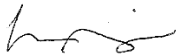


NOTICE OF MEETING

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 6th January 2020** 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 18th November. (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. **Stalls**
To receive an update on stallholders for Carnival 2020.
7. **Procession**
To receive an update on procession entrants for Carnival 2020.
8. **Grants**
To receive an update on grant applications for Carnival 2020.
9. **Finance**
To receive an update on Carnival income & expenditure for 2020. (copy herewith)
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 note that the next meeting of the Carnival Committee will take place on Monday 3rd February 2020.

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 18th November 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)
S. French (Deputy Town Clerk)
Cllr J. Mason (JM)

CA1119/1 Apologies

Apologies were received and accepted from Cllr S.Browne.

CA1119/2 Minutes

It was

RESOLVED: that the minutes of the meeting on 28th October 2019 were a true record and duly signed by the Chairman.

CA1119/3 Declarations of Interest

There were none.

CA1119/4 Public Participation

There were no members of the public present.

CA1119/5 Items of URGENT business

There were none.

CA1119/6 Application Form

Members considered the application form for Carnival 2020. There was an agreement to change boxes one and two on the first page. It was

RESOLVED: To adopt the new application form once amended.

(Action: To be distributed to previous carnival stalls and procession.)

CA1119/7 Stalls

Members received an update on stallholders for Carnival 2020. It was agreed that if the Feather Factory could have a stall at Carnival to sell their products. Committee considered the price for craft stalls. It was

RESOLVED: to make craft stalls £50

CA1119/8 Procession

Members received an update on procession entrants. It is early days and there was no update for procession at this time. Morrisons and Tesco to be asked for car parking spaces. Ian to contact Feather Factory and Chairs to complete the car parking for the bus station and the park car park. Fair Green has been offered and accepted as an overflow car park, funding to be agreed. Police inspector to be contacted in early February for Police Cones.

(Action: AT, IS-B and Chairs to complete parking by March 2020)

(Action: DTC to contact police inspector by Feb 2020)

CA1119/9 Grants

Members discussed grant applications for Carnival 2020. Nothing to be agreed at this time.

CA1119/10 Entertainment

Members received an update on entertainment for Carnival 2020. A variety of main arena acts were discussed and approved. Two further acts would be needed for the arena to incorporate all diversity within the Town. Sound system to be the same as 2019.

(Action: JM to contact Masonic lodge by next meeting)

(Action: NT-J to contact Simply Sound)

CA1119/11 Sponsorship

Members received an update on sponsorship packages form for Carnival 2020. Minor changes to sponsorship form to be made. Letter to go with sponsorship form once amended. Committee had a conversation around insurance for carnival vehicles and it was agreed that this needed further investigation before forms for carnival entrants was sent off. It was

RESOLVED: to adopt the new sponsorship packages form.

(Action: CK/NT-J to send out forms in the New Year)

(Action: SF to contact Norwich City Council with regards to procession vehicles)

CA1119/12 Progress Report

Members noted progress on decisions made at the last meeting of the Carnival Committee.

CA1119/13 Member Updates

Members received updates from committee members not reported elsewhere on this agenda. AR was tasked with looking into the insurance and he believes that we should look at the Town Council Insurance to cover the Procession. Zurich to be contact for a quotation.

(Action:SF to contact Zurich for a quotation)

CA1119/13 Date of Future Meetings

Members noted that the next meeting of this committee is scheduled for Monday 6th January 2020

Monday 3rd Feb 2020

Monday 2nd Mar 2020

Meeting closed at: 20:53

SUB-COMMITTEE CHAIRMAN
N-Thornton-Jones

Minute Reference	Item name	Action	Assigned to	Timescale
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 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 Liaibility insurance for Event	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	
CA0919/13	Member Updates	To bring back the compere Paul Preston Mills and Stilt Walkers	Action: NTJ	
CA1019/6	Application Form	To amend form and distribute for approval	CK	by mid-November
CA1019/8	Entertainment	To request permission from the Executive Council to spend in excess of the £2k authorisation limit in relation to a main	NT-J to attend next Exec committee	06.11.19
		To book band for procession and main arena.	NT-J to book band	
CA1019/9	Promotion	To request DTC to highlight the Carnival Date and Theme in the next Diss Express Council article.	CK to liase with KJ re Council article	
		To start a press campaign in the new year.		
CA1019/10	Sponsorship	To update the sponsorship form as discussed for review at the next meeting	CK to amend 2019 form for review	
CA1019/11	Member Updates	TH and SB will liase with Morrisons/ Tesco re parking		
		To organise a requirement request for SR to contact MLP		
CA1119/6	Application Form	To be distributed to previous carnival stalls and procession	CK	
CA1119/7	Stalls	To make craft stalls £50	CK to look into prices and bring back to next meeting	

Minute Reference	Item name	Action	Assigned to	Timescale
CA1119/8	Procession	To complete procession parking	AT, IS-B, CK & NT-J	By March 2020
CA1119/10	Entertainment	Contact Masonic Lodge	JM	by 06.01.20
		Contact Simply Sound	NT-J	by 06.01.20
CA1119/11	Sponsorship	To adopt the new sponsorship packages form and send out forms	CK/NT-J	in New Year
		To contact Norwich City Council with regards to procession vehicles	SF	
CA1119/13	Member Updates	Contact Zurich for a quotation	SF	