

15th May 2024

To: Members of Planning & Development Committee

Dear Councillor

You are summoned to attend the meeting of the **Planning & Development Committee** to be held at 3 New Street, Daventry, NN11 4BT on **Monday, 20th May 2024 on the conclusion of the Annual Town Meeting.**

Yours sincerely



Deborah Jewell
Chief Officer

Email: chiefofficer@daventrytowncouncil.gov.uk
Telephone: 01327 301246

The press and public are cordially invited to be present.

Mobile phones must be switched off or turned to silent during the meeting.

Polite request: If you wish to film or record the meeting, please advise the Clerk in advance so that any necessary arrangements can be made to avoid disrupting the meeting and/or the view of the meeting by other members of the public. Any recordings made are your responsibility.

Audio recording notice: Please note, this meeting may be recorded - at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained until the Minutes have been signed by the relevant Chairman as a true record.

A G E N D A

FP2408.1. Appointment of the Chairman for the Council Year 2024/25.

FP2408.2. Appointment of the Vice-Chairman for the Council Year 2024/25.

FP2408.3. Date of Next Meeting. To confirm the date of the next meeting as Wednesday 29th May 2024.