



Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ
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12 October 2021

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 meeting room on **Monday 18 October 2021** commencing at **7.30 pm**.

Yours sincerely

Ms M Harper
Clerk to Danbury Parish Council

Distribution: Members of Community Engagement Committee as follows:

Councillors, S Berlyn, A Chapman, N Day, B Hallett and M Hessing

AGENDA

21/22.01 Election of Chair and Vice Chair

To elect a Chair and Vice Chair

21/22.02 Apologies for absence

21/22.03 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.

21/22.04 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.

21/22.05 To approve Minutes of the Community Engagement Committee held 27 April 2021

To approve the minutes of the Community Engagement meetings held on 27 April 2021

21/22.06 Christmas Tree Lighting Event

21/22.06.01 To receive a verbal update on plans for the lighting the Christmas Tree with carols lead by the Salvation Army on Monday 6 December

21/22.06.02 To discuss and agree a donation to the Salvation Army for attendance

21/22.07 Community Woodland Plaque

To agree design and cost for the Community Woodland plaque and agree date for the unveiling (Appendix 1)

21/22.08 Danbury Jubilee Festival

21/22.08.01 To discuss and agree the proposal for Lighting the Beacon on Thursday 2 June (Appendix 2), the Jubilee Trail on Saturday 3 June (Appendix 3) and the Big Lunch on Sunday 4 June (Appendix 4)

21/22.08.02 To discuss and agree the outline plan for the Festival on Friday 3 June depending on the response in terms of volunteers (Appendix 5)

21/22.08.03 To discuss and agree terms of reference for the working party (Appendix 6)

21/22.09 New Neighbour Pack

To agree the design of the Neighbour Pack – to be distributed at the meeting

21/22.10 Danbury Times

To receive an update of the Danbury Times

21/22.11 Matters for Report (for information only)

To note information

21/22.12 Dates of next meeting

Monday 15 November 2021 at 7.30pm – Parish Office