



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

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 25 September 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 20.09.23

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 24 July 2023.

4. CLERK'S REPORT.

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

5. FUN DAY.

To carry out a full review of the Fun Day, including any risks arising and a financial report. **Enc**

6. EVENTS 2023/24.

- To consider the community events the Parish Council would like to provide.
- To agree a budget for community events to be put forward to the Finance Committee to be included in the next annual budget.

7. NEWSLETTER.

- To consider articles for inclusion in the newsletter.
- To agree on a system of distribution.

8. IT Audit.

To consider all aspects of IT, including:

- Risk management
- Email security
- Licences
- Document sharing
- Back up protocol and access to information.

9. GDPR DATA AUDIT.

- To allocate actions identified in the data audit approved by the Parish Council.
- To agree a training source and schedule for Councillors and Staff.

10. DATE AND TIME OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on 23 October at 6.30pm.