



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
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Email: clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Community Engagement Committee to be held at 6.30 pm on Monday 23 October 2023 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *Suzi Bull* Clerk/ Proper Officer to the Parish Council 18.10.23

AGENDA

1. APOLOGIES FOR ABSENCE.

To receive and note apologies for absence as reported to the clerk.

2. DECLARATIONS OF INTEREST.

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

3. MINUTES.

For the Chairperson to sign the Minutes, as a true record of the meeting held on 25 September 2023.

4. CLERK'S REPORT.

To receive a report from the Clerk on actions taken on the resolutions of the last meeting.

5. NEWSLETTER.

- To review and approve the final draft of the autumn newsletter.
- To receive costs and approve a distribution method.
- To agree a timeline for the next newsletter.

6. BUDGET.

To agree a budget for items under the responsibility of this committee: **Enc**

- Events
- Newsletter
- Community Engagement

7. DIGITAL COMMUNITY ENGAGEMENT.

To consider a different approach to digital community engagement. **Enc**

8. IT RISK MANAGEMENT.

- To consider a draft questionnaire as a basis for IT risk management. **Enc**
- To agree next steps.

9. DATE AND TIME OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on 27 November at 6.30pm.