

St. Ippolyts Parish Council

The following Statement of Intent as to Community Engagement document (version 1) has been approved at the 6th February 2012 Parish Council meeting.

Statement of Intent as to Community Engagement

Aims and Objectives

St Ippolyts Parish Council is committed to high standards of engagement with its community. Our Council is part of 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 parish. We aim to make a difference to the quality of life of the community we represent and to be responsive to the needs of our community.

This statement sets out how we will endeavour to ensure the community is kept informed about and can contribute to the activities and decision-making of this council to the benefit of this parish.

What is Our Community?

We consider our community is everyone within the boundaries of the parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the parish council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will endeavour to achieve good working relationships with these bodies including local 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 published and readily available for the public to view. These documents include the agendas, minutes and annual reports of the council which are:

Published on the council's website www.stippolyts-parishcouncil.org.uk

- Posted on the notice board on Gosmore and St Ippolyts village greens and Rowan Grove
- Available to view, by request and prior arrangement with the Clerk.

Council meeting dates are usually published in The Comet, a local paper and PAX the Parish Magazine for the Benefice of St Ippolyts with Great and Little Wymondley courtesy of the editors.

You can view our Freedom of Information Publication Scheme on the council's website.

Opportunities for involvement and representations to the Council

The Agenda for council meetings contain an invitation to the public and press to attend. The Agenda gives you 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 this business can be conducted with ample time for due consideration of issues before councillors. However, at council meetings there is also an opportunity for the public to make representations in person prior to decisions being made. We welcome representations but inevitably have to apply a time limit and if you are concerned that there might be insufficient time to make your points known, you may wish to make representations in writing or by email to the clerk prior to the meeting.

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

St. Ippolyts Parish Council

The council will also call an annual meeting of St Ippolyts Parish on a day falling between 1 March and 1 June inclusive. This is your meeting and you will have an opportunity to hear from community organisations and to ask them questions. It is also possible to raise matters of concern to the community.

Working Groups

There are currently three groups these being St Ippolyts Footpaths & Bridleways Group (P3), St Ippolyts Football Pavilion Group and St Ippolyts Neighbourhood Plan Steering Group. Information obtained from these meetings is reported to council meetings.

Involvement in Partnerships

The council has representation on St Ippolyts Parish Hall management committee and attend meetings of bodies which make decisions affecting the local community. Information obtained from these meetings is reported to council meetings.

Role of councillors

Councillors are the decision-makers of the council. The contact details for all councillors are available on the website or from the Clerk. Councillors also hold the Clerk to account.

Councillors welcome contact with members of the public and they will listen to the representations you make to them at council meetings whether you attend in person or provide your comments in writing.

The 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. The contact details for the Clerk are published on agendas.

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

Specific Areas for Community Involvement

In some circumstances, we also provide additional information and / or additional public meetings in the event that exceptional issues arise which are of particular interest to the community such as proposals for significant planning development.

Contact details for the council are:

St Ippolyts Parish Council
P.O. Box 287
Hitchin
Herts
SG4 7WT

Telephone 01462-421409

Email clerk@stippolyts-parishcouncil.org.uk

Website www.stippolyts-parishcouncil.org.uk