



## **WRPC Community Engagement Policy**

Issue 4 : June 2023

Readopted : June 2023

Review : May 2024

### **WEST ROW PARISH COUNCIL**

#### **COMMUNITY ENGAGEMENT STATEMENT**

For the purpose of this policy document: “West Row Parish” is defined by the Parish Boundary and includes Isleham Marina. “The Community” refers to those residing within the Parish Boundary.

#### **AIMS AND OBJECTIVES**

West Row Parish Council aims to engage with as many people as possible within the parish who wish to participate in decision making, monitoring services and planning for the future of the village, including Isleham Marina.

West Row Parish Council aims to actively encourage residents to become involved, using a wide and varied range of approaches to public participation and community engagement in order to capture their views and learn of their concerns.

#### **OBJECTIVES**

- To ensure that the Parish Council is fully representative of its community
- To ensure that the members of the community are aware of everything that the Parish Council is doing on their behalf
- To ensure that members of the community know how they can contact councillors or the Parish Council and influence the decisions in a democratic manner
- To represent the interests of the community when dealing with other authorities and agencies, and to seek to secure fair benefits for all members of the community.

#### **THE COMMUNITY**

West Row Parish Council is a rural parish contained within the Parish Boundary. The principal authority is West Suffolk Council.

#### **LIAISING WITH THE COMMUNITY**

West Row Parish Council is non-political with 9 elected councillors. Details of council members including contact details can be found on the Parish Council noticeboard located outside the Village Store.

- The Council produces each year during April/May an Annual Report outlining the activities and finances of the Council over the previous year. This report is displayed

on the Parish Council noticeboard

- Copies of Minutes of Meetings, Agendas and Parish Documents are displayed on the Parish Council noticeboard
- Agendas are posted on the board at least three days prior to a Parish Council meeting taking place and minutes will be posted within 2 months of the meeting taking place
- The Clerk of the Council can be contacted by telephone, email or post. Contact details are on the Noticeboard
- All Parish Council meetings are open to members of the public. Ordinary Council meetings are held at the Church Hall on the third Wednesday of the month at 7.00.pm. Residents can address the Parish Council during the Open Forum held at the start of Parish Council meetings.
- Should a matter arise which requires urgent community involvement the Parish Council will deliver information leaflets to properties wherever possible within the parish. Extraordinary Public Meetings will be advertised on the Notice Board and via social media.

### **INVOLVEMENT WITH PARTNERSHIPS**

- Both County and District Councillors are invited to attend Parish Council meetings and receive a copy of the agenda and minutes.
- The Parish Council will promote and assist with surveys and consultations on behalf of principle authorities
- Members and the Clerk of the Parish Council will liaise with the Members and Officers of the principle authorities regarding Parish Council matters.
- West Row Parish Council will actively encourage involvement from representatives of interested groups within the Parish.

### **SPECIFIC AREAS FOR COMMUNITY INVOLVEMENT**

West Row Parish Council aims to consult the community on:

- Planning applications affecting the community, environmental issues, conservation, footpaths and public rights of way, highway policies, affordable housing, community-led planning and any other item where community engagement is deemed appropriate.

West Row Parish Council will annually review this policy to reflect the role of the Parish Council in society.