

DISS TOWN COUNCIL

MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Saracens Head on Monday 17th June 2019 at 7pm.

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

CA0619/1 Apologies

Apologies were received from Sonya French and Sarah Richards.

CA0619/2 Minutes

It was

RESOLVED: That the minutes of the meeting on 3rd June 2019 were a true record and duly signed by the Chairman.

CA0619/3 Declarations of Interest

There were none.

CA0619/4 Public Participation

There were 2 members of the public present, Keith Kiddie and Tammy Howard.

CA0619/5 Items of URGENT business

There were none.

CA0619/6 Review of the day

Members reviewed the overall running of Diss Carnival 2019.

All elements of the Carnival was discussed and it was

Resolved:

Marking up pitches the day before is essential, more sprays required for marking of pitches on the park.
Map must be correct before handing out to committee and volunteers on the day.
Five port-a-loos would be required at the High School next year.
Separate application forms are needed from each procession vehicle in future.

(Action: CK and KJ to change relevant forms)

Copy of public liability insurance would be required from procession entrants next year.

(Action: CK and KJ to produce specific document to go out with application forms)

Additional stewards would be needed to guide parade vehicles to their designated parking areas at end of procession. Floats would be informed prior to the event of where their parade vehicle needs to stop.
At least 15 stewards would be required along the parade route next year.
Bucket collections in the parade will be for Diss Carnival only.

(Action: KJ to add to application form).

Press must not stop parade entrants for stationery photos in future as this caused confusion in the procession.

(Action: CK to inform press).

Extra toilets and bins are required on the Park.

Signs would be made next year for the entrance to Park car park saying 'Closed to public- authorised vehicles only'.

Paul Preston Mills, done a fantastic job and his availability would be checked for next year.

Rotary Club praised on their parking stewarding duties at the Feather Factory.
Stalls situated along the row with Simply Sound would be moved further back from the arena next year to prevent congestion.

Winners from the day's events should be noted on a flipchart in the OPS tent so they can be identified easily.

Bar to be looked at for next year.

stalls selling items such as handmade crafts and jewellery would be approached.

Charity stalls would be encouraged to be more inventive with their stalls to change up from tombola.

Entertainment in main ring to be reviewed.

CA0619/7

Finance

Members noted that the final financial figures for Carnival 2019 will be available in due course.

CA0719/8

Feedback

Members reviewed all feedback from Carnival 2019. It was agreed that the majority were extremely positive and action would be taken following suggested changes for next year.

CA0619/9

Thank You's

Members considered a thank you list for everyone involved with Carnival 2019.

(Action: CK and KJ would draft a list of people to thank. KJ to create social media video with thank you list and create thank you postcards.)

Date of Future Meeting

Members noted that a meeting date will be scheduled in due course to begin plans for Carnival 2020.

Meeting closed at: 21:10pm

SUB-COMMITTEE CHAIRMAN
N-Thornton-Jones