

## 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	<b>Committee Re-structuring sub-committee</b> 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	<b>Committee Re-structuring sub-committee</b> 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"> <li>Distributing paper surveys via inserts in the Wealden Advertiser, Residents Association meetings/newsletter, appropriate venues in town and</li> <li>Publicising a Survey Monkey survey through social media (and the schools, if they agree)</li> </ul> The results would be input by volunteers	<p><b>Town Hall office</b> to ascertain costs involved, with a view to getting council approval.</p> <p><b>Seren Welch</b> to invite a professional market researcher to contact the Town Hall office to offer their services</p> <p><b>Volunteers</b> 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><b>Town Hall Focus Group</b> to incorporate this suggestion in their discussions.</p> <p><b>No further action</b> 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><b>Town Hall office</b> 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)	<b>Town Hall office</b> 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	<b>Conclusion:</b> 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><b>Committee Re-structuring sub-committee</b> to consider frequency – to tally with meetings schedule.</p> <p><b>Town Hall office</b> 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.