



**Studley Parish Council**  
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## **NOTICE OF MEETING**

**A meeting of Community Engagement Committee will be held on  
Tuesday 23<sup>rd</sup> January 2024 starting at 6.45pm  
Council Chamber, Studley Village Hall, High Street B80 7HJ**

Community Engagement Committee Members:  
Cllr Phil Hunt, Cllr Craig Stone, Cllr Penny Hunt,  
Cllr Julie Palmer, Cllr Lee Kent, Cllr Colin Summers

This meeting is open to all members of the public; if attending, please remain mindful of the potential for covid-related infection.

### **Summons**

Studley Parish Council Community Engagement Committee members are hereby summoned to attend the Community meeting at the Council Chamber for the purpose of transacting the business detailed on the following pages.

Signed            *Katharine Walters*  
Clerk to the Council

Date 17/01/2023

### **AGENDA**

1.     **The Chair will be pleased to welcome everyone to the meeting.**
2.     **Apologies**  
To receive apologies from absent members and record the reason for absence.
3.     **Declarations of Interest**  
Members are referred to the requirements of the council's [Code of Conduct](#) to ensure transparency and retain public confidence in the council's decisions. Having declared an interest, **of whatever type**, the member must leave the meeting when that matter is discussed unless they have been granted a dispensation to stay in the meeting. Guidance is available here: [Excerpt from LGA Guidance](#)
4.     **To consider grant of any dispensation requests**  
Written requests for the council to consider [grant of dispensation](#) to a councillor who has declared an interest in any item on the agenda must be delivered to the Clerk prior to the start of the meeting for full council consideration at this point.  
If granted by the council at this point in the meeting, the dispensation will allow the councillor with the stated interest to:
  - a) participate, or participate further, in any discussion of the matter, or
  - b) participate in any vote, or further vote, taken on the matter at the meeting.**If not granted, the councillor must leave the meeting when relevant.**

**5. Public Forum**

Members of the public are welcome to address the committee with regards to items on the agenda or for consideration at future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person; the forum will last for no longer than 15 minutes subject to the Chairman's discretion.

**6. To approve the minutes of the committee meeting held on [24/10/2023](#) and [07/11/2023](#)**

**7. Members to note Terms of Reference for this committee, including objectives.**

**8. Guidance on collating ideas and information for agenda item requests.**

- Requests for items to be discussed in the next meeting on **Tuesday 26<sup>th</sup> March 2024** should be made under agenda item 17.
- Agenda Item Requests to be submitted to the office 7 days in advance of meetings and preferably together on one email from each committee member.

**9. To approve the schedule of events in line with the agreed budget.**

A draft schedule was proposed in the meeting held 24/10/2023, Minute reference 008. This was discussed as part of the annual budget preparation during the Extraordinary Committee meeting held 07/11/2024 and circulated by email to the committee on 23/11/2023. The committee is now requested to finalise and **approve** the schedule.

**10. To approve the draft event checklist, to aid in the planning of future events.**

The office presented a standard event checklist during the committee meeting held 24/10/2023. The checklist has been sent to the committee via email for review. Minute reference 008. **Approval is required.**

**11. To discuss D-Day 80, June 2024**

Further to the Community Engagement Committee meeting held 24/10/2023 it was agreed the D-Day anniversary date, 6<sup>th</sup> June is a civic event and appropriate arrangements would be organised by the council. Minute reference 008.

The council **agreed** to provisionally support various events to be planned from 6<sup>th</sup> – 8<sup>th</sup> June and if possible provide appropriate venue(s). Minute reference 140.

The committee have **agreed** to set up a working group to assist with the planning of D-Day 80. The committee is to agree who should be invited to join the working group. This should be presented to full council, with Terms of Reference for approval. The office will then facilitate communication to set up an initial meeting.

The following suggestions have been submitted by email to the office and require approval, subject to available funds in the agreed budget–

**i) D-Day Flag and Poster Competition – in conjunction with local schools.**

Students can design a flag or a poster for D-Day 80. The competition is to run for four weeks and judged by an armed forces veteran or current serving member. Certificates for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place. The winning flag to be made and on display at the village hall as well as posters. Four quotes have been obtained from suppliers and will be circulated to the committee.

**ii) To discuss and agree the plans for the 6<sup>th</sup> June 2024 including the location and associated costs.**

**iii) To agree to hiring a 'bugler' for the 6<sup>th</sup> June 2024 and timings required.**

- 12. An update regarding the Snowman Trail from Cllr J Palmer.**
- 13. The Administration Officer to provide an update regarding the Warm Hub in Studley Village Hall.**
- 14. To discuss an accessible database of Community Group Listings with associated information.**  
Local information is currently available on 'Enjoyably Studley' website. The committee is to decide whether a separate database is required. The committee is requested to consider time and costs for staff, as per Terms of Reference.
- 15. To discuss the possibility of setting up a Youth Council and the next steps.**
- 16. To discuss the arrangements and planning of the Annual Parish Meeting 2024.**
- 17. Items for consideration and discussion at the next meeting.**
- 18. To note the date and time of the next meeting: Tuesday 26<sup>th</sup> March 2024.**