

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Town Council Offices on Monday 30<sup>th</sup> 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 14<sup>th</sup> 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 28<sup>th</sup> October 2019, 18<sup>th</sup> November 2019 and 20<sup>th</sup> January 2020.

Meeting closed at: 21:00

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SUB-COMMITTEE CHAIRMAN  
 N-Thornton-Jones