



# North Hykeham Town Council Community Engagement Policy

## Aims and Objectives

The aim of this policy is to set out how North Hykeham Town Council (NHTC) seeks to engage with the community of North Hykeham.

## Objectives

The objectives of this policy to meet its Aims are:

- Actively involve North Hykeham residents in decisions affecting activities in the area.
- Encourage partnership working.
- Ensure all information published is clear, concise, and widely available.
- Provide opportunities for residents, businesses, services, and community groups to engage with NHTC.

## In order to achieve these objectives, NHTC will:

1. Have a Community Committee, for which the Terms of Reference will be detailed by NHTC through Standing Orders. Its role, in summary, is to consider all matter relating to the community of North Hykeham and its well-being, and support events in North Hykeham.
2. Provide access to Members of the public to attend any Town Council meeting; Estate and Operations committee meeting; Community committee meeting; Finance and Policy committee meeting; and Planning committee meeting.
3. Allocate a specific time for “comments from the public” prior to each meeting of the Town Council and its committees; this provides an opportunity for local residents to make representations to the Council or to ask questions relating to any of its areas of responsibility. Comments can be in verbal form by attendance at the meeting and/or by writing in advance.
4. Publish all Council and Committee meeting agendas on the Town Council website and on the notice board outside the Civic Offices.
5. Ensure that minutes of Town Council and committee meetings are available on the website once ratified and that printed copies are available upon request (once ratified).
6. Publish Income and Expenditure reports for each committee meeting.
7. Publish contact details of Councillors on the website.
8. Undertake consultation exercises with residents when appropriate and other stakeholders (where appropriate).
9. Invite residents and stakeholders to attend Council or committee meetings as appropriate.
10. Make press releases in local publications, as appropriate.

11. Have a policy and opportunity for non-councillors to sit on the community committee.
12. Seek to work with a range of stakeholders such as, but not limited to: - businesses; police; NHS; charity organisations; religious groups; and District and County Council.

### **Opportunities for Formal Representations to the Council**

Issues received in writing may be included as a stated item on a future agenda, dependant on relevance and legality within the Town Council's duties, powers and responsibilities. Correspondence received from a member of the public is acknowledged wherever possible, within five working days.

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

NHTC has many avenues through which it communicates with the community:

1. The Town Council offices at Civic Offices, Fen Lane, North Hykeham, LN6 8UZ. Current opening hours will be listed on the Town Council's website.
2. NHTC's website <https://www.northhykehamtowncouncil.gov.uk/>
3. Other forms of social media such as, but not limited to, Facebook
4. The Town Council regularly provides updates through the locally produced magazine "Hykeham Gazette".
5. Information displayed on its noticeboards which are located throughout the Town.
6. The production of the Annual Report, available online via the website and in hard copy from the Civic Offices.
7. The Town Council's involvement in the Annual Town (Parish) Meeting.