

# 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)

**CA1019/1 Apologies**  
Sonya French and Sarah Richards sent their apologies.

**CA1019/2 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.

**CA1019/3 Declarations of Interest**  
There were none.

**CA1019/4 Public Participation**  
There were no members of the public present.

**CA1019/5 Items of URGENT business**  
There were none.

**CA1019/6 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)**

**CA1019/7 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.

**CA1019/8 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)**

**CA1019/9**

**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)**

**CA1019/10**

**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)**

**CA1019/11**

**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)**

**CA1019/12**

**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