

TOWN CLERK
Miss Sarah Richards

DISS TOWN COUNCIL
11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
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Please ask for: Sarah Richards
Our ref: CA 03.03.20
Date: 27th Feb 2020

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 3rd March 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 3rd February 2020. (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. (copy herewith)
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. **Window Dressing Competition**
To discuss dates for the Window Dressing Competition.

13. Volunteers

To receive an update on volunteers for Carnival 2020.

14. Progress Report

To note progress on decisions made at the last meeting of the Carnival Committee (copy details herewith).

15. Member Updates

To receive updates from committee members not reported elsewhere on this agenda.

16. Date of Future Meeting

To note that the next meeting of the Carnival Committee will take place on 6th April 2020.

<u>MEMBERS</u>	<u>For information: Councillors</u>
<u>Cllr. S. Browne</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>N. Howard</u>
<u>C. Keen</u>	<u>D. Collins</u>
<u>S. Kiddie</u>	<u>A. Kitchen</u>
<u>I.Seymour Blackburn</u>	<u>E. Taylor</u>
<u>S. Richards</u>	<u>J. Mason</u>
<u>N. Thornton-Jones</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>D. Poulter</u>

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 DRAFT

Minutes of the meeting of the **Carnival Sub-Committee** held at the Town Council Offices on Monday 6th 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)
S. French (Deputy Town Clerk)
I. Seymour-Blackburn (I S-B)
T. Howard (TH)

CA0220/1 Apologies

Apologies received from Councillor J. Mason

CA0220/2 Minutes

It was

RESOLVED: that the minutes of the meeting on 6th January 2020 were a true record and duly signed by the Chairman.

CA0220/3 Declarations of Interest

There were none.

CA0220/4 Public Participation

There were no members of the public present.

CA0220/5 Items of URGENT business

There were none.

CA0220/6 Stalls

Members received an update for agreement on further stallholders for Carnival 2020. The stalls were Glitter tattoo's, sweets glorious sweets, Gourmet Grub, Aya Cuisine and a Bouncy Castle. Committee agreed that there were too many bouncy castles and sweet stalls at present which have been agreed to. It was

RESOLVED: To allow stalls for Glitter tattoo's, Aya Cuisine, Gourmet grub but no to the bouncy castle and sweets glorious sweets.

(Action: NT-J/CK to talk to Larry re inflatables, by 20.03.20)

CA0220/7 Procession

Members received an update on procession entrants for Carnival 2020. Committee agreed that advertising was needed for procession entrants.

(Action: SF to organise through DTC by 02.03.20).

CA0220/8 Grants

Members received an update on grant applications for Carnival 2020. Carnival are unable to go to Tesco for a second year due to the amount of charities that have already applied. Committee had a conversation around other available grants that could be applied for. It was

RESOLVED: To apply for further grants from The East of England Co-Op and The National Lottery.

(Action: CK to organize by 06.04.20)

CA0220/9 Finance

Members received an update from NT-J on Carnival income and expenditure for 2020.

CA0220/10

Entertainment

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

RESOLVED: Norwich Starwars, Sambumba have been confirmed for procession and park arena, booking form needed for starlight stem, Travelling natural history museum will be in the park, Hannah pet services dog show x 2 20 min slots in main arena. Paul Preston mills is confirmed as the compere. Titan x 2 30 min slots, Amy Bobbins to do the conga during a 15 minute slot and parade. Stilt walkers x2 to be in the procession. Mini donkeys/alpacas to be sourced. Stocks will be donated by Andy Rackham.

Bar is to go out to tender, deadline by 27th March 2020, £250 pitch fee and 20-30 % of proceedings. No exclusive right as there is a Gin Bar pitch fee £130 plus percentage of profits

**(Action: CK to send out bar tender forms by 27.03.20
N-TJ to source donkeys/alpacas by next meeting)**

CA0220/11

Sponsorship

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

RESOLVED: To send out sponsorship forms.

(Action: CK to action by 02.03.20)

CA0220/12

Window Dressing Competition

Members discussed plans for the Window Dressing Competition. Sonia Browne and Tammy Howard to approach shops for window dressing. Window dressing form to be updated by Kim Jaynes. SK to find judges for window dressing competition.

**(Action: SB & TH by mid-April, KJ by 02.03.20,
SK by 06.04.20)**

CA0220/13

Volunteers

Members discussed a plan for sourcing volunteers to help with Carnival 2020. Diss and District rotary will help with parking at Feather factory, Andy Rackham will organise volunteers,

Volunteers needed for setting up day before Carnival, Morning volunteers, Parade Marshalls.

It was

RESOLVED: That KK will be responsible for road closure volunteers at the top of the Parade, Ian would be responsible for the volunteers at the Park end of the Parade. Andy Rackham will source volunteers.

(Action: I S-B, AR & KK, ongoing)

CA0220/14

Progress Report

Members noted progress on decisions made at the last meeting of the Carnival Committee. Mervyn Lambert to be contacted, SF to contact Inspector for police cones.

(Action: SF to email Police Inspector and Mervyn Lambert reference Cones, by 02.03.20)

CA0220/15

Member Updates

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

(Action: SK to source booze for booze stall and chase charity stalls to bring in a bottle as a good will gesture, by mid-April.

Press campaign to start throwback Thursday by KJ. Social media and press coverage to be covered by KJ, CK, SF, ongoing.

Insurance coverage to be sorted by SF, by 02.03.20.

Simply sound to be organized by CK/NT-J, by 02.03.20.

Fiona wenman email to be Dinsdale Duck by SF by 02.03.20.)

CA0220/16

Date of Future Meetings

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

Meeting closed at: 21:30

SUB-COMMITTEE CHAIRMAN
N-Thornton-Jones

Stall Name	Contact	Type of Stall	Type of Stall Notes	App Form	RA	PL	Paid	Notes	Confirmed	On Ledger	Pitch No
United VW CamperVan Hire	Sadie Berrisford	BAR	Mobile Gin Bar	Yes	Yes	No		Need to discuss - Bar tender form clauses. Holding email sent 23.1.20			
Spire Solicitors	Rachel Linder	Business	Information and games for kids	Yes	Yes	Yes		£80 due	13.2.20		
Diss Knit & Natter Group	Heather Chamberlain	CHARITY	Handmade Sewn, Knit & Crochet items	Yes	Yes	No - OOD - rer	N/A	PL is renewed March 20	3.2.20		
Phoenix Bird Of Prey Rescue	Denise Elyot	CHARITY	2x Have a Go Stalls	Yes	Yes	Expires may20	N/A	PL Required	3.2.20		
Gosman Spoon Co.	Nick Gosman	CRAFT	Wooden Spoons & Bowls, with Demos of carving	Yes	Yes	Yes	£50.00	COMPLETE. Needs 6ft pitch	3.2.20	13348	
Granny's Little Charms	Jasmine Tobias	CRAFT	Handmade Gifts	Yes	Yes	Exp 11.2.20	£50.00	PL expires in Feb 20 Chaser email sent 13.2.20	23.1.20	13284	
Henretta's Handmade	Kathryn Luton	CRAFT TENT	Handmade Jewellery	Yes	Yes	Yes	£25.00	COMPLETE.	13.2.20		
Aya Cuisine	Tracy Terry	FOOD/DRINK	Curry, Rice, samosa	Yes	Yes	Exp April20		Confirmed 11.2.20. PL and £130 required.	11.2.20		
Churros & Chorizo	Nick Brewer	FOOD/DRINK	Spanish Street Food	Yes	Yes	Exp June20		£130 & PL due. Email sent 15.1.20	15.1.20		
Coffee Rush	Wayne Alden	FOOD/DRINK	VW serving Barista Coffee	Yes	Yes	No	£130.00	Email sent 23.1.20 PL due	15.1.20	13368	
Field Kitchen, The	Peter Salt	FOOD/DRINK	Food truck serving Lebonese Flatbreads	Yes	Yes	Yes	£130.00	COMPLETE. Needs electric but has genny if needed.	15.1.20	13360	
Flying Chef, The	Andy Garrard	FOOD/DRINK	Hotdogs	Yes	Yes	Yes	£130.00	COMPLETE.	15.1.20	13292	
Food Dude, The	James Watts	FOOD/DRINK	Waffles , Crepes	Yes	Yes	No	£130.00	Wants a pitch position by the main arena. (Pitch 13 last year opp Rodeo bull) also requested electric. Emailed 23.1.20	15.1.20	13361	
Gourmet Grub Catering	Emma Cross	FOOD/DRINK	Burgers/Hotdogs/Drinks	Yes	Yes			Confirmed 11.2.20. PL and £130 required.	11.2.20		
Harris's Hog Roast	Dave Harris	FOOD/DRINK	Hog Roast	Yes	Yes	Yes	£130.00	COMPLETE.	3.2.20	13318	
Inflat-a-Fun Entertainment	Charlie Knights	Glitter Tattoos		Yes	Yes	Due Mar 20		Emailed 11.2.20 waiting to confirm booking.			
Cane2Candy	Emma Hoffman	Kids Games	HookABag, PickALolly	Yes	Yes	Yes	£50.00	COMPLETE.	3.2.20	13351	
Katherine's Kitchen	Katherine Green	Non-Com FOOD/DRINK	Handmade Cakes/Scotch eggs, etc	Yes	Yes	Yes	£80.00	Paid £80 last year. Hygiene Cert requested 13.2.20	23.1.20	13370	
Party In A Box	Mel Walker	Non-Com FOOD/DRINK	Candyfloss, Sweets, Popcorn	Yes	Yes	No		£80 last year. Has a generator so needs space behind stall. Pymt and PL required	23.1.20		
Montgomerie Lodge	Neil Morley	OTHER	Recruitment / Information	Yes	Yes	No	N/A	Paid £50 last year. Emailed 23.1.20 Fees Waived re Titan. PL to be sent when renewed.	13.2.20		
Norfolk Blood Bikes	Angela Spencer	Other	Blood Bikes	Yes	Yes	Due Mar 20	N/A	PL runs out, but they will send new one. Also want to be in parade.	3.2.20		

Parade

SERV Blood Bikes Parade 2x bikes & walking group of 6

Sponsors	Contact	Package	Amount	Receipt
Lexham Insurance	Andy Godbold	Bronze	£100.00	
Gillings Of Diss	Toni Gillings		£208.33	13395
John Grose	Rebecca Neale	Silver		

CARNIVAL FINANCES

NET

B/F	7273.49
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INCOME

Harris Hog Roast	£130.00
Grannys Little Charms	£50.00
Cane2Candy	£50.00
Gosman Spoon Co	£50.00
Andy Garrard Hotdog	£130.00
The Food Dude	£130.00
Salt P&C Roycld	£130.00
W Alden	£130.00
K Green	£80.00
Churros & Choriz	£130.00
Brome Grange	£80.00
Kathryne Luton	£25.00
Spire Solicitors	£80.00
BJ Straight Tobeas Pottery	£25.00

Lexham Insurance	£100.00
Gillings of Diss	£208.33
John Grose	£250.00
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	£1,778.33
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EXPENDITURE

	<hr/>
	£0.00
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Balance inc prev years surplus	<hr/>
	£9,051.82
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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	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		7) PL sourced from Graham Sykes. £72.96 covers all floats and participants. NT-J to request documentation and invoice.
CA0919/13	Member Updates	To bring back the compere Paul Preston Mills and Stilt Walkers	Action: NTJ		PPM to be contacted end of Jan. Stilt-Walkers have been provisionally booked.
CA1019/6	Application Form	To amend form and distribute for approval	CK	by mid-November	DONE
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	DONE
		To book band for procession and main arena.	NT-J to book band		Last emailed 28.1.20
CA1019/9	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.			
CA1019/10	Sponsorship	To update the sponsorship form as discussed for review at the next meeting	CK to amend 2019 form for review		Done
CA1019/11	Member Updates	TH and SB will liaise 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		Done
CA1119/7	Stalls	To make craft stalls £50	CK to look into prices and bring back to next meeting		Done
CA1119/8	Procession	To complete procession parking	AT, IS-B, CK & NT-J	By March 2020	
CA1119/8	Procession	Contact Police Inspector	DTC	By Feb 2020	
CA1119/10	Entertainment	Contact Masonic Lodge	JM	by 06.01.20	CK/AR mtg Neil Morley 31.1.20
		Contact Simply Sound	NT-J	by 06.01.20	Should be JM
CA1119/11	Sponsorship	To adopt the new sponsorship packages form and send out forms	CK/NT-J	in New Year	Going out February
CA0120/6	Stalls	Confirm stall applications received so far	CK	by 03.02.20	Ongoing

Minute Reference	Item name	Action	Assigned to	Timescale	Comments or further action
CA0120/7	Procession	To look at insurance quote in more detail for all parade vehicles and if appropriate, agree the cover.	NT-J to provide full details	by 03.02.20	Done – see above
CA0120/8	Grants	To begin applying for community grants	CK & NT-J	ongoing	Ongoing
CA0120/10	Entertainment	To update the Bar Tender Application Form	CK	by 03.02.20	
		To measure the Pavillion and Masonic Lodge	AR	ongoing	Done
		To investigate licensing issues	CK	ongoing	Done. TV Licence required for the park + PRS/PPL
		To investigate any special licensing and audiovisuals	NT-J	ongoing	Done
CA0120/11	Sponsorship	To complete the sponsorship letter ready to send out to people	CK	by 03.02.20	Done
CA0120/13	Member Updates	To investigate raffle ticket procedures	SK	by 03.02.20	
		To drop window dressing competition forms to shops	SB	ongoing	
		To organise the Car Boot Sale	SK, AR, SB	by 07.06.20	
		To liase with FAST	NT-J	by 03.02.20	Done. Sharon has confirmed availability.
		To contact Simply Sound	JM	by 03.02.20	
CA0220/6	Stalls	To accept stalls for Glitter tattoos, Aya Cuisine, Gourmet Grub but deny bouncy castle and sweets glorious sweets	NT-J/ CK to talk to Larry re inflatables	by 20.03.20	
CA0220/7	Procession	Organise promo for procession entrants	SF, KJ	ongoing	Done
CA0220/8	Grants	To apply for further grants from The East of England Co-Op and The National Lottery	CK to organise	by 06.04.20	
CA0220/10	Entertainment	Source donkeys/alpacas	NT-J	by 02.03.20	
		Bar Tender form to go out	CK	by 27.03.20	
CA0220/11	Sponsorship	To send out sponsorship forms	CK	by 02.03.20	
CA0220/12	Window Dressing Competition	Sonia Browne and Tammy to go out to shops for window dressing comp. Form to be updated by Kim. Sue Kiddie to find judges for the competition.	SB, TH, KJ, SK	SB & TH -mid april. KJ by 02.03.20. SK by 06.04.20	
CA0220/13	Volunteers	Keith Kiddie to be responsible for road closure volunteers at the top of the Parade route. Andy R to source volunteers	KK, AR	ongoing	
		Ian S-B to be responsible for volunteers at the Park end of the Parade route	I S-B	14.06.20 (on the day)	
CA0220/14	Progress Report	Email Police Inspector and mervyn lambert for cones	SF	Done	Mervyn Lambert have agreed to supply cones. Police Inspector needs to look at TRO to see if they can supply cones. Update to be received in due course
CA0220/15	Member Updates	To source alcohol for booze stall and chase up charity stalls for donations	SK		
		Do social media Throwback Thursday posts weekly and schedule press releases	KJ, CK, SF	ongoing	
		Sort insurance coverage for event	SF	Done	
		Organise Simply Sound for the event	CK, NT-J		
		Email Fiona to see if happy to be Dinsdale on the day	SF	Done	