



# 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 24 July 2023, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr J Ebo, Cllr Lee, Cllr A Lingard, Cllr H Morgan and Cllr H Wilman.

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

Cllr Lingard opened the meeting to take item 1.

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

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

A nomination was received for Cllr Lingard. No further nominations were received. Proposed by Cllr Lee, seconded by Cllr Wilman.

**Resolved: Cllr Lingard will be the Chair of this committee until the Annual Meeting of the Parish Council. Approved.**

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

Apologies for absence were received from Cllr Stanley.

**Resolved: Noted.**

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

No declarations of interest were made.

## **4. MINUTES.**

**Resolved: The Minutes of the meeting held on 19 June 2023 were confirmed as a true record and signed by the Chairman.**

**Proposed Cllr Lingard, seconded by Cllr Wilman. Approved.**

## **5. CLERK'S REPORT.**

**Resolved: The Clerk's Report on action taken on resolutions made at the last meeting was received and noted.**

## **6. GENERAL DATA PROTECTION REGULATION.**

Draft copies of updated documents including a Data Protection Policy, a Privacy Notice and a working document Data Audit were circulated prior to the meeting.

A member of the committee requested more time to review the documents as circulation had been close to the date of the meeting.

It was noted that the Data Audit document may be added to by the Clerk as required.

**Resolved: That members of the committee review the draft documents and pass on comments. Further amendments may be made, after which the draft documents will be put forward to the next full Parish Council meeting as a recommendation for approval.**

**Thanks were extended to the member of the committee who worked on this policy review.**

**After the GDPR policies are approved, a member of the committee will deliver appropriate training to all Councillors and UPC staff.**

## **7. WEBSITE AND SOCIAL MEDIA.**

The committee reviewed the presentation and effectiveness of the Parish Council website and considered the use of social media for Parish Council information.

**Resolved: Cllr Lingard and Cllr Morgan will consider other examples of Town and Parish Council websites and report back to the committee.**

**If significant changes to the website or a new website are to be purchased, provision will be made for in the next budget.**

**The Clerk will review other Parish Council social media accounts for ideas on effective communication.**

## **8. NEWSLETTER.**

To consider the benefit of producing a Parish Council newsletter and agree action.

**Resolved: A written newsletter will be distributed in October. The cost of distribution by royal mail will be looked at by Cllr Wilman.**

## **9. ANNUAL FUN DAY.**

The committee considered the draft Event Plan and Risk Assessment. The Clerk requested that these documents be approved for submission to CW&C Council. In addition, an Emergency Evacuation Plan is required.

**Resolved: Cllr Lingard will work on an Emergency Evacuation Plan with the Pavilion Supervisor.**

**Cllr Lingard and Cllr Lee will review the Risk Assessment for further amendments.**

**The draft Risk Assessment and Event Plan will be submitted as they are, in anticipation of feedback from the Event Officers at CW&C Council.**

**The Clerk will contact a neighbouring Parish Council to seek advice based on its experience following a recent event.**

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

**Resolved: The date and time of the next meeting will be 25 September at 6.30pm.**