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## **Communication and Community Engagement Policy**

This policy is published as an appendix to the parish council's Standing Orders.

### **1. Purpose and Scope**

The aim of this policy is to improve the way Moulton Parish Council informs and consults its residents and stakeholder groups on important issues to: -

- Ensure residents and other stakeholder groups views and opinions are considered and used to inform parish council decision making.
- Influence the quality and delivery of local services, facilities, and appropriate infrastructure to the benefit of the Parish; and
- ensure residents are kept informed and encouraged to participate actively in parish matters.
- Improve, plan, and shape the future of the parish according to local needs and priorities.
- Improve the quality and delivery of services.
- Use engagement to inform decision making, ensuring decisions meet the needs of the parish.
- Be a stronger, more active, and cohesive parish.

### **2. Legal Responsibility & Policy Support**

[The Local Government \(Parishes and Parish Councils\) Regulations 1999](#)

### **3. Community Engagement**

Community engagement, to ensure all sections of the community are reached, will be achieved by communicating, consulting, supporting, and working together with our residents and stakeholder groups as follows:

- The Moulton Scene parish magazine is delivered twice a year to every household in Moulton.
- Moulton parish council employs a team of people, working under the Library, Health and Wellbeing Manager to support the community providing information and advice on a wealth of different clubs, societies, activities, and volunteer schemes.
- The parish council website [www.moultonnorthants-pc.gov.uk](http://www.moultonnorthants-pc.gov.uk) contains a great deal of local information. Special events and important notices are added regularly.
- Parish council and committee meeting agendas are published on the parish noticeboards and on the website.
- Information leaflets and newsletters are produced as necessary to inform residents about the impact of significant national issues within the local

community. Leaflets are posted on social media channels, parish noticeboards and are available from Moulton Community Centre.

- Parish council meetings are held in Moulton Community Centre - Sandy Hill, Reedings, Moulton at 7.15 pm on the first Tuesday of each month (except January when meetings take place on the second Tuesday and August where there is no meeting). Members of the public and press are invited to address the council at the public open forum session of the parish council meeting which lasts for approximately 15 minutes.

#### **4. Extra Ordinary Meetings**

In addition to regular parish council meetings the council may hold extra-ordinary meetings or arrange consultation meetings to keep residents informed and to consult with them ahead of, for example, submitting responses to major planning applications. The council will advertise such meetings as widely as possible to all residents.

#### **5. Annual Parish Meeting**

An Annual Parish Meeting will be held every year, each May, which all residents are invited to attend.

#### **6. Consultation**

Consulting all residents on important issues is key to this policy. This will ensure those most affected are able to put forward an opinion and are given an opportunity to make a difference. It may be necessary to establish a range of different engagement channels to ensure that consultations include all members of the parish by identifying the hard-to-reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc.

#### **7. Supporting Local Organisations**

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. Supporting local projects and participating in local events will raise the awareness of the council and its aims and objectives. Supporting members of the parish in shaping the future of their parish will bring about a more cohesive community.

#### **8. Partnership Working**

Acting together with residents and partners in finding solutions to local problems will ensure they will be accepted and fit for purpose. Acting together to carry out agreed action plans, will engage the community in working with the council to enhance the environment and the quality of their lives. Acting together in decision making and policy drafting will ensure residents have a voice and can make a difference.

#### **9. Budgets**

The council may include in its annual budget monies available as grants which community groups and other organisations within the parish may apply for.

#### **10. Councillors**

Individual councillors take on responsibility for reporting on and promoting items of community interest.

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed:            January 2024**  
**Review Due:                January 2025**