

## Winterton Town Council

### Community Engagement Statement of Intent

#### **INTRODUCTION**

To achieve our ambitions Winterton Town Council wants to work closely with the public – residents, communities, businesses and voluntary organisations. Our aim is to engage with its residents and encourage their participation in decision making, securing better services, being engaged with the local democratic process and creating a more active and informed community.

#### **AIMS**

The Council strives to undertake the following:

**To enable an involved, empowered and active citizenship** through:

- (i) The involvement of residents in the development of the Parish/Town Plan
- (ii) Reaching out to hard to reach groups
- (iii) Seeking the views of young people

**To communicate information to our community clearly, factually and appropriately** through:

- (i) The preparation of a website detailing all council services and activities
- (ii) The preparation of a quarterly newsletter sent out to every household
- (iii) The use of plain English and no local government jargon
- (iv) The adherence to a corporate design/logo

**To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts** through:

- (i) Supporting the role and functioning of the Winterton 2022 Partnership
- (ii) Actively being involved in various networking organisations

**To raise the image and reputation of the Council** through:

- (i) Inviting residents and community groups to be actively involved in our meetings via the public forum
- (ii) Publicising widely the Annual Town Meeting
- (iii) Encouraging usage of the Council website
- (iv) Inviting residents/community groups to provide information for the Community Newsletter
- (v) Issuing press releases covering activities of the Council
- (vi) Encouraging the Mayor to actively represent the community

**To enable every Councillor to maximise their role as elected representatives and Community Leaders** through:

- (i) The preparation of a comprehensive New Members Pack
- (ii) Uploading of agendas & minutes on the Council website
- (iii) Encouraging Councillors to attend meetings of community organisations and residents associations in the area.
- (iv) Encouraging Councillors to take up places on community groups and organisations
- (v) Develop training plans for councillors

**To ensure every member of staff understands the council's priorities** through:

- (i) Having regular staff appraisals
- (ii) Encouraging staff to provide input into the decision making process
- (iii) Encouraging staff to actively represent the interest of the Council at community events

## **ENGAGEMENT**

Listed below are the individuals/organisations which the Council wishes to actively engage with:

Winterton Improvement Network, Disabled Club, Senior Citizens Forum, Winterton 2022, The Old School Hall Committee, Schools, Uniformed Groups, Pre-School Groups, All Saints Church, the Methodist Chapel, Saffre Twinning, In Bloom, Grangefield Estate, Landfill, NAT's.

## **ACTION PLAN**

Mayor & Deputy Mayor	Encourage Mayor & Deputy Mayor to fulfil their Civic Role & encourage community organisations to invite the Mayor to events	Staff, Mayor & Deputy Mayor	Ongoing
Minutes	Ensure copies of minutes are available in both hard copy and electronically for residents and community groups.	Staff	Ongoing
Annual Report	Ensure Report is available by both hard copy and electronically for residents and community organisations.	Staff	Annually
Office Opening Hours	Publicise office opening hours in newsletter and on website & noticeboards	Staff	Ongoing
Annual Town Meeting	Publicise more widely the meeting to ensure all residents are able to raise matters of interest or concern	Staff & members	Annually
Public Forum	Encourage residents to raise any matters of interest or concern via the public forum part of Full	Staff & members	Monthly

	Council		
Noticeboards	Regularly update noticeboards with council & community activities	Staff	Ongoing
Website	Maintain website with info on council services & activities	Staff & members	Ongoing
Newsletter	Produce and deliver a newsletter quarterly	Staff & members	Quarterly
School Youth Councils	Liaise with schools on community matters.	Staff	Ongoing
Businesses	Engage with the businesses and business organisations	Staff & members	Ongoing
Residents Association	Encourage Councillors to attend Residents Association, Tenants and community organisation Meetings.	Members	Ongoing
Local Democracy	Encourage Residents to both vote at and stand for the Council in Local Council elections	Staff & Members	Ongoing but high priority in the six months leading to local council elections
Press	Liaise regularly with the press sending details of council meetings and council activities	Staff	Ongoing
Ward Councillors	Maintain contact with Ward Councillors to ensure sharing of information	Staff & members	Ongoing

**Version: 1.2**

**Adopted: Tuesday 8<sup>th</sup> October, 2019**

**Minute Reference: 1910/10**