



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Dear Member,

You are summoned to the Meeting of the Community Engagement Committee to be held at 6.30 pm on Monday 27 November 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 22.11.23

## 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 of the meeting of 25 September and 23 October 2023.

### 4. CLERK'S REPORT.

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

### 5. COMMUNITY ENGAGEMENT POLICY.

To receive and approve the draft Community Engagement Policy. **Enc**

### 6. DIGITAL COMMUNITY ENGAGEMENT.

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

## **7. BUDGET.**

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

- Events
- Newsletter
- Community Engagement
- Website / IT Management
- Digital Community Engagement

## **8. IT RISK MANAGEMENT.**

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

## **9. GRANTS.**

- To receive a request for a grant from The Heath Youth Club.
- To consider promoting the Parish Council Small Grants Scheme.

## **10. IT Support.**

To consider the ongoing retention of IT support.

## **11. DATE AND TIME OF THE NEXT MEETING.**

To confirm that the date and time of the next meeting will be on 22 January 2024 at 6.30pm.