



# Cubbington Parish Council

## COMMUNITY ENGAGEMENT POLICY

**Approved: September 2019**

**Review: September 2021**



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### **1. Introduction**

Cubbington Parish Council is situated in Warwickshire and has an electorate of over 3500.

The council's aims for seeking community engagement and the outcomes it hopes to achieve are:

#### **Aims:**

- To work closely with residents, businesses and community groups
- To engage with as many people as possible who want to participate in decision-making, monitoring services and planning for the future
- To ensure that we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process.
- To ensure that residents have opportunities to be heard at every stage.

#### **Desired outcome:**

To create and maintain effective working relationships with all sectors of the community based on trust, openness and constructive challenge via:

- improved communication
- better understanding of the role of Councillors
- improved engagement with residents, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
- improved satisfaction with local public services

### **2. Defining the Community**

Cubbington Parish Council is one of the many parish and town councils in England.

The community may be defined as consisting of:

- Residents of the Parish
- Users of Parish Council Services
- Young people who live in the parish,
- Businesses
- Interest groups, clubs and societies
- Voluntary organisations
- Groups of people defined by a common factor such as age, disability, faith and other groups
- Councillors and public service representatives

### **3. Role of Council Members and Officers**

The Parish Council has 7 elected members and 5 co-opted members who are identified in the community via the website.

Council members communicate with the public and via their attendance at meetings and may provide reports as part of their work such as the role of task group lead for:

- Schools
- Police & Crime
- Highways, roads, pavements, verges, grass cutting and litter
- Major planning issues
- Neighbourhood Plan
- Recreational ground refurbishment
- The Village Hall Committee
- The Pavilion

The role of parish councillor encompasses a number of different roles that embrace a range of activities. These roles bring opportunities to discuss the work of the Council with residents and encourage participation and feedback.

The Clerk is the council's paid officer who works from home outside the parish for 14 hours per week.

The Council can be contacted by phone, via the clerk at most reasonable hours, by email and by post.

#### **4. Provision of Information to the Community and Opportunities for Community Involvement**

- The Clerk is available by phone at most times: tel 07877 559825 and messages sent by e-mail to [Clerk@cubbington.org.uk](mailto:Clerk@cubbington.org.uk) will be responded to as soon as possible.
- The contact details for the Councillors are published on the website or via the Clerk
- The Parish Council website address is published on the noticeboard and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting agenda and draft minutes, policy documents, financial statements, annual report and how to contact anyone associated with the Council.
- There is a break in the proceedings at each council meeting to allow the public present to ask questions and raise concerns.
- An Annual Report is prepared and widely distributed at the Annual Parish Meeting which is hosted by the parish council.
- The Council regularly liaises with Warwick District Councillors and Warwickshire County Councillors
- Feedback is sought at all times.