



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

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



Dear Member,

You are summoned to the Meeting of the Communications Committee to be held at 7.30 pm on Monday 01 February 2021 via Cisco Webex.

**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: *Suzi Bull* - Clerk to the Parish Council 27.01.21.

## AGENDA

### 1. APOLOGIES FOR ABSENCE.

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

### 2. DECLARATIONS OF INTEREST.

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

### 3. MINUTES.

To approve the Minutes of the meeting held on 9 November 2021.

### 4. CLERK'S REPORT.

To receive the a report from the Clerk on actions taken on the resolutions of the last meeting.

### 5. NEWSLETTER.

- To consider and agree items to be included in the next newsletter.
- To agree who will write the articles.
- To set a deadline for submission of articles to the Clerk.
- To agree a distribution date.

### 6. COMMUNITY ENGAGEMENT MEETINGS.

To consider the format, content and attendance at the proposed quarterly community engagement meetings.

**7. WEBSITE, NEWSLETTER AND SOCIAL MEDIA.**

To consider a request from members of Upton community group to make improvements to the Parish Council website, newsletter and social media.

**Clerk's note enc**

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

To confirm the date and time of the next meeting.