

12th May 2021

To: **Members of Planning and Development Committee**

Dear Councillor

A meeting of the **Planning and Development Committee** will be held at the Mercure Daventry Court Hotel, Sedgemoor Way, Daventry, NN11 0SG on **Monday, 17th May 2021 on the conclusion of the Annual Town Meeting.**

Yours sincerely



Deborah Jewell
Chief Officer

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 Chief Officer 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

P2108.1 Appointment of Chairman for the Council Year 2021/22.

P2108.2 Appointment for the Vice-Chairman for the Council Year 2021/22.

P2108.3 Date of Next Meeting. To confirm the date of the next meeting as Wednesday 26th May 2021.