

**TOWN CLERK**  
Miss Sarah Richards

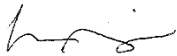
**DISS TOWN COUNCIL**  
11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.  
Telephone/Fax: (01379) 643848  
Email: town council@diss.gov.uk

Please ask for: Miss Sarah Richards  
Our ref: CE (sub) 18.11.19  
Date: 14 November 2019

## 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 18<sup>th</sup> November 2019** at **7.00pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes from the last meeting held on 28<sup>th</sup> October. (copy herewith)
3. **Declarations of Interest<sup>1</sup>**  
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 approve the application form for Carnival 2020 (copy details herewith).
7. **Stalls**  
To receive an update on stallholders for Carnival 2020.
8. **Procession**  
To receive an update on procession entrants for Carnival 2020.
9. **Grants**  
To discuss grant applications for Carnival 2020.
10. **Entertainment**  
To receive an update on entertainment for Carnival 2020.
11. **Sponsorship**  
To receive an update on sponsorship for Carnival 2020.
12. **Progress Report**  
To note progress on decisions made at the last meeting of the Carnival Committee (copy details herewith).
13. **Member Updates**  
To receive updates from committee members not reported elsewhere on this agenda.

#### 14. Date of Future Meeting

To confirm the date of the next meeting to be held in January 2020.

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#### 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 Town Council Offices on Monday 28th October 2019 at 7pm.

In attendance: N. Thornton-Jones (N T-J) – Chair  
C. Keen (CK) -Vice Chairman  
A. Rackham (AR)  
I. Seymour-Blackburn (I S-B)  
T. Howard (TB)  
Cllr S. Kiddie (SK)  
Cllr S. Browne (SB)  
Cllr. Julian Mason (JM)

**CA0919/1**

### Apologies

Sonya French and Sarah Richards sent their apologies.

**CA0919/2**

### Minutes

It was

RESOLVED: that the minutes of the meeting on 30<sup>th</sup> September 2019 were a true record and duly signed by the Chairman.

**CA0919/3**

### Declarations of Interest

There were none.

**CA0919/4**

### Public Participation

There were no members of the public present.

**CA0919/5**

### Items of URGENT business

There were none.

**CA0919/6**

### Application Form

Members reviewed the application form for Carnival 2020. It was

RESOLVED: to amend the form to include additional questions for procession entrants.

**(Action: CK to amend form and distribute for approval by mid-November)**

**CA0919/7**

### Grants

Members discussed grant applications for Carnival 2020. It was suggested we reapply to previous providers as well as try new funds. It was noted that it may be too early to apply for some grants, and will be revisited in the new year. It was

RESOLVED: to review grants applications in the new year.

**CA0919/8**

### Entertainment

Members discussed entertainment for Carnival 2020. One main arena act discussed would require a decent sized changing facility with members discussing various options. Options on the main procession band was also discussed. NT-J outlined the various acts researched with details of fees for each. It was

RESOLVED: - to request permission from the Executive Council to spend in excess of the £2K authorisation limit in relation to a main arena act.  
- to book band for procession and main arena.

**(Action: NT-J to attend next Exec meeting on 06.11.19 and return to committee with decision.)**

**(Action: NT-J to book band asap)**

**CA0919/9**

**Promotion**

Members discussed promotion for Carnival 2020: CK informed members that the date and theme for 2020 had been sent out on social media as a video trailer and a press release had been sent to various press agencies. The committee praised Kimberley Jaynes (KJ) for her work on the trailer.

It was

RESOLVED: - to request DTC to highlight the Carnival Date and Theme in the next Diss Express Council article with continuing press coverage in the 2020.

**(Action: CK to liaise with DTC by Dec 2019)**

**CA0919/10**

**Sponsorship**

Members reviewed the sponsorship forms from Carnival 2019 and discussed plans for sponsorship 2020. It was

RESOLVED: to update the sponsorship form as discussed for review at the next meeting.

**(Action: CK to amend 2019 form for review asap)**

**CA0919/11**

**Member Updates**

Members received updates from committee members not reported elsewhere on this agenda. TH informed members that the Morrisons community contact has left, and gave details of the current contact with regard to the free parking on the day. It was agreed that the parking agreement is required in writing to prevent any uncertainty. SB confirmed that she is happy to promote Carnival via her invitations to Park Radio. AR and NT-J are both liaising with FAST re their booking for 2020. AR also reported on insurance for individual procession vehicles. SK reported that Keith Kiddie had spoken to Mervyn Lambert Plant (MLP) and they have requested committee requirements in writing from DTC. It was

RESOLVED: - TH and SB will liaise with Morrisons / Tesco re parking.  
- to organise a requirement request for Diss Town Clerks to contact MLP

**(Action: TH/SB to draft letter to supermarkets re parking asap)**  
**(Action: Committee to draft requirement list for MLP)**

**CA0919/12**

**Date of Future Meetings**

Members noted that the next meeting of this committee is scheduled for Monday 18<sup>th</sup> November 2019.

Meeting closed at: 20.45.

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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)

## PART 1: Your Information

✓	"I'd like to..."	More information:
	<b>Have a Stall</b> <i>Tell us: Your organisation name, pitch size, and what you'll be offering.</i> <b>Complete Part 2 below.</b>	
	<b>Enter the Procession</b> <i>Tell us: size/type – walking group? Vehicle? Please use <b>one application form per vehicle</b> and confirm the size of the vehicle (especially if you're using an oversized vehicle). <b>Complete Part 3 below.</b></i>	
	<b>Volunteer at the Carnival</b> <i>Interested in helping us with this fantastic event? We need stewards on the day! We'd love to hear from you!</i>	
	<b>Sponsor the Carnival</b>	
	Provide a vehicle for a local group to take part in the procession. <b>Complete Part 3 below.</b>	

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

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

## PART 2: Stallholders

**We would like to encourage stallholders to provide engaging activities – and preferably alternatives to a raffle or tombola. This will make for a more enjoyable experience for our visitors and hopefully help you raise more cash for your causes!**

**Please complete the following table and attach copies of any relevant paperwork:**

Do you require electricity? <i>Please provide details of your requirements, e.g. for a fridge</i>	
Are you intending to sell/provide alcohol or alcohol products? <i>Please provide details, e.g. complimentary drinks or a prize</i>	
Will your stall/activity produce sound? <i>Please provide details, e.g. playing music</i>	
*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, or BACS payment details will be given on completion of form acceptance)	

*\* We will not be able to accept stallholders on the day without these documents.*

**Stall fees** (based on 3 x 3m pitch)

<b>Commercial food stalls</b>	<b>£130</b>
<b>Non-commercial food stalls</b>	<b>£80</b>
<b>Business/trade stalls &amp; large charities</b>	<b>£80</b>
<b>Other stalls / charities</b>	<b>£50</b>

**Charity Pitches** A donation towards our 'Booze Barrow 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. Your bottle donation allows us to raise money to cover the cost of your pitch!*

## **PART 3: Procession**

**Please complete the following table:**

	Yes /No	
Will your group/vehicle have music or loud noises?		<b>If Yes, provide details:</b>
Is your vehicle legally taxed and have a valid MOT?		<b>Please provide signature as confirmation:</b>
Is your vehicle correctly insured for this event? <i>Please contact us if you require help on this.</i>		<b>Please provide signature as confirmation:</b>
Do you have Public Liability insurance for this event? <i>Please contact us if you require help on this.</i>		<b>Please provide signature as confirmation:</b>

**Throwing objects from vehicles is not allowed. If you have any freebies, sweets, etc to distribute, these must be given out by hand.**

**The only collection buckets allowed throughout the parade are for Diss Carnival. Any other collection buckets are NOT allowed along the parade route. You are welcome, however, to collect monies on the park at the funday.**

**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/](http://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](mailto:carnival@diss.gov.uk)

DTC Docs/ Events/ Carnival/ Admin/ Application and Risk Assessment forms

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA0919/9	Feedback from Carnival 2019	(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 positioned 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	1) CK order chalk 2) CK/NTJ map 3) NTJ – Portaloos ordering 5) SK – Float forms 6) AR/I.S-B colour and parking systems 7) AR to enquire on Insurance 8) DTC/KK to speak to Police re coning of procession		
CA0919/13	Member Updates	To bring back the compere Paul Preston Mills and Stilt Walkers	Action: NTJ		
CA0919/6	Application Form	To amend form and distribute for approval	CK	by mid-November	
CA0919/8	Entertainment	To request permission from the Executive Council to spend in excess of the £2k authorisation limit in relation to a main arena act.	NT-J to attend next Exec committee	06.11.19	
		To book band for procession and main arena.	NT-J to book band		
CA0919/9	Promotion	To request DTC to highlight the Carnival Date and Theme in the next Diss Express Council article.	CK to liaise with KJ re Council article		
		To start a press campaign in the new year.			
CA0919/10	Sponsorship	To update the sponsorship form as discussed for review at the next meeting	CK to amend 2019 form for review		
CA0919/11	Member Updates	TH and SB will liaise with Morrisons/ Tesco re parking			
		To organise a requirement request for SR to contact MLP			