



# KINGSMEAD

## PARISH COUNCIL

231 Hartford Road, Davenham, Northwich, Cheshire, CW9 8JT

# Community Engagement Policy

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## 1. Document details

|                       |                             |
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### 1.1. Revision history

Date of next revision: December 2019

| Revision date | By | Summary of changes | Version |
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### 1.2. Approvals

This document requires the following approvals:

| Date of Full Council Meeting | Minute Reference | Date of issue | Version |
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### 1.3. Distribution

This document has been distributed to:

| Name | Date of issue | Version |
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## 2. Community Engagement Strategy

Kingsmead Parish Council considers itself part of the community and as such has produced a Community Engagement policy which it will adhere to.

The Council considers that the community of Kingsmead comprises:

- All residents of the Parish
- All users of the Parish Council services
- All those who work, or own businesses within Kingsmead
- All young people who live/go to school in Kingsmead
- All voluntary organisations, clubs and societies in Kingsmead

In addition, Kingsmead Parish Council will maintain communications with other outside organisations which impact on Kingsmead, including Cheshire West and Chester Council, the Police and local Town and Parish Councils.

## 3. Communication

The Parish Council will continue to produce a regular newsletter.

The Parish Council website will be the primary source of information on the Council for the community and will be regularly updated and monitored.

The Parish Council will also post on the Council noticeboard in Kingsmead Square. Information can be provided as a hard copy by request to the Clerk to Kingsmead Parish Council in line with the Councils Publication Scheme.

The Parish Council may use Social Media to disseminate information in line with its Social Media Policy.

The Parish Council will review its communication streams on a regular basis.

## 4. Engagement

The Parish Council provides time at every Council and Committee meeting for members of the public to address the Council.

The Annual Parish Meeting will allow further engagement by the community.

The Parish Council provides an opportunity for the public to engage with both the Parish Council staff and Councillors by email, telephone and in person.

The Town Council will continue to appoint members to represent the Council on community organisations as requested.

## 5. Consultations

When the Parish Council is seeking views on a specific project or idea it will consult with the community.

Consultations will be publicised as widely as possible and will have a clear deadline for comments and publication of the analysis.

Consultations may take various forms e.g. website, public meetings, exhibitions, direct consultation.

Whilst the majority of consultations will be open to the whole community it may on occasion consult with specific stakeholders only.

The Parish Council may support other organisations in consultations.