



## Danbury Parish Council

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

Tel: 01245 225111

parish.council@danbury-essex.gov.uk

15 October 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 21 October 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: B Hallett, S Berlyn, A Chapman, G Chapman, M Hessing, L Naggs, U Rasiule and P Sutton

# AGENDA

## **24/25.39 Apologies for absence**

## **24/25.40 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.

## **24/25.41 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.

## **24/25.42 To approve Minutes of the Community Engagement Committee meeting held 9 September 2024**

To approve minutes of the Community Engagement and Health & Wellbeing Committee meeting held 9 September 2024

## **24/25.43 Actions from the Minutes**

To note actions (Appendix 1)

## **24/25.44 Events**

24/25.44.1 To review the documents and plan for the Halloween Fete

Operational Plan for the Halloween Fete and Event Plan(Appendix 2a)

Risk Assessment (Appendix 2b)

Traffic Management Plan (Appendix 2c)

Emergency Procedures (Appendix 2d)

24/25.44.2 To review the Operational plan for the Christmas Fete (Appendix 3)

24/25.44.3 To receive an update on the Christmas Light Switch on

24/24.44.4 To consider moving the Summer Fete from 14 June 2025 to 5 July 2025 to avoid clashes with other local events

## **24/25.45 School Visits 2024/25**

To receive an update

## **24/25.46 Remembrance Parade**

To consider arrangement of a road closure for the Remembrance Parade

## **24/25.47 Budget 2025/26**

To consider the budget for 2025/26 to be submitted to the Resources Committee (Appendix 4)

## **24/25.48 Community Communication**

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

## **24/25.49 Matters for Report (for information only)**

To note information

## **24/25.50 Dates of next meeting**

Monday 18 November 2024 at 7.30pm