UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Dear Member,

You are summoned to the Meeting of the Communications Committee of Upton by Chester & District Parish Council to be held at 7.00pm on Monday 13th March 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.

06.03.17 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 16th January 2017.

**4. CLERK’S REPORT.**

To receive a report from the clerk on the action taken on resolutions made at the last meeting.

**5. NEWSLETTER.**

To review the content of the current newsletter and agree action required to complete the final draft.

**6. PROTOCOL FOR THE CONTENT OF THE NEWSLETTER.**

To consider a protocol for newsletter articles to be included in the Parish Council newsletter.

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

To agree the date and time of the next meeting.