



# Leigh-on-Sea Town Council

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Chairman: Cllr Pat Holden  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson



Report 1934c/TC

## STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

### MAIN STATEMENT OF INTENT

#### Aims and Objectives

Leigh-on-Sea Town Council is an open and transparent Council, which values the opinions of the community, which it serves. It has in the past, and will continue to do so in the future, listen to the needs and concerns of that community, and will do everything within its power and financial constraints, to make Leigh-on-Sea a better place to live, and work.

#### Defining the Community

Leigh-on-Sea Town Council is keen to reach all groups and individuals who work, or live in the area. It has historical links with local Church Groups, educational establishments and the many voluntary groups working for the good of the Town, to ensure that as wide a cross section as possible of the community can have access to the Council, its Members, and its staff.

#### Provision of Information to the Community

Leigh-on-Sea Town Council has many avenues through which it communicates with its community. These include:

A web site that gives Councillor details and a statement about the Council's 'Freedom of Information' scheme, as well as going beyond the work of the Town Council, and provides links to many other useful services, including the principal authority. An Annual Report is published on the website and in hard copy. Publishing of agendas, outside the Town Council Office plus four other noticeboards around the town and on the web site for all Council and committee meetings. Publishing of minutes, on the Council web site, for all Council and Committee meetings. The Towns involvement in the Annual Town Meeting, with its public question time. The Town Council will use the website and other forms of communication to consult its electorate.

The Town Council publishes a newsletter once a quarter 'Leigh Matters' to inform residents of issues and events within the town. The annual External Audit offers the opportunity for questions to be asked about the latest Statement of Accounts. A synopsis of the financial accounts is published within the Annual report.

#### Opportunities for Community Involvement

Leigh-on-Sea Town Council makes every opportunity available to the electorate to ensure excellent community involvement. These will include the following methods:

The Town Council has a public question session at every Council meeting, where the electorate can raise issues "in relation to the business on the agenda or request matters to be discussed at a subsequent meeting".

Once a month on the first Saturday Leigh Town Councillors conduct an open surgery to enable residents to put concerns and questions to the Council.

At all Committee meetings the public are permitted to ask questions and provide input at the discretion of the Chairman.

The website will contain a feedback form to enable residents to input into current issues and raise concerns.

### **Opportunities for Formal Representations to the Council**

Issues received in writing, providing they are received before the deadline for closure of the agenda, are considered for inclusion as a stated item on the next agenda.

It is a target that correspondence received from a member of the public is at least acknowledged, wherever possible, within two working days and actioned within 10 working days.

### **Involvement in Partnerships**

Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, and Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

### **Role of Council members and Officers**

As an open and transparent Town Council, both Members and officers seek to offer a high quality professional service to all whom they serve. Both Members and Officers are keen to maintain relevant Codes of Conduct in their business, and see the community as “customers” rather than an electorate.

### **Specific Areas for Community Involvement**

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their “voice” will be heard, and that the Council will work with the community to reach a common goal.