

HALLOW PARISH COUNCIL - WORCESTERSHIRE

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

Aims and Objectives

Hallow Parish Council appreciates that whilst its members are elected by the community it has a responsibility to inform its electorate of the issues it is currently addressing and those it intends to address in the future.

It is intended that by informing residents of what is to be debated and how they may comment, residents may feel able to participate in the decision-making process by making their views known through a variety of media and personal contact. This will ensure that the Council's decision-making processes are adequately informed and that members are aware of the changing needs of the community. Using all various types of media, the Council involves all sectors of the community particularly the young, elderly, hard to reach groups and visitors to the town.

Defining the Community

The community of Hallow comprises all residents and organizations within the village as well as those where the majority of its members live in the village, together with all visitors to the village and those who are employed in the village but do not live there. The Council is also represented on a number of local organizations and pro-actively seeks their opinions on many issues so that harder to reach groups, e.g.: socially disadvantaged, young and elderly feel able to contribute. be available, along with agenda in noticeboards and web site.

Provision of Information to the Community

Public Notices showing date, time, and venue of all meetings to be available, along with agenda in noticeboards, web site. Minutes available on web site. Draft minutes are published on the web site within 2 weeks of the meeting taking place in accordance with the Transparency Code. All documents available on the Parish Website. Monthly newsletter updating residents on Council issues are placed in the Parish Magazine. Annual Report, including how Council funds have been spent during the year are available on the web site. The Parish web site contains all minutes and agenda, information about the council and its members, its finances and policy documents. Freedom of Information Act scheme published and available on the web site identifying how and where any information relating to the Council can be accessed.

Opportunities for Community Involvement

Members of the public are invited to attend all meetings of the Council with a public section at the start of every meeting. Invitation to the annual Parish Meeting with opportunity for all members of the community to speak and bring matters forward for the Council to consider. The Parish Council is involved in various events in the town.

Opportunities for formal representations to the Council

Members will decide at a full Council meeting should an issue be deemed to require formal public consultation. The consultation issue and process will be advertised with an explanation of where more detailed information may be found and the deadline for responses. Such a notice will be published the Monday after the Council meeting at which such a decision is made with responses to the consultation being required the Wednesday, 8 days before the next Council meeting to enable an agenda item for the issue to be included. Any members of the public wishing to speak on the issue at the meeting to be asked to notify the Parish Clerk of their intention by 12 noon of the Tuesday prior to the meeting. No person may speak for more than 3 minutes, and the Chairman has the right to prevent persons restating what a previous speaker has said.

No dialogue will be entered into at this stage and the matter will be debated under the agenda item during the meeting. Any members of the public wishing for an item to be debated at Council is to put forward their request in writing at least one week before the meeting to enable the Clerk to place it on the agenda. The person requesting such an item may speak to it under the same terms as above.

Role of Council Members and Officers

Residents are encouraged to ask questions regarding the role of councillors. Residents are advised that on occasion members may not have the up-to-date information and in this instance the councillor may require time to allow him/herself to be updated or may refer the resident to the Parish Clerk. Issues relating specifically to County or District Council are directed to those members when possible.

Specific areas for Community Involvement

Large projects having a major impact on any or all members of the community will be consulted upon. These could include Transport, Housing – estates larger than 10 houses, Leisure facilities e.g.: parks and open space Youth facilities Plans for the future of the Village.

To review October 2023