

**TOWN CLERK**  
Miss Sarah Richards


**DISS TOWN COUNCIL**  
11-12 Market Hill,  
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Please ask for: Sarah Richards  
Our ref: CA 06.12.21  
Date: 06.12.21

## 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 Greyhound** on **Monday 6<sup>th</sup> December 2021** at **7.00pm** to consider the business detailed below.



Town Clerk

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## AGENDA

1. **Apologies**  
To consider apologies for absence.
2. **Minutes**  
To approve the minutes from the last meeting held on 1<sup>st</sup> November 2021. (copy herewith)
3. **Declarations of Interest<sup>1</sup>**  
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. **Road Closure**  
To allocate a member of the team to complete the road Closure forms for SNC.
7. **Application Form**  
To note that KJ is still in the process of amending the application form and will bring this back to the next meeting of Carnival.
8. **Health & Safety**  
To appoint a member of the team to complete the Event Management Plan alongside SF for the Safety Advisory Group at SNC.
9. **Grants**  
To discuss grant applications for Carnival 2022.
10. **Entertainment**  
To discuss entertainment for Carnival 2022.
11. **Promotion**

To receive an update on promotion from Chair.

**12. Sponsorship**

To discuss plans for committee members to approach local businesses starting in the New Year 2022.

**13. Shop Window Project**

To discuss shop window project and appoint committee members to work on the project.

**14. Vehicle for Dinsdale & Mayor**

To discuss transport for Dinsdale and the Mayor during the Carnival Parade.

**15. Gazebo**

To discuss purchasing a new gazebo for the Carnival Fun Day.

**16. Progress Report**

To note and update the progress report.

**17. Member Updates**

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

**18. Date of Future Meeting**

To note that the next meeting of the Carnival Committee will take place on Monday 10<sup>th</sup> January 2022.

<b><u>MEMBERS</u></b>	<b><u>For information: Councillors</u></b>
<u>Cllr. S. Browne (Vice-Chair)</u>	<u>J. Robertson</u>
<u>S. French</u>	<u>J. Wooddissee</u>
<u>C. Keen (Chair)</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. Welch</u>
<u>K. Jaynes</u>	<u>S. Olander</u>
<u>A.Rackham</u>	<u>M. Gingell</u>
<u>T.Howard</u>	<u>D. Poulter</u>
<u>R. Ward</u>	<u>K. Murphy</u>
	<u>C. Valori</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.