UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

##### 

**18 Gladstone Road**

**Chester**

**CH1 4BY**

**01244 399940**

**07584415343**

**Email** [**suzi.a.pollard@btinternet.com**](mailto:suzi.a.pollard@btinternet.com) **or**

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

Dear Member,

You are summoned to the Meeting of the Communications Committee of Upton by Chester & District Parish Council to be held at 7.30pm on Monday 16th January 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.

11.01.17 Signed………S Pollard………..

Clerk to the Parish Council

### AGENDA

1. **APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk.

1. **DECLARATIONS OF INTEREST.**

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

1. **MINUTES OF THE LAST MEETING.**

To approve the Minutes of the meeting held on 12th September 2016.

1. **NEWSLETTER.**

To consider and agree articles for the next newsletter, to identify who will write the articles and agree deadlines.

1. **WEBSITE.**

To receive an update from the clerk on the progress of the new website and to agree additions/amendments to the proposed content.

1. **EMAIL ADDRESSES.**

To consider a protocol for the use of Parish Council email addresses.

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

To agree the date and time of the next meeting.