



Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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16 January 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Community Engagement Committee** meeting of the Danbury Parish Council. The meeting will be held at the **Parish Office, Main Road, Danbury** on **Monday 22 January 2024** commencing at **7.30 pm**.

Yours sincerely

Michelle Harper

Ms M Harper
Clerk to Danbury Parish Council

Distribution: Members of Committee as follows:

Councillors: S Berlyn, A Chapman, G Chapman, B Hallett, M Hessing, L Naggs and P Sutton

AGENDA

23/24.47 Apologies for absence

23/24.48 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

23/24.49 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

23/24.50 To approve Minutes of the Community Engagement Committee meeting held 8 November 2023

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23/24.51 Actions from the Minutes

To note actions (Appendix 1)

23/24.52 Events

23/24.52.1 To consider the Operational Plan for the Easter/Spring Fair – 23 March (Appendix 2 – 2c)

23/24.52.2 to consider the Operational Plan for the Summer Fete – 15 June (Appendix 3)

23/24.53 Website

To receive an update on the website

23/24.54 New Neighbour Packs

To agree the format and content of new neighbour packs

23/24.55 School Visits 2024

To consider School Visits for 2024

23/24.56 The Danbury Times

To note that the next edition is due to be published in April and will consist mainly of committee reports in preparation for the Annual Parish Meeting due to be held on 22 April at the Danbury Leisure Centre

23/24.57 Annual Parish Meeting – 22 April 2024

To consider the format of the Annual Parish Meeting

23/24.58 Councillor Surgeries and attendance at local club meetings

To consider whether to hold regular surgeries and whether to contact local clubs regarding attending their meetings to promote the activities of the Parish Council

23/24.59 Christmas Lighting

To consider the quote for festive lighting (Appendix 4 and 4a)

23/24.60 Community Communication

Committee to highlight any issues they believe residents should be made aware of

23/24.61 Matters for Report (for information only)

To note information

23/24.62 Dates of next meeting

Monday 11 March 2024 at 7.30pm