Members noted that the Council's new Deputy Town Clerk Sonya French will be replacing Sarah (Clerk).

CA0918/3

Election of Vice-Chairman

Members elected a Vice-Chairman for Carnival sub-committee 2019. It was

RESOLVED: Members unanimously re-elected Claire Keen as the Vice-Chair for the Carnival Committee 2019.

CA0918/4

Minutes

It was

RESOLVED: That the minutes of the meeting on 18th June 2018 were a true record and duly signed by the Chairman.

CA0918/5

Declarations of Interest

There were none.

CA0918/6

Public Participation

There were no members of the public present.

CA0918/7

Items of URGENT business

There were none.

CA0918/8

Feedback from Carnival 2018

1. Members reviewed feedback from Carnival 2018. It was agreed that the feedback from the public indicated Carnival had been a huge success and enjoyed by all. However, members agreed that a few improvements should be made for Carnival 2019.
2. The committee noted that issues were experienced with the sound provision in 2018 and members will be looking at ways to resolve this for 2019.

Action: NTJ/CK/SB to consider alternative sound providers.

3. The issue regarding oversized vehicles hitting the bunting needs to be resolved for 2019 Height of the vehicles in the procession. It was noted that some of the vehicles in the procession caused issues with the bunting. Bunting was installed at the specified highways height but some vehicles exceeded this height. It was agreed that a maximum height would be put on the entrance forms for this years procession (NTJ)

Action: KJ to add maximum height to application forms for procession applicants

4. The Funfair was very popular and a success on the day. Issues with the sound levels impacting on the main arena need to be addressed together with the main arena sound provision for 2019.

Action: NTJ/CK to invite Larry Gray Funfairs to Carnival 2019.

5. Members agreed that more adult activities should be planned for next year, e.g. Bucking Bronco, Jousting.

Action: NTJ / CK to look at additional entertainment options for adults

6. It was agreed that the sponsorship packages could be simplified and should be split into 3 bands; Bronze, Silver and Gold.

Action: NTJ/CK/KJ to create new sponsorship forms

7. The committee heard that NTJ and CK have already applied for Community Grants and Donations from various sources. It was agreed that the committee would also approach businesses in Diss again this year.

Action: NTJ / CK to continue applying for grants / sponsorship.

8. It was discussed that Horace Bunton would be taking a back-seat for Carnival 2019, but his support with the parade route stewarding would still be available.
9. It was agreed that the rolling road closure would be arranged with Mervyn Lambert again for 2019.

Action: NTJ to liaise with Mervyn Lambert

10. The committee also agreed that a caretaker would be required for the full day in respect of the public toilets.
11. The committee discussed the issue of the operations tent at the Funday and concluded that a larger tent / gazebo is required for backstage operations / performer changing area. It also requires better signage.

Action: SK to source a bigger tent / gazebo

CA0918/9

Finance

Members received a final summary of Carnival 2018 Income & Expenditure. Members noted that Carnival 2018 was produced well within the budget and that there is a starting balance to transfer to 2019. It was also agreed not to accept percentage agreements from stallholders next year.

CA0918/10

Committee Structure & Responsibilities

Members considered a proposed committee and sub-committee structure and allocated responsibilities. It was

RESOLVED: to allocate the following roles:

| | |
|--|------------------------|
| Procession Co-ordinator | SK |
| Stalls Co-ordinators | CK / KJ |
| Entertainment Co-ordinators | CK / NT-J / AT |
| Promotion Co-ordinator | KJ |
| Sponsorship Co-ordinators | NT-J / SB / FW / CK |
| Volunteers Co-Ordinator | FW / SB |
| Additional extras (Window-dressing / Children's trail) | RW (FW / SB to assist) |

CA0918/11

Theme

Members considered the theme for Carnival 2019. It was

RESOLVED: That the Carnival theme would be “Pre – Diss – toric” and the event would be held on Sunday 9th June 2019.

Ideas on how to promote the theme were also discussed.

CA0918/12

Date of next meeting

The next meeting of this committee will be held at 7pm on Monday 22nd October 2018 at the Saracens Head.

Meeting closed at 8.17pm.

Natalie Thornton-Jones

COMMITTEE CHAIRMAN