

Community Forums Changes October 2012

- (a) The 'Annual Meeting with Parishes' should be the prime means of communicating information to parishes collectively. There should be two scheduled meetings a year, although extraordinary meetings may be convened if required. All the forums agreed to this idea.
- (b) The functions of the Forums can be summarised as follows:-
 - A principal means of engaging with local communities
 - Local community planning to tackle needs (in some cases through Neighbourhood Planning)
 - Bringing partners together to solve local issues and develop local work plans. Forums would be encouraged to develop an area plan and identify their priorities.
 - Delivering training
 - Information sharing forum
- (c) Community forums should follow up parish meetings and draw on information from ward profiles to assess the needs of the community and draw up annual work plans.
- (d) The District Council through its grants and concessions panel could make available a training/ development budget that all forums will be able to bid for.
- (e) Membership of Community Forums could be widened to include other stakeholders, including WSCC, Police, SDNPA (where appropriate), local businesses and other local organisations. It will be the decision of each Forum to develop its own list of stakeholders to be invited. However, whilst they should not be required to meet in public it is up to the Forum to decide if they wish to do so.
- (f) The Community Forums will elect a chairman of their choice. Forums will normally meet quarterly. The agenda could be managed by the forum officers and nominated District Council representative. Staffing support would provide proper agendas and minutes. A number of the forums wanted to continue with Parish chaired meetings, and so the idea of a district nominated representative was developed by the task and finish group.
- (g) There should be a requirement for a minimum attendance at the community forums. If confirmed attendance is too low in number, then the administrating officer, nominated District Councillor and Director will make a decision on whether the meeting will be cancelled.
- (h) Each forum will nominate a District Council representative, appointed annually, giving continuity between meetings and a voice to report back at the District Council. The representatives will meet with support staff on a quarterly basis before community forum meetings to coordinate agendas and work.