

Sellack Parish Council

Participatory Budgeting (PB) Process 2024/25

Approved: January 2024

Aim (what the Parish Council hopes to achieve with PB):

To involve local people in decision making about local resources and increase engagement between the Parish Council and the local community.

Outcomes (the change or difference the Parish Council expects PB to make):

An increase in residents feeling they have influence within their community, of levels of community cohesion and of trust in the Parish Council.

Process

Action	Date
INFORMING AND ENGAGING - PB principles explained to local residents at Annual Parish Meeting.	March 2024
Residents who attend the meeting to put forward initial ideas. Residents who attend the meeting asked to complete a short survey, to provide the Parish Council with baseline information and help to assess impact of PB*	
Initial ideas from the meeting are advertised to other parishioners via: - Parish Council website - Parish Council Facebook - Parish Council noticeboard With parishioners asked to contribute further ideas to the Parish Clerk by specified date. <i>Names and addresses required for proof of residency in parish area.</i>	April 2024
SETTING OF PRIORITIES - All feasible ideas from local residents are announced at next scheduled Parish Council meeting.	May 2024
DEVELOP BUDGET IDEAS - Complete list of feasible ideas is publicized to local residents who are asked to prioritise their top five ideas from the list of the Parish Clerk – given a specified date to respond to the Clerk by. To include the list within the parish newsletter (going to every household)	May-June 2024
DECISION MAKING - The most popular eligible idea is taken to the next scheduled meeting of the Parish Council, for spending approval with the outcome being publicized on the Parish Council's website, social media and noticeboard	July 2024

DELIVERING OF PROJECTS - The item/service is purchased by the Parish Council	July-August 2024
MONITORING, EVALUATION AND LEARNING - Next steps and reflections on PB to be included on the agenda for the Annual Parish Council meeting (including an update on the agreed project for 2024/25).	March 2025

Project Ideas

Criteria for expenditure. Project ideas should be:

- Of benefit to residents within the parish.
- Legal.
- Feasible.

Examples include:

- A single item.
- A few small items.
- A contribution towards a more expensive item.
- A contribution towards an enhanced service.

When putting forward a project idea, the resident/s should consider the overall objective of the project and difference made.

Monitoring

The Parish Council will monitor participation rates throughout the process, recording how many parishioners take part in each step of the process, as this will assist in measuring impact and making decisions about the future of PB in the parish.

Any agreed project will be required to provide monitoring (to be agreed by the Parish Council).

***Gaining feedback on PB:**

The Parish Council will ask participants to complete a feedback form, when they attend any event where PB is being discussed. Responses will help to shape the future of the PB scheme and can be used as a baseline, for measuring the impact made.

Questions could include:

1. Are you a resident of Sellack Parish?
2. How strongly do you feel you belong to your area?
3. How long have you lived in the area?
4. Overall, how satisfied or dissatisfied are you with your local area as a place to live?

5. Do you agree or disagree that you can influence decisions affecting your local area?
6. Do you think PB is a good way of allocating public funds?
7. Do you feel more or less able to influence decisions affecting your local area after today?
8. Do you think it is important that communities have a say on how money is spent in your area?
9. Have you found out more about your community as a result of participating today?
10. How involved are you in your community already (not just this event)?
11. Have you enjoyed today's event?
12. What did you enjoy the most?
13. What did you enjoy the least?
14. Has today's event given you any ideas on how to improve your community?
15. Would you like to be involved if this event was to be repeated? If YES, how would you like to be involved? Setting priorities and suggesting projects/Voting on or discussing projects/Applying for funding.