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# PUBLIC PARTICIPATION and COMMUNITY ENGAGEMENT

# With CONSENT FORM

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| **Issue**  **Number** | **Date Agreed** | **Details of amendments** |
| 1 | March 2018 | Adopted by Council March 2018 |
| 2 |  | Reviewed July 2020 |
| 3 |  | Reviewed November 2021 |
| 4 |  | Reviewed December 2023 |
| 5 |  | Updated February 2024 |

# CONSENT FORM

Your privacy is important to us, and we want to communicate with residents in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to contact you. Please fill in the contact details you want us to use to communicate with you:

Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Question: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I confirm I am an elector of Alfreton Yes/No.

If an item is on the agenda, an elector of the town can speak on that matter without notice.

I will/will not be present at the meeting.

I request that the Town Mayor/Councillor answers my question.

I would like the question to be raised at the meeting on

Seven days’ notice is required for any matters not on the agenda and for matters raised by non-electors and will be heard within the limits of the public participation section of the agenda, if appropriate.

By signing this form you are confirming that you are consenting to Alfreton Town Council holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the Town Council contacting me\*;

* To enable us to update residents
* To fundraise and promote the interests of the Council
* To inform you of news, events, activities and services in Alfreton
* Other, please state:

Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dated: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our “Privacy Notice” which is available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Town Council. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

# PUBLIC PARTICIPATION and COMMUNITY ENGAGEMENT

Community engagement will be achieved by communicating, consulting, supporting and working together with its residents.

The Council hopes that this short guide will encourage members of the public to attend its meetings and will be particularly helpful for those unfamiliar with meetings procedure.

**Why are meetings held?**

Aside from the fact that there is a statutory obligation for the Council to meet at least four times a year, meetings are the Council’s principal means by which to discuss issues, formulate policies and make decisions on matters affecting Alfreton Town Councill or its governance.

**Who can attend?**

Anyone - however, from time to time, confidential items may be discussed in which case the press and members of the public are excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960.

If an item is on the agenda, an elector of the town can speak on that matter without notice.

Seven days’ notice is required for any matters not on the agenda and for matters raised by non-electors and will be heard within the limits of the public participation section of the agenda, if appropriate.

The Clerk will decide if an item will be add to the agenda, the appropriate meeting for the item or question to be asked and if the matter would be better dealt with by another authority.

**When are meetings held?**

Meetings are generally held on the third Tuesday of each month – no meeting in August – at Alfreton House, High Street, Alfreton, in Room 1, starting at 7:00pm

Committee meetings are held when required.

A timetable of meetings can be found on the Council’s website.

Minutes of previous meetings and further useful information about the Council is also on the website.

**What happens at meetings?**

The Clerk is the ‘proper officer’ appointed by the Council to discharge its functions and is responsible for preparing agendas, taking minutes and helping Councillors make decisions that are informed, procedurally correct and lawful. Meetings are run according to Standing Orders agreed by the Council. Standing Orders include statutory legislation for the organisation and transaction of Councils’ business.

The order of business at every meeting will generally be as set out on that meeting’s agenda and we ask that everyone attending respects the office of the Chairman who is responsible for the conduct of the meeting and for ensuring that the business specified on the agenda is carried out.

When attending a meeting, members of the public are expected to be respectful

of the conduct of business and they must not behave improperly, be offensive or interrupt the business of the meeting. If they do, the Chairman may order that they be removed and excluded from the meeting.

*Continued*

**Why should I attend?**

• To raise an issue or concern that relates to the Town Councils remit

• To become better informed about topical issues and matters impacting on the wellbeing of the parish and its inhabitants

• To observe Councillors’ participation in decision-making

**When can I speak?**

Members of the public have no automatic right to speak during a meeting. However, at the beginning of all Full Council meetings the agenda allows the public to participate. It is the Chairman who determines who shall speak, in which order and for how long.

A period of 20 minutes at the start of the meeting will be allowed for this purpose which could be extended if the Town Mayor decides.

You can also submit comments and petitions to those meetings. Questions will be asked and answered in the order they were received, except that the Town Mayor may group together similar questions.

A question may only be asked if;

* an item is on the agenda, an elector of the town can speak on that matter without notice.
* Seven days’ notice is given for any matters not on the agenda and for matters raised by non-electors and will be heard within the limits of the public participation section of the agenda, if appropriate.

unless the Town Mayor regards it as urgent in his opinion.

Each question must give the name and address of the questioner and may name the Member of the Council to whom it is to be put.

Each person can ask only one question. Any question will be rejected if it:-

* is not a matter for which the Council has a responsibility;
* is defamatory, frivolous or offensive;
* requires the disclosure of confidential or exempt information;
* relates to planning or licensing matters

If the Chairman of a meeting considers that a member of the public present may have information which would help Councillors or committee members make an informed decision, the Chairman may – with the permission of the meeting – invite that member of the public to speak during the meeting.

**ASKING THE QUESTION AT THE MEETING**

The Town Mayor will invite you to put the question to the Member named on your form. If you are unable to be present, you may ask the Town Mayor to put the question on your behalf. The Town Mayor may decide that a written reply will be given or decide that the question will not be dealt with. You cannot speak for more than 3 minutes. Members of the Council present during Public Participation Time may be permitted to speak at the discretion of the Town Mayor.

**COMMUNICATION**

Newsletters are produced periodically and delivered to all households in the Town and published on the Town Council website.

The website contains agendas as required under the Local Government Act 1972, including on the website, and minutes of meetings are included on the website within a calendar month of the meeting. As well as the published newsletters an enewsletter is published on the website on a monthly basis. <https://alfretontowncouncil.co.uk/council-meetings/>

Social Media regular reports and information are added to social media.

Meetings of the Town Council and its Committees are open to the public and include an opportunity for members of the Town to engage with Councillors. All meetings include time for public participation at the start of the meeting.

Councillors can be contacted by email or phone, their details can be found here <https://alfretontowncouncil.co.uk/council/council-members/>

The Town Clerk and Officers can be contacted by telephone during the Office opening hours of 9am to 12.30pm Tuesday to Thursday or by email.

**WORKING TOGETHER**

Working with residents and partners in finding solutions to local problems will ensure that they will be accepted and fit for purpose. Working with residents to carry out agreed action plans, will engage with the community in working with the Council to enhance the environments and the quality of their lives. Working together in decision making and policy drafting will ensure they have a voice and can make a difference.

**ROLE OF COUNCILLORS**

Alfreton Town Council members and officers will engage with the community through partnership working, especially with statutory bodies/organisations, local businesses and voluntary groups. Town Councillors may also sit as observers on local organisations on invitation.