UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

**CH1 4BY**

**07584415343**

**Email:** 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 9 September 2019 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.

Signed………………………………………………. Clerk to the Parish Council 04.09.19

**AGENDA**

**1. ELECT A CHAIRMAN.**

To elect a Chairman of the Committee for the year ahead.

**2. ELECT A VICE CHAIRMAN.**

To elect a Vice Chairman of the Committee for the year ahead.

**3. APOLOGIES FOR ABSENCE.**

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

**4. 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.

**5. MINUTES.**

To approve the Minutes of the meeting held on 4 March 2019.

**6. NEWSLETTER, AUTUMN 2019.**

To consider articles for inclusion in the Autumn newsletter.

**7. NEWSLETTER ARTICLES / DEADLINES.**

**To agree who will draft the agreed articles for the newsletter and set a deadline for submission to the clerk.**

**8. DISTRIBUTION.**

To review distribution methods.

**9. WEBSITE AND SOCIAL MEDIA.**

To review the use of the website and social media.

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

To confirm that the date and time of the next meeting will be on Monday 14 October 2019.