



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
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Email: clerk@uptonbychester.org.uk



Dear Member,

You are summoned to the Meeting of the Communications Committee to be held at 6.30pm on Monday 4 October 2021 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 *Suzi Bull* Clerk/ Proper Officer to the Parish Council 29.10.21

AGENDA

1. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the Clerk and approve as necessary.

2. DECLARATIONS OF INTEREST.

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

3. MINUTES.

To confirm as a true record the Minutes of the meeting held on Monday 6 September 2021. **Enc**

4. CLERK'S REPORT.

To receive and note the Clerk's Report. **Enc**

5. NEWSLETTER.

To review the draft newsletter and agree further action.

6. PARISH SURVEY.

To review progress made by the working party planning the parish-wide survey and agree further action.

7. SOCIAL MEDIA.

- To consider training available and receive information from the Clerk.
- To consider merging the UPC and Pavilion Facebook accounts.

8. CHANGE OF EMAIL ADDRESS.

To consider moving to a '.gov.uk' domain and email address.

9. EXTERNAL/DIRECTIONAL SIGNAGE.

To consider additional external and directional signage to promote awareness of and increase the use of UPC facilities.

10. BUDGET.

To consider the budget requirements for this committee for the period 2022/23.

11. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.