

# DISS TOWN COUNCIL

## MINUTES

Minutes of the meeting of the **Carnival Sub-Committee** held at the Town Council Offices on Monday 6<sup>th</sup> January 2020 at 7pm.

In attendance: N. Thornton-Jones (N T-J) – Chair  
C. Keen (CK) -Vice Chair  
A. Rackham (AR)  
Cllr S. Kiddie (SK)  
Cllr S. Browne (SB)  
Cllr J. Mason (JM)

**CA0120/1**

### **Apologies**

Apologies were received and accepted from Sonya French (Deputy Town Clerk), I. Seymour-Blackburn (I S-B) and T. Howard (TB).

**CA0120/2**

### **Minutes**

It was

RESOLVED: that the minutes of the meeting on 18<sup>th</sup> November 2019 were a true record and duly signed by the Chairman.

**CA0120/3**

### **Declarations of Interest**

There were none.

**CA0120/4**

### **Public Participation**

There were no members of the public present.

**CA0120/5**

### **Items of URGENT business**

There were none.

**CA0120/6**

### **Stalls**

Members received an update on stallholders for Carnival 2020. The eleven applications received were reviewed and approved. Positioning of craft stalls was discussed. It was

RESOLVED: to confirm applications so far and to calculate for a marquee to house 20 craft stalls

**(Action: CK to confirm applications by 3/2/20)**

**(Action: CK to calculate marquee size by 3/2/20)**

**CA0120/7**

### **Procession**

Members received an update on procession entrants for Carnival 2020. NT-J informed the committee of a quote she had obtained regarding insurance for all parade vehicles. It was

RESOLVED: to look at quote in more detail and if appropriate, agree the insurance cover.

**(Action: NT-J to provide full details by 3/2/20)**

**CA0120/8**

### **Grants**

Members received an update on grant applications for Carnival 2020. CK and Town Clerk, Sarah Richards have applied for a grant from the National Lottery "Celebrate25years". The committee also discussed preparations for applications for other grants successfully applied for last year. It was

RESOLVED: to begin the process of applying for community grants

**(Action: CK, NT-J to apply for grants ongoing)**

**CA0120/9**

### **Finance**

Members noted that there is currently no update to be discussed at the moment.

**CA0120/10 Entertainment**

Members received an update on entertainment for Carnival 2020. It was

RESOLVED: to update the Bar Tender Application Form  
to measure the Pavilion and Masonic Lodge Entrance  
to look into any special licensing and audiovisuals we may require

**(Action: CK to update Tender form by 3.2.20)**  
**(Action: AR to measure Pavilion and Masonic Lodge ongoing)**  
**(Action: CK to investigate licensing issues ongoing)**  
**(Action: NT-J to investigate audiovisuals ongoing)**

**CA0120/11 Sponsorship**

Members received an update on sponsorship for Carnival 2020. It was

RESOLVED: to send out sponsorship forms in February.

**(Action: CK to complete sponsorship letter update by 3/2/20)**

**CA0120/12 Progress Report**

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

**CA0120/13 Member Updates**

Members received updates from committee members not reported elsewhere on this agenda.

**(Action: SK to investigate raffle ticket procedures by 3/2/20)**  
**(Action: SB to drop window dressing forms to shops ongoing)**  
**(Action: SK, AR, SB to organize Car Boot Sale by 7/6/20)**  
**(Action: NT-J to liaise with FAST by 3/2/20)**  
**(Action: JM to contact Simply Sound by 3/2/20)**

**CA0120/13 Date of Future Meetings**

Members noted that the next meeting of this committee is scheduled for Monday 3<sup>rd</sup> February 2020.

Meeting closed at: 8.47pm

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SUB-COMMITTEE CHAIRMAN  
N-Thornton-Jones