



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 27 November 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 meetings of 25 September and 23 October 2023.

4. CLERK'S REPORT.

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

Further reporting on the following items:

- Sourcing suitable training in GDPR for staff and councillors is outstanding.
- It was noted that points of action are required from the data audit process.
- The committee Chairman has collected feedback from the annual Fun Day.
- It was acknowledged that a photography warning notice will be required for the Carol Singing event on 4 December.
- The autumn newsletter was completed and distributed. It was acknowledged that some improvement could be made in both the timeline and distribution.

Resolved:

- **GDPR training will be put in place as soon as possible.**
- **Cllr Wilman will compile a list of actions required from the data audit.**
- **Preparation for the 2024 annual Fun Day will commence in January as is the usual practice.**
- **The Clerk will prepare a photography warning notice.**

- The next newsletter will go out in February.

5. COMMUNITY ENGAGEMENT POLICY.

The committee was asked to receive and approve the draft Community Engagement Policy.

It was noted that further discussion and amendments were required.

Resolved: The development of the policy will be referred to a working party which will present a draft document to the full Parish Council.

6. DIGITAL COMMUNITY ENGAGEMENT.

Members were asked to consider improvements to digital communication such as the website and social media.

It was noted that this may include the production of a list of key community connections.

Resolved: The 'statement of intent' from the draft Community Engagement Policy will be taken forward by a working party which will consider the 'what', 'why', 'who' and 'when' for this project.

"The overall aim is for Council communication to be a two-way process; and give people information so they can understand accurately what the Council does.

This should enable people to make informed opinions of the council while the council in gathering information from residents and stakeholders can understand their needs".

7. BUDGET.

The committee considered and agreed the following budget for items under the responsibility of this committee:

- Events
- Newsletter
- Community Engagement
- Website / IT Management
- Digital Community Engagement

Resolved: Annual Fun Day £5000, Christmas £1000, a Spring event will be allocated £1,000 from funds remaining from this year's Annual Fun Day budget.

Newsletter £3000, Website / IT management £8000, IT £2500, Digital Engagement £2000, Remembrance Day £1,300.

8. IT RISK MANAGEMENT.

- To consider a draft questionnaire as a basis for IT risk management.
- To agree next steps.

Resolved: This item was deferred to a future meeting.

9. GRANTS.

The committee received an enquiry for a grant from The Heath Youth Club.

Resolved: this matter was deferred to the Finance Committee and will then go forward as a recommendation to the full Parish Council.

Consideration of the promotion of the Parish Council Small Grants Scheme was deferred to a future meeting.

10. IT Support.

Members were asked to consider the ongoing retention of external IT support.

Resolved: that the current IT support service will be retained until the end of the current financial year; the remaining annual retention fee will be paid.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be 22 January 2024 at 6.30pm.