



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)

**Minutes of the Upton by Chester and District Parish Council's Community Engagement Committee Meeting, held on Monday 19 June 2023, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr J Ebo, Cllr A Lingard, Cllr H Morgan, Cllr S Stanley, Cllr K Williams and Cllr H Wilman.

**In attendance:** Suzi Bull (Clerk/Proper Officer).

## **1. ELECTION OF CHAIRPERSON.**

Cllr Stanley presided and called for nominations for a Chairperson for this committee.

**Resolved:** That this item will be deferred to the next meeting.

**It was proposed that Cllr Lingard be elected as Chair for this meeting. Approved.**

## **2. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Lee.

**Resolved: Noted.**

## **3. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

## **4. PRIORITY ACTION LIST.**

Members referred to the approved Terms of Reference, to identify items for priority action.

**Resolved: that the following list includes priority items for this committee:**

- To ensure that all residents understand the following:
  - What the Parish Council is and what it does/doesn't do.
  - What the Parish Council spends its money on.
  - Who are the members of the new council.
- Website and social media.
- Improved communication cascaded through channels and social media.
- Identify and communicate effectively with all demographics in Upton.
- Parish Council 'surgeries' – possibly in tandem with PCSO surgeries.
- Door to door 'consultations' for specific matters.
- Bi-annual newsletter to go out to all households; review distribution methods.
- Community events.

- Large effective notice boards.
- Banners.
- Review Parish Council notice boards.

**Resolved: That the identified actions will be ordered and categorised by the Chair of the meeting and circulated to committee members for further thought and discussion.**

## **5. GENERAL DATA PROTECTION REGULATION.**

The Committee reviewed the current UPC GDPR Policy and agreed the following action:

**Resolved: That the UPC GDPR Policy will be reviewed by Cllr Lingard, Cllr Morgan and Cllr Wilman.**

**The clerk will pass on the NALC guidance information.**

## **6. SPEEDWATCH.**

The current arrangement for speed-watch in Upton was considered. The Upton Speed Watch voluntary group has ceased; speed guns and vests purchased on behalf of the group by the Parish Council have been handed back.

**Resolved: This item will be deferred until a later date. Cllr Lingard will discuss the the matter with Upton's PCSO.**

**Provision was made in the current budget (£3,000), to purchase a Speed Indicator Device; this will be further reviewed.**

## **7. COMMUNITY EVENTS.**

The Parish Council currently hosts the following annual community engagement event:

The Upton Annual Fun Day takes place in September, planning is well underway for this event.

UPC staff reported on the bookings made so far for, including a climbing wall, a dog show, catering and other rides and activities.

St Johns Ambulance Service has agreed to attend to provide emergency aid. The fee is £316.

A working group has been formed and will meet as soon as possible to continue with planning the event.

Insurance will be in place to cover attendance in excess of 4,000 visitors.

The Clerk reported that a budget of £3,500 is set to fund the event and the Parish Council usually looks for opportunities to provide some complimentary rides or activities to Upton families.

**Resolved: That the Clerk will convene a meeting of the working group.**

## **8. ANNUAL REPORT.**

The committee considered how it would like to report annually to Upton Residents.

**Resolved: That this matter will be deferred to a later date.**

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

**Resolved: That the date and time of the next meeting will be held on 24 July at 6.30pm.**

