

Tenterden Town Council

Public Engagement Sub-Committee

Headline minutes and action points from a meeting on 09 November 2017

The following recommendations arose out of the initial meeting of this sub-committee, involving four town councillors and 11 members of the public:

No	Recommendation	Action
1	At council standing committee meetings, the town council should try an arrangement whereby members of the public sat at separate tables with one or two councillors to discuss agenda items before the councillors voted on them	Town Hall office to consider (a) what meetings this could be applied to in practice and what layout arrangements would work best
2	The council should conduct surveys – a pavement survey, backed up by an online survey, a survey of local organisations and survey questionnaires distributed through local business, asking residents – <ul style="list-style-type: none"> (a) how they would like to receive information from the town council (b) how they would like to input comments and suggestions to the town council (c) what information they would like contained in the town council's newsletters (d) what are the top five issues of importance that the town council should address. Rather than pay for a specialist survey business to implement this, contributors were willing to conduct the pavement survey on a voluntary basis with the right training	Town Hall office to consider (in liaison with others with appropriate knowledge) the exact wording of the questionnaire. Town Hall office (in liaison with others) to identify a suitable trainer, identifying costs and availability. Volunteers willing to conduct the pavement survey to confirm their interest to the Deputy Town Clerk.
3	The installation of a TV monitor in the front Town Hall window (so legible from outside) giving a "news feed" in respect of council business	Town Hall office to research the means and costs of implementing this, and what is needed in terms of resources to update the news feed
4	"Headline minutes" of committee (and sub-committee?) meetings to be published on a paid-for basis in the Kentish Express and Wealden Advertiser.	Town Hall office to research the costs of paid-for space in each publication, and to consider the practicalities of producing "headline minutes" of different meetings as well as full minutes

5	Council to consider adopting "traffic light minutes" (similar to the GLA)	Seren Welch to supply or identify a sample of the "traffic light minutes" from the GLA or elsewhere Town Hall office then to consider the adoption of such a system
6	Councillors to take turns writing articles for the newspapers and council newsletter and responses for social media	Agenda item for councillors to discuss with a view to accepting these roles as appropriate to each individual
7	Coffee mornings for "surgeries", not necessarily at the Town Hall	Town Hall office to identify a date, time and venue, arrange refreshments and publicise – to get this started, it might be simplest to use the Town Hall initially, but other venues in future.
8	Next meeting of the sub-committee (all interested parties welcome to attend)	All: Tuesday 12 December 2017 at 19:00 at the Town Hall

Dated: 14 November 2017

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.