



Statement of Intent as to Community Engagement

Responsibility: F & GP Committee

Review Cycle: Every two years, or earlier in the event of legislative changes

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>
5 September 2017	8183

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

1. Introduction

1.1 The council aims to provide services of high quality and to represent the interests of its residents throughout its area. This statement outlines the council's intentions with regard to community engagement.

2. The community

2.1 The council is directly responsible to the people of its area, who collectively form the community. Within the community, there are a variety of different bodies and the council must therefore relate closely to those bodies as well as the community as a whole.

2.2 The different bodies making up the community are likely to include:

- Businesses and their representative bodies
- Those who use the services provided by the council, whether residents or not
- Non-residents working in the town
- Visitors, whether tourists or those using the town's facilities and shops
- Voluntary groups including church and youth organisations
- Schools and other educational establishments
- Other statutory bodies providing services within the council area

3. Aims and objectives

3.1 The council aims to ensure that residents and the bodies making up the community are appropriately involved in the decision making process, particularly in relation to the provision of services and facilities. Whenever possible and practical, the council will encourage the involvement of community members in order to identify their needs and concerns.

3.2 To this end, the council will maintain and develop effective working relationships with all sectors of the community in the expectation that this will lead to:

- Improved satisfaction with public services in the area
- A greater sense within the community that people are involved in decisions which affect them
- Greater awareness within the community of the role and responsibilities of the council

4. Opportunities for community involvement

4.1 The council will engage with the community by providing:

- An accessible council office at the heart of the community
- A website www.crowboroughtowncouncil.gov.uk which includes a wide range of information and how the community can contact the council or councillors
- A quarterly newsletter

- An Annual Report summarising the council's activities for the year and providing details of the council's financial position
- A timetable of council and committee meetings and encouraging public attendance
- Details of agendas for all council and committee meetings on noticeboards throughout the town, as well as on the council website
- A period of time at the start of council and committee meetings for questions from members of the public
- Minutes of all council and committee meetings on the town council website
- Nominated councillors as representatives to outside bodies with interests affecting the area
- The organisation for the Annual Town Conference, which is open to all residents

5. Opportunities for formal representation to the council

- 5.1 The council may appoint advisors on specific areas of activity where their expertise would assist the council in its decision making, but equally welcomes public participation at council and committee meetings.
- 5.2 On a day to day basis, the Town Clerk (or other nominated officer) is generally available to meet those who may wish to attend the council office in order to discuss matters of interest or concern.
- 5.3 From time to time particular topics arise which are of sufficient community wide interest to justify the organisation of a public meeting, and the council will make arrangements for such meetings to be held in a suitable location should such a situation arise.