



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 6 September 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 01.09.21

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 7 June 2021. **Enc**

4. CLERK'S REPORT.

To receive and note the Clerk's Report. **Enc (Pt II)**

Press and public will be excluded from this part of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

5. WEBSITE.

To consider a quotation for re-structuring the Parish Council website. **Enc Pt II information (Clerk's Report)**

6. NEWSLETTER.

- To consider the content and timeline for the production and distribution of the next Parish Council newsletter.
- To agree distribution and format for recommendation to the Parish Council.

7. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.