UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Dear Member,

You are summoned to the Meeting of the Communications Committee to be held at 7.00 pm on Monday 9th October 2017 at Upton Pavilion, Wealstone Lane, Upton, Chester.

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 and there will be an 'Open Forum' for 10 minutes at the beginning of the meeting to raise any issues with the Parish Council.

Clerk to the Parish Council

### AGENDA

1. **APPOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk.

**2. DECLARATIONS OF INTEREST.**

To receive any declarations of interest in items on the agenda.

**3. MINUTES OF THE LAST MEETING.**

To approve the Minutes of the meeting held on 10th July 2017.

**4. CLERK’S REPORT.**

To receive a report from the clerk on the action taken on resolutions made at the last meeting.

**5. NEWSLETTER.**

To review the draft newsletter and agree amendments as necessary.

**6. NEWSLETTER DISTRIBUTION.**

To confirm the date of distribution and to consider offering an electronic version to be sent by email.

**7. SOCIAL MEDIA POLICY.**

To consider the draft Social Media Policy – circ

**8. BUDGET.**

To consider the budget requirements of the Communications Committee for the next financial period.

**9. DATE AND TIME OF THE NEXT MEETING.**

To agree the date and time of the next meeting.