

# Minutes of the Community Engagement Committee Meeting held on 15 April 2024

## at 7.30 pm at the Parish Office

Present: Cllrs A Chapman, G Chapman. Hallett (Chairman), Hessing, Naggs and Rasiule

In attendance: Ms M Harper (Clerk) and 1 member of the public

### **23/24.77 Apologies for absence**

Cllrs Berlyn and Sutton

### **23/24.78 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.

There were no declarations of interest

### **23/24.79 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.

There were no comments from the public

### **23/24.80 To approve Minutes of the Community Engagement Committee meeting held 11 March 2024**

RESOLVED: that the minutes of Community Engagement Committee held 11 March 2024 be approved and signed as a true record

### **23/24.81 Actions from the Minutes**

The actions were noted

### **23/24.82 Sustainable Danbury**

Following discussion with the representative from Sustainable Danbury (the Group), It was agreed that the Community Engagement Committee would request the Leisure Centre Committee to allow the Group to use the Dawson Suite on one Saturday afternoon at no cost. Unfortunately, due to capacity in the Parish Office the Committee were unable to provide any resources in terms of organising the event.

### **23/24.83 Strategic Plan**

It was agreed that the actions from the Clerk would update the Strategic Plan and it would be added to the next agenda

### **23/24.84 Terms of Reference**

It was agreed that the Terms of Reference were suitable and did not need to be revised

### **23/24.85 Parking for Open Gardens**

It was agreed that, unfortunately the request from Danbury Open Gardens to use Pitch 2 for carparking on Sunday 9 June would not be possible as the ground may be damaged

### **23/24.86 Events**

23/24.86.1 It was agreed accept the Operational Plan updates for the Summer Fete to be held on 15 June 2024, and the Clerk requested to provide further details and costings in relation to portacabins

- 23/24.86.2 RESOLVED: to approve the Operational Plan updates for the Halloween Fete to be held on 26 October 2024, proposed by Cllr Hessing and seconded by Cllr Rasiule, all agreed
- 23/24.86.3 RESOLVED: to approve the Operational Plan updates for the Christmas Fete to be held on 7 December 2024 and confirm the attendance of the reindeer, proposed by Cllr Hessing and seconded by Cllr Rasiule, all agreed

**23/24.87 Website**

The update on the website was noted

**23/24.88 School Visits 2024**

Cllr Hallett gave an update on school visits, advising that visits had been undertaken to Danbury Park and Heathcotes and St Johns would be advising on dates for the summer term

**23/24.89 Annual Parish Meeting – 22 April 2024**

It was noted that the Annual Parish Meeting would take place in the Dawson Suite at the Leisure Centre on 22 April from 7.30pm with the meeting starting at 8pm. Tea, coffee and biscuits would be available from the kitchen area and Councillors requested to contact the Clerk if they would be available to help with chairs and refreshments

**23/24.90 New Neighbourbour Welcome Pack**

Members were requested to send any additions or amendments to the Clerk

**23/24.91 Community Communication**

The Annual Parish Meeting and fetes would be advertised, along with events. An item relating to personal safety would be included in the June editorial of the Focus

**23/24.92 Matters for Report (for information only)**

Cllr A Chapman requested that an agenda item be added to the next meeting regarding the Essex Village of Year competition and noted that councillors would be required to complete the form.

**23/24.93 Dates of next meeting**

Monday 13 May 2024 at 7.30pm

There being no further business the Chairman closed the meeting at 8.55pm.

Chairman .....

Date .....