



# Whiteley Town Council

## Community Engagement Strategy

**Adopted 4<sup>th</sup> October 2010**

**Updated February 2015**

### **1. Aims and Objectives**

1.1 Whiteley Town Council is committed to high standards of community engagement. The Council is directly accountable to its local community: all who live, work or study within the town boundary. The Council aims to improve the quality of life for the community it serves and to be responsive to its needs.

1.2 The Council endeavours to work with the community and consult as widely as possible. It will continue to build relationships and increase partnership working with residents, the business community, voluntary organisations, service providers and local authorities.

1.3 This statement sets out how the Council will keep the community informed of its work and ensure it is able to contribute to the Council's activities and decision making.

### **2. Provision of Information to the Community**

2.1 This Council ensures that documents reflecting its decisions are published and readily available to the community. Documents include meeting agendas, minutes and annual reports of the Council which are:

- published on the Council's website [www.whiteleytowncouncil.co.uk](http://www.whiteleytowncouncil.co.uk)
- posted on notice boards at Meadowside Leisure Centre, Thyme Avenue, Marjoram Way and Leafy Lane
- available to view by prior arrangement at the Council's offices or before Council meetings

News is also included in the Whiteley Voice which is published quarterly and delivered to all households in Whiteley

2.2 The Councils Freedom of Information Publication Scheme (Information Guide) is available to view and download from its website [www.whiteleytowncouncil.co.uk](http://www.whiteleytowncouncil.co.uk)

### **3. Opportunities for involvement and representations to the Council**

3.1 All Council meetings are open to the community and time is set aside for public participation.

3.2 The Police, Winchester City and Hampshire County Councillors have an opportunity to make reports to full council meetings and councillors and members of the community may ask questions and raise issues of concern.

3.3 The Council hosts an Annual Assembly, an annual meeting of the Town, between 1st March and 1st June inclusive. This provides an opportunity for local organisations to promote their work and for members of the community to informally discuss concerns with councillors.

### **4. Involvement in Partnerships**

4.1 The Council has representation on a number of local organisations that make decisions affecting the local community. Reports on meetings attended are made to the appropriate committee or to full council.

### **5. Specific Areas for Community Involvement**

5.1 The Council aims to consult widely when considering new projects, should controversial planning applications be received and when preparing documents such as the Parish /Town Plan. If additional meetings are arranged or consultation documents produced, details will be published on the notice boards and website.

## **6. Contacting the Council**

6.1 The Clerk is the Proper Officer of the council and will usually be the first point of contact for information about the Council and its work. The contact details for the Clerk are published on agendas, the website, notice boards, in the Whiteley Voice and at the end of this Statement.

## **7. Role of councillors**

7.1 Councillors are the decision makers of the council and members of the community are welcome to contact them for informal discussions. Contact details for councillors are available from the Clerk and are also published on the notice boards, website and in the Whiteley Voice.

Please feel free to contact to contact the Clerk for more information on anything in this Statement.

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