



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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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 25 March 2024 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 *S.J.Stanley* Chair of the Parish Council 19.03.24

AGENDA

1. APOLOGIES FOR ABSENCE.

To receive and note apologies for absence as reported to the Chair of the Parish Council

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 Chair to sign the Minutes of the meeting of 22nd January 2024.

4. ANNUAL PARISH ASSEMBLY

- a. Reminder/description – what is an Annual Parish Assembly (not to be confused with a PC meeting)
- b. Who do we want as contributors
- c. Do we circulate a pre meeting notice inviting residents views.
- d. Propose a date
- e. Propose content
- d. How do we promote it

5. ENGAGEMENT WITH OUR COMMUNITY – NEXT STEPS

- a. How do we capture the imagination of people, their talents and encourage others to join with us in achieving the aspirations set out in the Parish Plan.
- b. Use of the website and social media – what to publish and how to manage feedback (potential workload).
- c. Use of collaboration tools like Go Collaborate.
- d. Gathering feedback and how to use it
- e. Building a fit for purpose engagement regime – ideas please

6. FUN DAY AND POTENTIAL OTHER EVENTS (REMEMBRANCE SUNDAY)

Update on Fun Day - CWaC requirements and meeting times of WG (to fit in with Matt/Darren)

- a. Appetite for other events, or do we do more with engagement first.
- b. Remembrance Sunday – are we continuing, if so organisation of event and impact of Dale camp move (see below)?

7. NEWSLETTER

- a. Content agreed – ready to go?
- b. Distribution channels – what worked/didn't last time
- c. Digital - how to build a database – personalise to wards?

8. RISK ASSESSMENT – BUSINESS CONTINUITY PLAN< EMERGENCY PLAN - POLICIES

- a. Invite additional input – present RA to next full PC for approval.
- b. BCP needs re-writing – existing risk team to progress or who?
- c. Emergency plan – as above
- d. Policy writing including review of SO – who should do what.

9. IT POSITION

- a. Update on engagement and use of Bob Hadfield
- b. Restructuring data content – avoiding crisis when clerk absent
- c. Website – description and replacement

10. SMALL GRANTS SCHEME

Publicity/reach

11. DALE CAMP

- a. Changes in regiment – how will this affect Upton, what can we contribute/do we need to.
- b. Next meeting of the Dale Community is 21 May 10:30 – attendance
- c. See minutes of last DC meeting for additional information

12. DATE AND TIME OF THE NEXT MEETING.

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