



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

**Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD**

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

Dear Member,

You are summoned to the Meeting of the Community Engagement Committee to be held at 6.30 pm on Monday 29<sup>th</sup> July 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

**The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.**

Signed *S.J.Stanley*, Chair of the Parish Council 22 July 2024.

## **AGENDA**

### **1. OPEN FORUM**

Members of the public are welcome to speak to any item on the agenda.

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

To receive and note apologies for absence as reported to the Acting Clerk.

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

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

### **4. MINUTES**

For the committee to agree and the Chair to sign the Minutes of the meeting of Monday 3<sup>rd</sup> June 2024. **Enc**

### **5. REVIEW THE COMMITTEE'S TERMS OF REFERENCE**

To review the Committee's Terms of Reference and note any actions. **Enc.**

## **6. REVIEW DRAFT 2024/25 COMMUNICATIONS PLAN**

To review a draft Communications Plan and note any actions. **Enc.**

## **7. CONSIDER THE USE OF MAILCHIMP**

To consider the benefits of using Mailchimp to improve communication and to make a recommendation to the Council. **Enc.**

## **8. REVIEW PLANS FOR NEXT NEWSLETTER**

To review suggested content received for the next printed newsletter. **Enc.**

To determine the method of distribution and timing. **Enc.**

To delegate a Working Group to complete the edit and distribution.

## **9. REVIEW PLANS FOR 2024 EVENTS**

To receive an update on the 2024 Funday stallholders.

To review arrangements for the next Remembrance Sunday event and note any actions.

## **10. PROJECT PHOENIX**

To receive the Project Phoenix risk assessment report, with particular reference to Section E which outlines risks around community engagement.

**Enc.**

To note further actions.

## **11. DATE AND TIME OF NEXT MEETING**

To resolve the date and time of the next meeting as 6.30pm on Monday 23<sup>rd</sup> September 2024.