

Framlingham Town Council

Statement of Intent as to Community Engagement

Aims and Objectives

Framlingham Town Council is committed to high standards of engagement with its community. Our council is a tier of local government which belongs to, is part of, and is directly accountable to its local community. Councillors play an important role as they are elected to make decisions on matters affecting our town. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to its needs. This statement sets out how we ensure the community is kept informed about, and can contribute to, the activities and decision-making of this council to the benefit of this town.

What is Our Community?

We believe our community is everyone within the town's boundaries, and recognise that residents pay for the activities of the Town Council, we recognise that visitors to our community form an important part of the vibrancy of community life. We understand that there are bodies that are crucial to the local quality of life, and strive to maintain excellent working relationships with them, including town organisations, the Police, neighbouring councils and other tiers of local government.

Provision of Information to the Community

This council ensures that its main documents which reflect its decisions are readily available for the public to view; including the agendas, minutes and annual reports of the council which are:

- ✦ Published on the council's website www.framlingham.com
- ✦ Posted on the Town Council noticeboard (agendas)
- ✦ Available to view in the Town Council Office and Library

The council also summarises its activities and reports them to the Notice Board on www.framlingham.com and you can find our monthly reports in Framfare.

You can view the council's Freedom of Information Publication Scheme on the council's website www.framlingham.com or in the Town Council Office.

Opportunities for involvement and representations to the Council

Agendas for committees and full council meetings contain an invitation to the public and press to attend. Agendas give an indication of the business to be transacted so that you can decide whether you want to attend or make your views known by some other means prior to the meeting. Meetings are the forum for business and decision-making and it is important that there is ample time for due consideration of issues before councillors. However, there is also an opportunity for the public to make representations in person prior to decisions being made. We welcome representations but there is a time limit, and if you are concerned that there might be insufficient time to make your points known, you might wish to make representations in writing prior to the meeting.

We give representatives from the Police and other tiers of local government an opportunity to make reports to full council meetings. This provides the public and councillors with more information and an opportunity to ask questions.

The council will call an annual meeting of the town between 1 March and 1 June inclusive. This is your meeting and you will have an opportunity to hear from many community organisations and to ask them questions, and also raise matters of concern to the community.

Involvement in Partnerships

The council has representation on and attends meetings of other bodies which make decisions affecting the local community, and the information thus obtained is reported to full council meetings.

Role of councillors

Councillors are the decision-makers of the council. The contact details for all Councillors are available from the Town Clerk and are also published on the notice board; Town Council Office window and website. Councillors welcome contact with members of the public, and will listen to the representations you make to them at council and committee meetings whether you attend in person, ask another person to raise matters for you, or provide your comments in writing.

The contact details for the Town Clerk to the Council are published on agendas, the notice board, website and in the local Framfare magazine. The Town Clerk is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with, or requesting information from, the council.

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

Specific Areas for Community Involvement

In some circumstances, we also provide additional information sheets and/or provide additional public meetings in the event that exceptional issues arise which are of particular interest to the community. We envisage that these might include plans for significant planning development, exceptional spending plans and any emergency situations that arise.

Contact details for the council are:
Mrs Eileen A Coe (Town Clerk) Framlingham Town Council
10 Riverside Framlingham Suffolk IP13 9AG
01728 720183
townclerk@framlingham.com

Signed at the Town Council meeting on 5th November 2009

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Chairman

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Town Clerk