



STOTFOLD TOWN COUNCIL

COMMUNITY ENGAGEMENT POLICY

VERSION: 1.0

1. Purpose

The purpose of this policy is to set out how Stotfold Town Council engages with residents, businesses, community groups and other stakeholders to ensure that local people have opportunities to contribute to the life of the town and influence decisions that affect them.

The Council recognises that effective community engagement strengthens local democracy, improves decision making and helps ensure that services and activities reflect the needs and priorities of the community.

2. Scope

This policy applies to all forms of engagement undertaken by the Council including:

- consultations and surveys
- public meetings and the Annual Town Meeting
- community events
- digital engagement through the Council website and social media
- partnership working with community organisations
- communication through press, newsletters and noticeboards

The policy applies to councillors and staff when undertaking engagement activities on behalf of the Council.

3. Principles of Community Engagement

Stotfold Town Council will ensure that community engagement activities follow these principles.

Openness

Information will be shared openly so residents can understand Council decisions and activities.

Accessibility

Engagement opportunities will be accessible to all members of the community.

Transparency

Decisions will be communicated clearly and the reasons for those decisions explained.



Inclusivity

The Council will seek to reach different groups within the community including young people, older residents and community organisations.

Responsiveness

Feedback received from engagement activities will be considered and used to inform Council decision making.



open · accessible · transparent
inclusive · responsive

4. Methods of Community Engagement

The Council uses a range of engagement methods to reach residents and stakeholders.

Public meetings

Council and committee meetings are open to the public and include opportunities for public participation.

Annual Town Meeting

An annual meeting held for residents to receive updates on Council activities and raise matters of local interest.

Consultations and surveys

The Council may undertake consultations to seek views on major projects, policies or service changes.

Community events

Events organised or supported by the Council provide opportunities for residents to engage informally with councillors and staff.



Digital engagement

Information is shared through the Council website and social media channels to ensure timely communication with residents.

Press and publications

Press releases, newsletters, annual report and public notices are used to inform residents of Council activities.

Partnership working

The Council works with community organisations, voluntary groups, schools and local businesses to strengthen engagement across the town.

5. Roles and Responsibilities

Councillors

Councillors represent residents and play an important role in listening to community views and bringing those views into Council discussions.

Town Clerk

The Town Clerk has overall responsibility for ensuring engagement activities are delivered effectively and in accordance with this policy.

Council staff

Staff support engagement activities including communications, consultations and community events.

Community partners

The Council works collaboratively with ward councillors, community groups and organisations to support engagement initiatives.

6. Communication Channels

The Council communicates with residents using a range of channels including:

- the Town Council website
- social media platforms
- public noticeboards
- press releases and local media
- Consultations council meetings and the Annual Town Meeting
- community events and activities

Using multiple channels helps ensure information reaches as many residents as possible.



7. Monitoring and Review

The effectiveness of the Council's community engagement will be monitored through:

- feedback from consultations, surveys and events
- attendance at meetings and community activities
- engagement with online communications

This policy will be reviewed every two years or sooner if required to reflect changes in legislation or Council practice.

Version History:

Version No	Date Approved/Reviewed	Summary Of Changes	Review Date
1.	Adopted April 2026		April 2028