



## **WILSDEN PARISH COUNCIL**

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

## **COMMUNITY ENGAGEMENT WORKING GROUP**

### **Terms of Reference**

The Wilsden Parish Council Community Engagement Working Group is appointed at the Annual Meeting of the Council.

#### **Composition**

The Working Group will have a membership of four. There will be up to three parish councillors, plus the Clerk. A Parish Council meeting may appoint an alternate member. The Community Engagement Working Group shall be supported by one member of staff.

#### **Quorum**

Two

#### **Authority**

The Working Group is appointed by and is solely responsible to Wilsden Parish Council.

The Working Group's role and functions are defined and agreed by Council who may vote, at any time, to modify the Working Group's powers.

The Working Group's Terms of Reference will be subject to review annually at the Full Council's Annual Meeting.

The Working Group will meet as required.

#### **Role**

To consider ideas for the management of Wilsden and Harecroft's Community Engagement.

#### **Functions**

To understand better the usage made of the website through the use of google analytics data and to use the information obtained to improve the service.

To investigate the setting up of a dedicated parish council Facebook page and to consider other social media such as Twitter.

To obtain feedback on 'The Wilsdener' and other printed media such as ad hoc flyers.

To investigate a wider use of the delivery of information through noticeboards, both in terms of content displayed through the provision of noticeboards in additional locations throughout the parish.

To liaise with the Relocation Working Group of the Contact Point.

To investigate the provision of a conference call facility that would enable residents to communicate with the council electronically during the 20 minutes slot available during the monthly meetings of council.

To consider ways of improving attendance from the public at the Annual Parish Meeting

To improve our knowledge of communications by recording the incidence of telephone calls and emails from the public.

REVIEWED AND RE-ADOPTED: 3<sup>rd</sup> February 2025    Review Date Due: Council Year 2025/2026

To investigate outreach activities with the various clubs, groups and bodies within the parish.

To understand how residents can influence decisions and how to raise awareness of this among the residents.

To consider whether to include a communications policy within a community strategy engagement policy, as has been done by some other local councils.

These terms of reference shall be given to all members of the Community Engagement Working Group and council members for information.

Councillors who are not members of this Working Group may attend any meeting of the Working Group, but as they are not formal members, are not permitted to vote at any of the Working Group's meetings.