



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 8 November 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 03.11.21

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 4 October 2021. **Enc**

4. CLERK'S REPORT.

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

5. NEWSLETTER.

To review the latest newsletter and provide and note feedback.

6. WEBSITE.

To receive an update from the Clerk and details of proposed training regarding Public Bodies Website Accessibility. **Enc**

7. COMMUNICATIONS TRAINING.

- To receive feedback from the clerk. **Enc**
- To consider ideas for communications good practice.

8. COMMUNICATIONS STRATEGY.

To consider a proposal from Breakthrough Communications to create a Communications Strategy on behalf of the Parish Council. **Enc**

9. PARISH SURVEY.

- To receive the draft survey.
- To agree a date for the next meeting of the working party.

10. VOLUNTEER CONSULTATION PANEL.

To consider how to set up a standing volunteer consultation panel and how it may be used.

11. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.