

23rd December 2018

To Members of Community Services Committee

Dear Councillor

A meeting of the **Community Services Committee** will be held on **Monday 7th January 2019 at 18:30hrs** at 3, New Street, Daventry, NN11 4BT.

Members are reminded to sign the attendance register on entering the Council Chamber.

Yours sincerely

Deborah Jewell
Town Clerk

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 for a period of 6 months.

AGENDA

Open Forum

- CS1901.1 Apologies for Non-Attendance.**
- CS1901.2 Declaration of Interests.** Members to declare any interests they consider relevant to specific items they consider relevant to specific items in this agenda.
- CS1901.3 Minutes.** To approve and sign as correct record the Minutes of the meeting held on the 3rd December 2018. (Appendix 01)

- CS1901.4 Committee Budget.** To review the income and expenditure up to 31st December 2018 (Appendix 02)
- CS1901.5 Town Events.** To receive an updated report on Town Events for 2018/2019. (Appendix 03)
- CS1901.6 Communication.** To receive a report on communication and publicity December 2018. (Appendix 04)
- CS1901.7 Annual Communications Overview.** To receive a report on communication and publicity for 2018. (Appendix 05)
- CS1901.8 Correspondence.** To note any correspondence received and advise action, if any.
- CS1901.9 Date of Next Meeting.** To note the date of the next Community Services meeting as Monday 4th February 2019.