

TOWN CLERK

Mrs Sarah Villafuerte-Richards

DISS TOWN COUNCIL

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Please ask for: Sarah Villafuerte-Richards
Our ref: CA 03.06.25
Date: 27.05.25

To: **ALL MEMBERS OF THE CARNIVAL SUB-COMMITTEE**

Dear Members,

You are invited to attend a meeting of the **Carnival Sub-Committee** to be held at **Diss Town Council Offices** on **Tuesday 3rd June 2025** at **7pm** to consider the business detailed below.



Town Clerk / Chief Executive Officer

AGENDA

1. Apologies

To consider apologies for absence.

2. Minutes

To approve the minutes of the last meeting held on 20th May 2025 (copy details 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. Run Through Of The Day

To discuss a run through of the whole event:

- a) Set up
- b) Procession
- c) Fun Day
- d) Volunteer Schedule (copy details herewith).
- e) Infrastructure
- f) Clear Down

7. Finances

To receive an update on finances (copy details herewith).

8. Member Updates

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

9. Date of Future Meeting

To agree a date after Carnival for committee to review the event.

<u>Members</u>	<u>For information:</u>
Cllr S Kiddie	Cllr S. Browne
Cllr J Robertson	Cllr D. Craggs
Cllr L. Sinfield	Cllr A. Goulder
K. Jaynes (Chair)	Cllr A. Kitchen
R. Ludkin (DTC)	Cllr K. Murphy (ex-officio)
S. Villafuerte-Richards (DTC)	Cllr. C. Dente
S. Brazier	Cllr R. Peaty
M. Cotton	Cllr E. Taylor
E. Forsdyke	Cllr J. Welch
R. Rogers	Cllr D. Collins
G. Waterman (Vice-Chair)	S. Scott
	A.Rackham

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.