

Tenterden Town Council - INTERNAL COMMITTEE

Public Engagement sub-committee

Headline minutes and action points from a meeting on 15 January 2018

No	Updates	Action
1	The council will review generally its arrangements for standing committee and council meetings	Committee Re-structuring sub-committee to discuss and report back
2	The council will consider adopting the “Panels” system (as per Frome TC), not for standing committee and council meetings, but for specific themes or projects – once the regeneration focus groups are being wound down	Committee Re-structuring sub-committee to discuss and report back
2	The sub-committee agreed that the cost of professional surveys of residents and businesses was too high. Instead, a professional would be engaged to specify the questions, with the intention of – <ul style="list-style-type: none"> Distributing paper surveys via inserts in the Wealden Advertiser, Residents Association meetings/newsletter, appropriate venues in town and Publicising a Survey Monkey survey through social media (and the schools, if they agree) The results would be input by volunteers	<p>Town Hall office to ascertain costs involved, with a view to getting council approval.</p> <p>Seren Welch to invite a professional market researcher to contact the Town Hall office to offer their services</p> <p>Volunteers willing to input results of paper surveys to confirm their interest to the Deputy Town Clerk.</p>
3	It was agreed that the possible installation of a TV monitor in the front Town Hall window would be passed on to the Town Hall Focus Group	<p>Town Hall Focus Group to incorporate this suggestion in their discussions.</p> <p>No further action by this sub-committee</p>
4	The publication of “headline minutes” of committee (and sub-committee?) meetings via the local press would be best achieved by an occasional newsletter insert in the Wealden Advertiser	<p>Town Hall office to cost-up this method of publication for mini-newsletters</p> <p>The publication of draft minutes within a week of meetings has already been adopted</p>
5	Council to consider adopting “traffic light minutes” (similar to the GLA)	Town Hall office to circulate the template minutes supplied [done], so the adoption of such a system can be discussed at the next meeting
6	Councillors to take turns writing articles for the newspapers and council newsletter and responses for social media: already adopted for recent mini-newsletter	Conclusion: Projects to be allocated a “link councillor”, named in minutes, press/public releases, newsletters, etc
7	The recent “Coffee with councillors” morning was a success to be built on	<p>Committee Re-structuring sub-committee to consider frequency – to tally with meetings schedule.</p> <p>Town Hall office to advertise widely</p>

Dated: 22 January 2018

Please note: The above does not constitute the official minutes of the meeting to which it relates, simply a quick summary of recommendations and actions to be taken. If there is a conflict between the above and the official minutes, the official minutes (once adopted) apply.