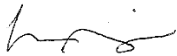


NOTICE OF MEETING

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 **Town Council Offices** on **Monday 28th October 2019** at **7.00pm** to consider the business detailed below.



Town Clerk

AGENDA

1. **Apologies**
To consider apologies for absence.
2. **Minutes**
To approve the minutes from the last meeting held on 30th September 2019. (copy 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. **Application Form**
To review the application form for Carnival 2020. (copy details herewith)
7. **Grants**
To discuss grant applications for Carnival 2020.
8. **Entertainment**
To discuss entertainment for Carnival 2020.
9. **Promotion**
To discuss promotion for Carnival 2020.
 - a) Upcoming press releases
 - b) Social Media schedule
10. **Sponsorship**
To review the sponsorship forms from Carnival 2019 and discuss plans for sponsorship 2020. (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 18th November 2019.

Members:

Cllr S. Browne
S. French
C. Keen
S. Kiddie

S. Richards
N. Thornton-Jones
A. Rackham
T. Howard
I. Seymour Blackburn

For Information: Councillors:

J. Robertson
N. Howard
D. Collins
A. Kitchen

E. Taylor
J. Mason
S. Olander
M. Gingell
D. Poulter

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 30th September 2019 at 7pm.

In attendance: N. Thornton-Jones (N T-J) – Chair
 C. Keen (CK) -Vice Chair
 Sonya French (SF)- Deputy Town Clerk
 A.Rackham
 I. Seymour-Blackburn
 T. Howard
 Cllr S. Kiddie (SK)
 Cllr S. Browne (SB)

CA0919/1 Election of Chairman

Members elected a Chairman for Carnival Sub-Committee 2019. It was

RESOLVED: to elect Natalie Thornton Jones as Chair of the Carnival Committee.

CA0919/2 Apologies

There were none.

CA0919/3 Election of Vice-Chairman

Members elected a Vice-Chairman for Carnival Sub-Committee 2019. It was

RESOLVED: to elect Claire Keen as Vice Chair of the Carnival Committee.

CA0919/4 Minutes

It was

RESOLVED: that the minutes of the meeting on 17th June 2019 were a true record and duly signed by the Chairman.

CA0919/5 Declarations of Interest

There were none.

CA0919/6 Public Participation

There were no members of the public present.

CA0919/7 Items of URGENT business

There were none.

CA0919/8 Committee Membership

Members approved the committee membership for Carnival 2020. It was

RESOLVED: To appoint the following committee: Andy Rackham, Tammy Howard, Councillor Sonia Browne, Councillor Sue Kiddie, Ian Seymour-Blackburn, vice chair Claire Keen, Chair Natalie Thornton-Jones. Clerk to the Committee Sonya French/Sarah Richards.

CA0919/9 Feedback from Carnival 2019.

Members reviewed feedback from Carnival 2019 and agreed on changes for Carnival 2020. Committee considered the changes needed for Carnival 2020, there were several points that needed to be address. It was

RESOLVED: (1) Order enough chalk spray
 (2) Ensure all volunteers have an up to date version of the site map
 (3) Five portaloos are required at the High School for Procession entrants
 (4) 4 portaloos are required to be position around the park
 (5) Float forms to include insurance details required for Carnival Procession
 (6) Colour coding system to be used for vehicles parking after procession

- (7) Public Liability insurance for Event
- (8) Cone off procession route the night before Carnival to ensure safe passage for Carnival

(Action: CK order chalk)
(Action: CK/NTJ map)
(Action: NTJ – Portaloo ordering)
(Action: SK – Float forms)
(Action: AR/I.S-B colour and parking systems)
(Action: AR to enquire on Insurance)
(Action: DTC/KK to speak to Police re coning of procession)

CA0919/10 Finance

Members received a final summary of Carnival income & expenditure for 2019. It was

RESOLVED: Further information was required and Chair and Vice Chair will consult with DTC on income and expenditure.

CA0919/11 Committee Structure & Responsibilities

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

RESOLVED: Procession co-ordinator – Sue
Procession co-ordinator – Tammy
Traffic Management Procession Route – Councillor Kiddie/Andy Rackham
Event Insurance – Andy Rackham
Park – Ian/Andy
Stalls co-ordinator -Claire
Entertainment – Nat/Claire
Promotional – Kim/Sonia/Nat/Claire
Sponsorship funding – All members
Window Display – Sonia
Volunteer co-ordinator – Andy Rackham
Operations co-ordinator – Ian Seymour-Blackburn
Event Management & Risk Assessment – Nat/Ian
Administration - Claire

CA0919/12 Theme and Date of Carnival

Members considered a theme for Carnival 2020. The ideas included, around the world, old fashioned circus, space travel, historic diss, on safari and a medieval theme. Carnival considered all of the ideas, It was

RESOLVED: Carnival to be on 14th June 2020 subject to agreement with DTC and a space theme was confirmed as 'Space Inva'Diss'.

CA0919/13 Member Updates

Members received updates from committee members not reported elsewhere on this agenda. Committee talked about compering. Natalie to talk to vibe city with regards attending Carnival 2020, Stilt walkers to be booked again for this year. It was

RESOLVED: To bring back the compere Paul Preston Mills and Stilt Walkers.

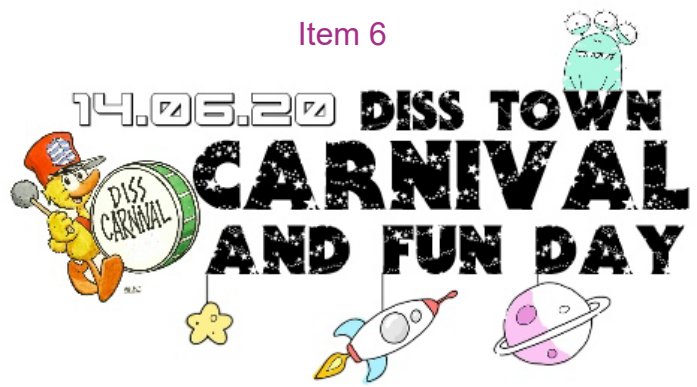
(Action: Natalie Thornton Jones)

CA0919/14 Date of Future Meetings

Members noted that the next meeting of the Carnival Committee is scheduled for Monday 28th October 2019, 18th November 2019 and 20th January 2020.

Meeting closed at: 21:00

SUB-COMMITTEE CHAIRMAN
N-Thornton-Jones



APPLICATION FORM

Thank you for your interest in getting involved with this year's Carnival! Please indicate how you would like to be involved below. Try to include as much detail as you can including your contact details.

The theme this year is **SPACE INVA-DISS**

Please complete the form and return to Diss Town Council Offices (see below for contact details)

✓	"I'd like to..."	More information:
	Have a Stall Tell us: organisation and what you'll be offering* and complete details below.	
	Enter the Procession Tell us: size/type – walking group? Vehicle? Please inform us if you're using an oversized vehicle.	
	Compete in the games with a team of 5 Tell us: organisation.	
	Volunteer at the Carnival Interested in helping us with this fantastic event? We'd love to hear from you!	
	Sponsor the Carnival	
	Provide a vehicle for a local group to take part in the procession	

Please fill in the below details, so we can get in touch with you:

Name:		Company/Organisation:	
Tel:		Email:	
Address:			

Stallholders, please complete the following table and provide as much relevant paperwork as you can:

Do you require electricity?	
Are you intending to sell alcohol or alcohol products?	
Will your stall/activity produce sound? (E.g. playing music)	
Enclosed Public Liability Insurance (to value of £2million)	
Completed Risk Assessment (please identify any specific risks to what you're doing)	
Evidence of your registration with your Local Authority (if operating a food business)	
Fee (Cheques payable to Diss Town Council)	

STALL FEES (based on 3 x 3m pitch)

Commercial food stalls	£130
Non-commercial food stalls	£80
Business/trade stalls & large charities	£80
Other stalls / charities	£50

Charity Pitches

-A donation towards our 'Booze Raffle' would be welcomed.

We have a limited number of free pitches for locally based small charities & Not for Profit community groups. Those who support the theme and offer engaging activities will be given preference. *We encourage stalls to offer engaging activities.

Any questions? If you have any questions, or just want to run through your ideas, please get in touch with the Carnival Crew via our Facebook page www.facebook.com/DissCarnival/

Please like and share the page to keep up to speed with Carnival news.

Please return completed application forms and supporting documentation to:

Address: C/O Carnival Committee, Diss Town Council, 11-12 Market Hill, Diss, IP22 4JZ

Telephone: 01379 643848 **Email:** carnival@diss.gov.uk

Diss Carnival 2019 Sponsorship Packages

SPONSORSHIP PACKAGES 2020	Bronze £100	Silver £250	Gold £500	Platinum £1000
"Friend of Diss Carnival 2019" certificate for display in your premises.	✓	✓	✓	✓
Your Company name & logo inclusion on Diss Carnival 2019 website & Facebook pages.	✓	✓	✓	✓
Dedicated Facebook & Twitter "Thank You"posts with links to your Company's website.	✓	✓	✓ + hyperlink	✓ + hyperlink
Your Company name/ logo mentioned in the Diss Carnival 2019 programme.	✓ name	✓ name	✓ logo	✓ logo
Advert within the Diss Carnival 2019 programme.		✓ 1/4 page	✓ 1/2 page	✓ 1 page
1m x 3m Banner with your logo to be displayed either in Market Square, Pump Hill, or on the MUGA (Multi-Use Games Area) in Diss Park. (subject to availability; first come, first served basis) To be displayed from 20 th May 2019 until 10 th June 2019. (5 available)		✓ logo	✓ logo	✓ logo
OR				
1m x 3m Banner with your logo to be displayed on the Main Arena or Craft Tent. (subject to availability; first come, first served basis) (8 available)		✓ logo	✓	✓
Publicly thanked at (via tannoy system) and after (via social media) Diss Carnival 2019		✓	✓	✓
Use of the "Proud Sponsor of Diss Carnival 2019" logo on all your business stationary and websites.			✓	✓
Press release stating Companies support.			✓	✓
Free pitch on the park during the Funday.			✓	✓
Official Sponsorship Link, e.g.; Carnival Games T-shirts, Craft Tent, Programme print, etc (subject to availability; first come, first served basis)				✓
Media Opportunity: Photoshoot with Carnival attendants for your Company's own PR. (to be requested by you)				✓

Please tick your chosen sponsorship package:

YOUR CONTACT DETAILS

Company name:

Contact name:

Telephone:

Email:

PAYMENT OPTIONS:

Cash accepted in person to the Town Council Offices

Cheques made payable to *Diss Town Council*

or by **BACS**: Barclays Bank, Account No: 00361127, Sort Code: 20-26-34