



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the meeting of Upton by Chester and District Parish Council's Communications Committee held on Monday 04 October 2021, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

**Present:** Cllr J Egerton-Parry, Cllr T Egerton-Parry and Cllr B Walker.

**In attendance:** Suzi Bull (Clerk/Proper Officer), and 1 member of the public.

## 1. APOLOGIES FOR ABSENCE.

The following apologies for absence were reported to the Clerk.

Cllr Evans – holiday.

Cllr Southward – medical.

## 2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

## 3. MINUTES.

**Resolved:** The Minutes of the meeting held on Monday 6 September 2021 were confirmed as a correct record and signed by the Chairman.

**Proposed** by Cllr Tom Egerton-Parry, seconded by Cllr Jodie Egerton-Parry. All agreed.

## 4. CLERK'S REPORT.

**Resolved:** The Clerk's Report was received and noted.

A subscription process will be set up on the Parish Council website for the purpose of creating a database for the electronic distribution of the newsletter.

## 5. NEWSLETTER.

**Resolved:** The first draft of the newsletter was approved.

The Clerk will follow-up on outstanding articles to be included in the newsletter.

Locations for hard copies of the newsletter were identified as follows:

Upton nursing and residential homes, post offices, fish and chip shops, cafes, Spar shop, Upton Pavilion, and library.

A total of 250 copies will be printed.

## **6. PARISH SURVEY.**

A first draft of the proposed Parish Survey was presented and approved.

**Resolved: a further virtual meeting of the Parish Survey working party will be arranged as soon as possible.**

## **7. SOCIAL MEDIA.**

Members received information from the Clerk regarding planned attendance at social media training courses.

**Resolved: noted.**

Committee Members discussed the advantages of merging the UPC and Upton Pavilion Facebook accounts.

**Resolved: A recommendation to merge the Facebook accounts will be put to the full Parish Council at the meeting to be held on 11 October.**

## **8. CHANGE OF EMAIL ADDRESS.**

The committee considered moving to a '.gov.uk' domain and email address.

**Resolved: A recommendation to move to a gov.uk domain and email address will be put to the full Parish Council at the meeting to be held on 11 October.**

## **9. EXTERNAL/DIRECTIONAL SIGNAGE.**

The committee considered erecting additional external, directional signage to promote awareness of and increase the use of UPC facilities such as the QE II playing field and facilities, Upton Pavilion and Chemistry Pits.

**Resolved: to design and plan new signage, to include 'branding' such as the UPC crest. A sign making contractor will be invited to a site visit for suggestions and guidance.**

## **10. BUDGET.**

**Resolved: the cost of the following items will be presented to the Finance Committee for inclusion in the budget for the period 2022/23.**

**Social media, website/IT support, newsletter production, parish-wide survey distribution and printing.**

## **11. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be on Monday 8 November 2021.**