



TUTBURY PARISH COUNCIL

Clerk: Karen Duffill

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Community Engagement Policy

Tutbury Parish Council is committed to improving its engagement with local residents to ensure they feel part of the community and able to participate in its well-being.

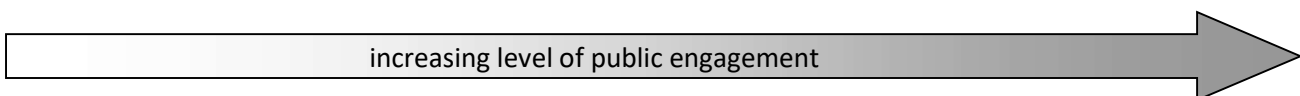
This policy sets out how this will be done.

Aim

The aim of the policy is to improve the way in which the Parish Council engages with its residents and partners.

Objective

The Parish Council will **inform**, **consult**, **involve** and **collaborate** with the public to achieve the overall objective of developing improved services to residents.



Inform	Consult	Involve	Collaborate
Objective			
To provide balanced and objective information to help people understand Parish Council issues	To obtain public feedback on proposals or decisions	To work directly with the public to ensure concerns and aspirations are understood and considered	To partner with groups and public bodies in decision-making and identification of preferred solutions
Parish Council Commitment to the Public			
We will keep you informed	We will listen to and acknowledge concerns and suggestions,	We will work with you to ensure your concerns and suggestions are	We will look to you for advice and innovation to incorporate your recommendations into



	providing feedback on how public input influenced the decision	directly reflected in the proposals developed	decisions wherever possible
Methods used in Tutbury			
Parish notice boards PC Newsletter where relevant Parish News PC website PC & Committee meetings Parish Forward Plan Information leaflets	Surveys Public meetings Annual parish meeting Email address	Participatory events PC & Committee meetings PC surgeries	Public Authorities (ESBC SCC) Working Groups Community Groups Voluntary Groups

Methods

Inform

(To provide balanced and objective information to help people understand Parish Council issues)

- Parish Council Notice Board that advertise meetings, notices and contact details of all council members and officers, as well as access to the annual report and annual accounts
- Newsletter delivered 2/3 times a year where relevant
- Article Tutbury Parish News when relevant
- Parish Council Website that includes agendas and minutes of Council and Committee meetings, events and contact details for all councillors
- Parish Council meetings and committee meetings open to the public
- Tutbury Parish Council Forward Plan delivered to every residential address (when relevant)
- Information leaflet on the work of the Parish Council
- Parish Council Facebook page

Consult

(To obtain public feedback on proposals or decisions)

- Surveys and feedback forms in PC Newsletter, delivered to households, and on-line
- Public meetings on issues of public concern, such as major planning applications
- Exhibitions and consultation on proposed major developments within the parish when relevant
- Annual Parish Meeting open to members of the public
- Parish Council Facebook page
- Parish Council email address widely published, together with councillors' contact details.



Involve

(To work directly with the public to ensure concerns and aspirations are understood and considered)

- Public participatory events to formulate parish plans (such as Development Plans)
- Parish Council and committee meetings have 15-minute public sessions
- Parish Council surgeries held regularly to allow easy access to councillors

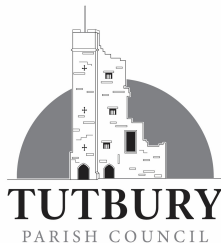
Collaborate

(To partner with groups and public bodies in decision-making and identification of preferred solutions)

- Attendance and participation of County Council and District Council representatives at Parish Council meetings
- Establishment of working groups with residents' membership, reporting to the parish council
- Representation on Community Groups
- Cooperation with Voluntary Groups (Friends of Elm Lane, St Mary's PCC, , Trent and Dove Housing, Tutbury Patients Forum)

Implementation

Each of the methods listed above will be implemented in full during each council year



Tutbury Parish Council

Previous Parish Council initiatives to consult and actively serve the community

What	When
Annual Parish Report	May– available at meeting and on website
Annual Meeting of the Parish	May– physical meeting
Parish Council Newsletters	Delivered to every household in Tutbury when relevant
Website communications	Regular updates
Resolution for grants of £3,000 to the community	Applications considered when applicable
Sponsorship of community events	December As and when appropriate
Parish Council Surgeries	Quarterly
Parish Council stand at Tutbury Market	Annually
Remembrance Day Parade	November annually
Consultations and surveys	As and when appropriate