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To All Members of the EATH Committee:

Keynsham Town Councillors: D Biddleston (Chairman), C Brennan, C Buxton, H MacFie, A. McGuinness, B. Simmons and J Wallcroft

cc. All Other Town Councillors

Dear Members of the EATH Committee

In accordance with the Schedule of Delegation approved by Town Council on April 22nd 2021, the Acting Town Clerk is required to exercise delegated power (in consultation with the members of the cttee) to make decisions on the following items:

Any matters relating to Winter Festival

Members are therefore invited to a virtual consultation with the Acting Town Clerk on **Wednesday 6th October 2021 at 4.00 p.m.** via the following link.

This meeting is open to Members of the Public. For telephone dial in details please contact the Acting Town Clerk.

Join the consultation:

<https://us02web.zoom.us/j/88183957469?pwd=d3FFQ0ZF5HprM3hqeVpUdidQL01zZz09>

Meeting ID: 881 8395 7469

Passcode: 594927

All delegated decisions will go to the next meeting of full Council on 19th October (or later face to face meeting if applicable) for ratification.

Signed on 29th September 2021.

By Dawn Drury, Acting Town Clerk

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

EATH COMMITTEE

1. KEYNSHAM WINTER FESTIVAL

To discuss matters relating to the proposed Christmas Market.

2. KEYNSHAM CHRISTMAS TREE

Christmas tree(s) update for 2021.

3. REMEMBRANCE PARADE 2021 – SUNDAY 14TH NOVEMBER 2021

Acting Town Clerk to give an update on the Remembrance Parade.

4. COMMUNITY ENGAGEMENT STRATEGY - CommunityEngagementdocument (appended pages 3 -5)

To receive an update on the Community Engagement Strategy document. Any decisions in respect of the same to be made at a future physical meeting of this Committee.

5. QUEENS PLATINUM JUBILEE – EVENTS BETWEEN 2ND AND 5TH JUNE 2022

To receive any ideas of possible events for the 2022 Jubilee. Ideas to be collected and revisited in the New Year.

To receive suggested budgets for this event. Any Budget to be approved at the Finance Policy Committee and Town Council meetings on 19th October 2021.

6. DATE OF NEXT MEETING

RECOMMENDATION:

To note that the next consultation with this Committee will be held on **WEDNESDAY 10th NOVEMBER 2021 at 4.00 p.m. by zoom conferencing.**

Draft document Community Engagement Strategy document. Highlighted some text that may need to be discussed and edited/deleted for EATH meeting 6th October.

Background and principles

1.1. Keynsham Town Council (KTC) recognises the need to consider the impact of its actions on others and the surrounding environment.

1.2. A key component in KTC's approach will be resident involvement; We will encourage you to get involved. Participation and engagement are central to the thinking of the Council

1.3. The Localism Act (2011) places considerable onus on increased involvement and therefore, initial guiding principles are required:

1.4. Involvement principles

1.4.1. KTC cannot force any individual or group to become involved, but it can, and will, make it as easy as possible.

1.4.2. It will always be clear, before the start of any participation or consultation activity, to what extent the result will inform a decision.

1.4.3. If the outcome of a participation or consultation activity is intended to inform a decision and a different decision is taken, the reasoning behind that decision will be explained where necessary.

1.4.4. Not every decision requires community involvement.

1.5. Engagement principles

1.5.1. KTC will be clear at the start of the event what output is expected, e.g. a recommendation, strategy suggestion etc.

1.5.2. Engagement events are not intended as an opportunity for individuals with an interest to lobby decision makers.

1.5.3. While individuals may well have links with groups that have a vested interest, they should not represent those groups in informing the process.

1.5.4. The process should encourage people to take the wider view, and to ensure that those not able to be at an event have their views expressed by others.

1.6. Consultation principles

1.6.1. If an event calls for wider public involvement, such as Participatory Budgeting, the event will be advertised locally allowing people time to organise their engagement with the event.

1.6.2. Consultation events will sometimes be targeted at the relevant group or groups.

1.6.3. Events will be time-bound.

1.6.4. Specific, non-leading questions will be asked.

1.6.5. Questions can be open (e.g. where do you think swings should be sited?) but not open-ended (e.g. what do you think should be done?)

2. Corporate aims and objectives

2.1 Community engagement is embodied in the delivery of the Council's Strategy.

2.2. Areas of focus in the Strategic Plan are:

2.2.1. Wellbeing: to build and foster a flourishing and active community of people and organisations working together.

2.2.2. Prosperity: to build and foster thriving business community, connected with each other and with the town, providing employment and prosperity.

2.2.3. Environmental sustainability: covering the attractiveness, variety and accessibility of the town's green spaces and an increased focus on renewable energy, energy efficiency, waste reduction, and community transport.

2.3. KTC recognises that wellbeing, prosperity and environmental sustainability are intrinsically interlinked and none of the aims can be achieved without a high level of community engagement.

2.4 The objectives of this strategy are to:

2.4.1 Encourage effective local community engagement.

2.4.2. Ensure that there is a clear understanding of the need to engage with communities about decisions which affect them and that this is embedded throughout KTC

2.4.3. Enable the aspirations/comments/suggestions etc. obtained from community engagement to have an impact on decision making and the way in which services are being delivered.

2.4.4. Identify the principles behind how KTC can enhance its profile by improving engagement with the wider community (with specific reference to hard-to-reach groups).

3. Frome Town Council and community engagement

3.1 The Council currently facilitates community engagement in the following ways:

3.1.1 Allocation of public participation at the beginning of each Council meeting. This provides an opportunity for residents to talk to the Council or ask questions relating to items on the agenda.

3.1.2. Engagement is also encouraged throughout Council meetings.

3.1.3. The publishing of agendas, minutes and supporting documents for all Council meetings on the website, in the office window and on various notice boards around the town.

3.1.4. Active involvement in the Annual Town Meeting with its public question time

3.1.5. The annual External Audit provides the opportunity for questions to be asked about the latest Statement of Accounts and Balance Sheet. A synopsis of the financial accounts is published within the Annual Report.

3.1.6. Making the Cllrs' contact details available on the website and on various noticeboards around town.

3.1.8. News and events are publicised through the KTC website, Facebook, Twitter

3.1.9. The Annual Return and Statement of Accounts made available as printed copies and on the website.

3.1.10. Consultation exercises (e.g. on Market Place), surveys and questionnaires are undertaken with residents, young people and local user groups and organisations for specific projects and tasks.

3.1.11. Inviting members of the public to Open Forums, Working Groups and Panels