

29 May 2024

To Members of Community Services Committee

Dear Councillor

You are summoned to attend the meeting of the **Community Services Committee** to be held at 3 New Street, Daventry, NN11 4BT on **Monday 3rd June 2024 at 18:30hrs.**

Yours sincerely



Deborah Jewell
Chief Officer

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

The press and public are cordially invited to be present.

Please switch mobile phones and electronic recording devices to silent.

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 data collected by persons other than the Town Council is not protected under the Data Protection Act.

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.

AGENDA

Open Forum This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda. Should you wish to speak, please advise the Meeting Host when you join the meeting to facilitate your request.

Please note members of the public are not permitted to speak during the meeting.

CS2403.1. Apologies. To receive and consider apologies for absence.

CS2403.2. Declaration of Interests. Members to declare any interests they consider relevant to specific items identified in this agenda.

- CS2403.3. Minutes.** To approve and sign as correct record the Minutes of the meeting held on 5th February 2024 (Appendix 01) and 20th May 2024 (Appendix 2).
- CS2403.4. Community Budget.** To receive Income and Expenditure reports, for Community Services Committee to 30th May 2024 (Appendix 03).
- CS2403.5. Town Events.** To receive a report, from Events Officer and Community Projects Officer on Town Events for 2024 (Appendix 04).
- CS2403.6. Communications.** To receive report on Town Council communications to date (Appendix 05).
- CS2403.7. Burton Memorial Conservation.** To receive a report from the Community Projects Officer regarding condition report quotes for Burton Memorial (Appendix 06).
- CS2403.8. Correspondence.** To note any correspondence received and advise action, if any.
- CS2403.9. Date of Next Meeting.** To note date of next Community Services meeting as 2nd September 2024.