



## West Dereham Parish Council

### COMMUNITY ENGAGEMENT STRATEGY

It is the aim of West Dereham Parish Council to engage with the residents of West Dereham and encourage their participation in decision making, securing better services, being better engaged with the local democratic process and creating a more active and informed community.

The Council strives to undertake the following:

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

- i. Reaching out and seeking the views of hard to reach groups including young people

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

- i. The preparation of a website detailing all council services and activities
- ii. The preparation of a monthly newsletter delivered to every household
- iii. The use of plain English

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

- i. Encouraging residents to be actively involved in meetings via the public forum
- ii. Publicising widely the Annual Parish Meeting
- iii. Encouraging use of the Council website
- iv. Inviting residents and community groups to provide information for the Village Magazine
- v. Issuing news covering activities of the Council

**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 agenda & minutes on the Council website
- iii. Encouraging Councillors to attend meetings of community organisations
- iv. Encouraging Councillors to take up places on community groups and organisations

**To ensure members of staff understand the Council's priorities** through

- i. Having regular staff appraisals and informal discussions
- ii. Encouraging staff to provide input into the decision making process

#### Engagement

The Parish Council wishes to actively engage with all:

- i. Residents of West Dereham
- ii. Service users, non-users and potential users
- iii. Businesses
- iv. Community and voluntary groups
- v. Hard to reach groups including young people

## West Dereham Parish Council Community Engagement Strategy Action Plan

<b>What to do</b>	<b>Who is responsible</b>	<b>When</b>
To encourage local residents/organisations to participate in Parish Council meetings	All members of the Parish Council via personal contact, newsletter, notice boards and website	Continuing
To update the Parish Council website and noticeboards	Chairman and Clerk	Monthly
To publish Annual Report and deliver to every household	Chairman and Clerk	Annually
To organise Parish Council surgeries in the village hall	Councillors and Clerk	30 minutes allocated before each Parish Council meeting
To conduct a review of Parish Council assets and consult residents regarding maintenance and improvement of assets	Councillors and Clerk	Review undertaken annually - Handyman employed to carry out maintenance and improvement of assets as required
To hold public forums at Parish Council meetings	Councillors and Clerk	Continuing
To maintain links with local businesses	Councillors and Clerk	Continuing
To encourage links with and promote the work of the local Safer Neighbourhood Action Panel	Councillor and Clerk	Continuing
To encourage links and support allotment holders	Councillors, Clerk Allotment Liaison Officer and Allotment holders	Quarterly Allotment Inspections as required by Standing Orders
To consult with young people regarding additional activities	Councillors and Clerk	Continuing
To monitor development in and around the parish and consult residents on possible impact	Councillors and Clerk	Continuing