



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the Upton by Chester and District Parish Council's Community Engagement Committee Meeting, held on Monday 25 March 2024, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Ebo, Cllr H Jackson, Cllr R Lee, Cllr A Lingard (Chairperson), Cllr S Stanley, Cllr Jeffery

1. Apologies were received from Cllr Wilman and Cllr Morgan. Reasons were given and these were accepted.
2. There were no declarations of interest.
3. Minutes of the meeting held on 22 January were signed, noting that due to the subsequent absence of the clerk, none of the resolutions set out in the clerks report (5) have been actioned. Furthermore, policy amendments to the Small Grant Scheme (see also 10 below) have not yet been considered.
4. Annual assembly – Following a discussion at the previous full Parish Council which offered no direction, this matter was considered at length with no definitive outcome. The matter has been referred to a **WG which will meet on 28 March** to determine when this event should be held and its content.
5. Engagement – next steps – It was agreed that **AL and HJ would consider how to improve our effectiveness in more detail**, then report back. John Ebo passed around a publication led by Croston Parish Council to which members expressed an interest in using, potentially to use as a model/idea for our own publication on should we decide to do so . **JE will circulate this to members by email** for further consideration. Use of website and social media – it was agreed that AL would post items and CJ would act as moderator, reaffirming a previous council decision. Members encouraged to send material for posting.

Go Collaborate. Some members attended a presentation and agreed that this could be a useful tool once we had gained sufficient numbers in a database. However, we still need to work on how to do this (see AL/HJ above).

Gathering feedback – insufficient time to discuss, although it was noted that whatever we posted on channels that attracted a response, then feedback needed to be managed in a better way than has been current practice. **AL will manage in the interim.**

6. Fun Day – AL reported that the WG had met earlier in the day. Notes from that meeting to be circulated for information.
Christmas event – agreed this was worth repeating, any change to format to be considered nearer the time.
Remembrance Sunday – to be repeated. AL has been in touch with Alison Bennion about the impending changes to personnel at Dale camp but not much is known at this stage. **AL will attend the next Dale Community meeting due 21 May** (this also refers to agenda item 11).
Suggested we invite the MP, Mayor, Lord Lieutenant, and/or other dignitaries to add some gravitas.
7. Newsletter. The digital version is ready to go and will be posted on the website and Facebook sites over the coming days.
A query was raised over a paper version and it was agreed that the digital only copy would be issued this time with a print version expected to be published in the summer.
8. Risk assessment – progressing at pace and expected to be ready for presentation at next full council.

Members of the meeting were informed that the draft RA will require the BCP and Emergency plans to be re-written as a matter of urgency and that the council should take steps to achieve this.

Similarly, the draft RA will also raise questions as to whether some polices including standing orders remain fit for purpose. It is expected that we will shortly have a clerk in place to guide and assist.

9. IT – new terms in course of agreement set out with Bob Hadfield and awaiting confirmation. **AL will follow up.**
For the time being it was agreed we would retain BH until we can restructure information and data – to be done in conjunction with clerk. Thereafter council needs to consider how it will manage these. AL/RL attended a meeting with the clerk of Great Shelford PC (known to RL) who gave a demonstration as to her use of Microshade, an information management service aimed at Parish and Town Councils. A representative of this company has provided more information and pricing, but due to receipt only just before this meeting it has yet to be considered.

Website – agreed in principle to move forward with obtaining more information from other providers, including Parish Online. Thoughts were that it may not be worth spending too much on the website due to the need for readers to go to it for information, whereas social media sites may be considered a better medium as to they “push” content. Agreed we should also find a suitable route to move towards .GOV.UK email addresses. Our existing provider, one.com does not support them.

10. Small Grants Scheme – not discussed, the **WG (AL/HW) still to meet.**

11. Dale camp – see item 6 above

12. Next meeting 29 April 2024 – 6.30 pm