



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 25 September 2023, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Ebo, Cllr Lee, Cllr A Lingard (Chairperson), Cllr H Morgan, Cllr 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. MINUTES.

Resolved: The Chairperson signed the Minutes of the meeting held on 24 July 2023.

4. CLERK'S REPORT.

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

It was confirmed that more information regarding training on GDPR will be available in the next ten days.

5. FUN DAY.

Members of the committee reviewed the Fun Day event, including any risks arising and a financial report.

Resolved: The following observations were noted:

- The attendance of St John Ambulance worked well; reconsideration of where the first aid station should be will take place to take into account proximity to the event site and weather temperature.
- Moving vehicles on the event area during the event – more marshals to lead moving vehicles, put speed limit signs in place.
- Shorter queues for food and rides this year due to more options on offer.
- Improved litter-picking this year; extra volunteers available.
- No 'silly-string' to be on sale next year.

- Scheduled performance times to be listed and made available next year.
- The DJ did not attend at the last minute which meant that no announcements were made.
- The donkey rides organisation did not attend without explanation.
- Fair ground ride providers will be asked to switch off music during important announcements.
- The event layout will be reconsidered to avoid open spaces and ensure a good flow of pedestrian traffic.
- Raffle – did not have a good stall position on site. Poor income in relation to quality of prizes; will re-consider for next time. Possibly sell tickets well in advance.
- Ask for feedback at the event.
- Quicker collection of traffic cones on Wealstone Lane after the event.
- Traffic cones to be extended into Weston Grove.
- Car parking signs need to be securely attached to lamp posts.
- An improved marketing/communication plan will be put in place ahead of next year's event.

6. EVENTS 2023/24.

The committee considered further community events that may be provided by the Parish Council.

Resolved:

- **A continued review of Fun Day will take place in discussion with the Clerk and Pavilion Supervisor.**
- **A Christmas carol singing, mulled wine and mince pies event will take place on Friday 15 December. The Clerk and Pavilion Supervisor will invite local schools to participate.**
- **The Parish Council will host no further car boot sales.**
- **A suggestion for an outdoor cinema event was discussed and noted.**
- **Photograph privacy warning notices will be in place at all Parish Council events.**

No budget was discussed for next year's events to be put forward to the Finance Committee for inclusion in the budget.

7. NEWSLETTER.

Resolved: Articles for inclusion in the newsletter were not discussed. A working party with Cllr Wilman, Cllr Lingard, Cllr Lee and the clerk will review and amend the draft newsletter put forward for consideration.

Distribution of the newsletter was not discussed.

8. IT Audit.

There was no discussion of this item.

Resolved: Aspects of IT management will be reviewed by Cllr Lingard and Cllr Morgan, including:

- Risk management
- Email security
- Licences
- Document sharing
- Back up protocol and access to information.

Cllr Wilman will review ICO guidance to feed into this audit.

9. GDPR DATA AUDIT.

A data audit was approved by the Parish Council on 18 September.

Resolved: Allocation of the actions resulting from the audit are as follows:

The CCTV policy will be reviewed by Cllr Wilman by end of December

The existing policy will be amended to add reference to 'staff and Cllrs'.

10. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be 23 October at 6.30pm.

Cllr Morgan will Chair the meeting.