Proposal for Community Engagement Action Plan

The new look Action Plan has been working well and is reviewed at each Community Engagement meeting. A meeting was held between the Chair and the Assistant Clerk in September 2022 to discuss whether further improvements or changes needed to be made to the action plan. A concern was raised about the size of the document and whether all updates needed to be kept on the current version. The length of the document and the number of updates can make it difficult to understand whether the committee is on top of each action point. The Assistant Clerk confirmed that all old versions of the action plans are kept on share point and can be accessed at any time. When the action plan is added to an agenda a copy is also added as a pdf to the website and again these are always available.

The Chair would like to propose to the committee that in May each year, once the Chairs have written their reports for the Annual Parish Meeting that a new version of the action plan is created and the old one is archived. This action plan will only have the last status showing. The committee will then add more status updates throughout the year and be able to see what has been achieved in that Council year. The action plan should then be clearer for not only the Councillors, Office Staff but also the residents.

On page 2 is an example of the proposal.

RECOMMENDATION: The Committee **AGREE** to creating a new version of the action plan in May each year and archiving the status updates in a separate document that will always be available to refer back to if required.

Lorna Cooksey
Assistant Clerk
9th September 2022

The current Action Plan has all updates from 2020

4.Inform residents of, and support opportunities for older people.	Develop and regularly review Dementia Awareness Project.	2016 Onwards	On hold due to Covid-19 Know Dementia were awarded a grant of £500 to help support running costs of the Memory Moment Café. Memory Moments Café is open at Court Bushes Community Hub. 'Safe Place' project launched in October 2021. AgeUK were awarded a grant of £500 to support 30 local people. New links have been established between PC and AgeUk. Age UK will be attending and speaking at the APM in May 2022. Knit and Natter were awarded a grant of £224.40 to help pay for hire frees. The Chair attended an Older Peoples Forum run by MSVA and made links with the Food Partnership and Community Transport.	August 2020 August 2021 November 2021 November 2021 October 2021 March 2022 March 2022 August 2022			Training was held on 20th October which 50 people attended. Organisations involved include the Library, Health Centre, Sayers Common Shop, Parish Office, Sussex Osteopath and Charlotte Grace Casuals. The committee would like to develop stronger links with Lloyd's pharmacy and investigate whether our buildings are dementia friendly.

The proposed change as shown below will remove all old updates and only keep the most recent status update when creating the new version in May each year:

4.Inform residents of, and support opportunities for older people.	Develop and regularly review Dementia Awareness Project.	2016 Onwards	The Chair attended an Older Peoples Forum run by MSVA and made links with the Food Partnership and Community Transport.	August 2022			The committee would like to develop stronger links with Lloyd's pharmacy and investigate whether our buildings are dementia friendly.