

Meeting: Full Council

Date: 8th April 2025

Authors: Town Clerk and Community Engagement and Events Officer

Subject: Community Engagement Activity Report

1.0 Purpose of the report

- a) To give an overview of the activities, meetings and projects that the members of staff and councillors are pursuing and the organisations that they are collaborating with
- b) To remind councillors of the forthcoming opportunities for community engagement
- c) To consider the arrangements for the Annual Assembly
- d) To consider the launch a Community Hero Award scheme

2.0 Collaboration with stakeholders

2.1 The activities listed below have taken place since the last town council meeting and a report will be brought to all future meetings of similar engagement events.

Organisation	Date	Notes
Kingswood High Street Partnership with SGC	13 th March	Attended by Cllr Sean Rhodes and Charlotte Littlewood
Community Engagement Forum with SGC	13 th March	Attended by Cllrs Raf Ackbar and Tracey Kovacs and Charlotte Littlewood
South Gloucestershire Racial Equality Network	16 March	Interfaith Iftar attended by Cllrs Ken Rabone, Alison Evans, Steve Evans, Rack Ackbar and Sean Rhodes.
Kingswood Rugby Club Community Grant Award.	27 th March	Attended by Cllrs Alex Massey, James Hackett and Raf Ackbar and Charlotte Littlewood and Alice Twinn
Community Litter Pick in conjunction with SGC and Holy Trinity Church	29 th March	Attended by Cllrs Raf Ackbar, Steve Evans, Alison Evans, James Hackett, Jim Corrigan, Richard Bentham, Diane Bentham, and Charlotte Littlewood, organized by Alice Twinn
Opening of Family Hub	1 st April	Attended by Cllrs Sean Rhodes, Raf Ackbar, Ken Rabone, Alex Massey and Charlotte Littlewood and Alice Twinn
Eid Celebration at Post 16 Eye at John Cabot Academy	2 nd April	Attended by Cllr Raf Ackbar and Charlotte Littlewood and Alice Twinn
Pop Up Surgery in Kingswood Library	5 th April	Attended by Cllrs Ken Rabone and Jim Corrigan



Photos: top row: the opening of the Family Hub and a group of 5 people, celebration cake for the opening of the family hub

Bottom row: cheque presentation at the rugby club and the group of people in High Viz Jackets attending the community litter pick

3.0 Opportunities for Councillor to get involved in Community Engagement

3.1 Every interaction with a resident is an opportunity to talk, to listen and to find out what is happening locally, as well as share the work that the town council is doing. In the next few months, there are several opportunities for councillors to meet members of the public and those the council are working in partnership with others, and councillors are encouraged to attend the visits that are being arranged. Please let the Town clerk know if you are able to attend:

a. Walk about in Kingswood Park on Friday 11th April, 10.30 am – noon to meet John Morris and team to talk about the project, see the new poly tunnel, site for the tree



sculpture etc and site for the shipping container. The Easter egg hunt event will also be taking place simultaneously so this will be a great opportunity to talk to members of the public.

b. KTC VE Day afternoon tea on Thursday 8th May, 2pm-4pm. Meet at the Kingswood Community Centre. A chance to meet with older residents of Kingswood as well as the support staff in residential homes, and care assistants. Food and entertainment provided.

c. KTC VE Day evening public event on Thursday 8th May, from 7pm in Kingswood Park. Entertainment and food provided and an opportunity to participate in an event that is simultaneously taking place across the country. Lighting of a lantern.

d. Refugee Festival (funded by Kingswood Town Council via the Community Grant Scheme) **in Kingswood Park on 15th June 2025, all day.**

e. SGC Kingswood Park activity day on Sunday 13th July 2025, all day (in partnership with SGC Kingswood Park project and the Friends of Kingswood Park).

f. Other suggestions include:

- A visit about Kings Chase Shopping Centre to see all the improvements
- A visit around Southey Park to meet with the friends group
- A visit around Grimsbury Farm to meet with the staff and visitors
- A visit to Deerswood Park to meet with residents when the zip line is installed
- A visit to Made Forever Youth Centre
- A visit to the Kingswood Heritage Museum
- A visit around the grounds of Holy Trinity Church

4.0 Annual Assembly

4.1 The town council must host an Annual Town Meeting, otherwise known as the Annual Assembly each year. It is not a council meeting but is arranged by the Town Council and the Chair issues the agenda as well as presiding over the meeting (legislation dictates). It is an opportunity for residents and community to come together and hear about the things worth celebrating, as well as ask questions to the council.

4.2 It is being held on **Tuesday 20th May, 7pm – 9pm** at the Kingswood Rugby Club. Refreshments will be provided. We are calling it “Making a Difference in Kingswood” and have secured the following speakers and will have a presentation of photos from the year.

- Chair to present the annual report and minutes from last year



- Town Clerk or a councillor to present the highlights from the Community Grant Scheme and launch dates for 2025 to 2026
- Kingswood Rugby Club to talk about their mental health work and diverse and multi aged rugby teams
- Creative Youth Network to give a presentation about the new roles and work in Kingswood, including DORIS and the Family Hub
- Yarn and Yardage and group members to talk about the letter box toppers and the community behind them, along with a display of some of the toppers
- Community Growing Club in Kingswood Park
- Open Forum to receive questions

4.3 Invited guests are all the organisations that have been in receipt of a community grant, the many organisations that we collaborate with, and residents via invitations on Facebook and in the Kingswood voice. Please attend as we hope this to be a celebration of all great things in Kingswood.

5.0 Proposal to consider: to instigate a Community Hero Scheme

5.1 Many town councils host an annual Civic Award scheme, where they celebrate the heroes in the community, and acknowledge those who go out of their way to make a difference. This might be with an annual award at an event like the Annual Assembly. The town clerk has plenty of experience in managing a scheme and wishes to propose that this is adopted by Kingswood Town Council. If it is adopted, policies will need to be agreed, nomination categories agreed, nomination deadlines agreed, a small budget set aside for certificate and gifts, and for invitations to be sent to runners up, recipients and their invited guest. If agreed, it would be launched in the autumn for selection in the Spring with an award at the Annual Assembly in May 2026. Ideally to be managed by a small committee for 5 councillors, set up to manage this scheme only, and thus needing to meet to agree the initial documentation, and they to meet to make their selection after a deadline.

6.0 Risks

6.1 There are no risks associated with any of these activities. However, councillors are reminded that their attendance at these events is covered by our public liability insurance.

7.0 Financial Impact

7.1 Some of the costs of the events above are already covered in the annual events budget. In addition, there will be some small costs for the Annual Assembly (from the Meeting budget) and the cost of the Awards scheme can be met by the Marketing budget.



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8.0 Recommendations

8.1 For councillors to consider the requests below:

- a. To note the community engagement activities of the staff and councillor
- b. To consider the timetable of opportunities for community engagement and volunteer to attend
- c. To note the plans for the Annual Assembly
- d. To consider if the council adopts a Community Hero Award Scheme and delegates authority to the town clerk to design the scheme for consideration at the July 2025 meeting.
- f. For councillors to suggest other opportunities for Community Engagement.