



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the Upton by Chester and District Parish Council's Community Engagement Committee Meeting, held on Monday 22 January 2023, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Ebo, Cllr H Jackson, Cllr R Lee, Cllr A Lingard (Chairperson), Cllr H Morgan, Cllr S Stanley and Cllr H Wilman.

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

1. APOLOGIES FOR ABSENCE.

No apologies for absence were received. All present.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. COMMUNITY SAFETY TEAM.

The Parish Council resolved at the last meeting to invite members of the Community Safety Team to attend the Community Engagement Committee meetings to offer an alternative to the monthly Parish Council meetings at which police work rotas had limited attendance.

No members of the CST attended this meeting.

The Chairperson reported that further to a conversation with the Upton PCSO at a recent police surgery, a meeting between the Chairperson and PCSO has been arranged to discuss police matters relevant to Upton.

Resolved: Noted.

4. MINUTES.

A member of the committee requested an amendment to Minute no:9.

Resolved: The amendment was approved. The Chairperson made the amendment by hand and signed the Minutes of the meetings of 27 November 2023.

5. CLERK'S REPORT.

Resolved: The report from the Clerk on actions taken on the resolutions of the last meeting was received and noted.

The following further action was agreed:

Following on from the data audit, nine further actions were identified.

Resolved: The Clerk will review and allocate the required actions.

GDPR training for staff and Councillors is required.

Resolved: The Clerk will source GDPR training via Worknest and check that all online training via Worknest may be accessed by all Councillors.

Resolved: To progress work with digital engagement, a meeting will be arranged with 'Go Collaborate', an organisation that assists in building effective community communication, on Thursday 1 February at 4pm.

Resolved: To progress work with IT Risk Management the Clerk will send a copy of the completed IT questionnaire to all committee members.

Terms of Reference and formal contract for IT support will be written by Cllr Lee; suggestions for content are invited from Councillors and should be submitted to Cllr Lee.

6. ANNUAL FUN DAY.

Resolved: The Annual Fun Day will be held on Saturday 14 September.

A task and finish group will be set up. Cllr Lingard will lead the group which will include the Clerk, all staff members, Cllr Wilman and Cllr Jackson. Other members of the committee may contribute and attend meetings.

7. NEWSLETTER.

The next newsletter will be distributed in February.

Resolved: The following items will be included:

An item to explain the increase in the precept request.

A task and finish group will be set up to produce the newsletter and will include Cllr Wilman, Cllr Stanley, Cllr Lingard and Cllr Jackson who will lead the group and convene the meeting.

The timeline for achieving distribution in February will be reported at the next meeting.

8. SMALL GRANT SCHEME.

The committee was asked to review the existing Small Grant Scheme and consider amendments.

Resolved: A task and finish group consisting of Cllr Wilman and Cllr Lingard will be set up to review and amend the existing policy which will be put forward to the full Parish Council at the next meeting.

9. ANNUAL ASSEMBLY.

The Annual Assembly is a meeting of Upton residents to discuss any matters relevant to living and working in Upton.

The Parish Council will convene and host the event.

Resolved: The Annual Assembly will take place on Monday 15 April; the scheduled Parish Council meeting will not be held.

Suggestions for content are to be brought back to the next meeting of this committee.

10. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be 26 February 2024 at 6.30pm.