



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 08 November 2021, 6.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Egerton-Parry, Cllr T Egerton-Parry (Chairman) and Cllr B Walker.

In attendance: Suzi Bull (Clerk/Proper Officer).

1. APOLOGIES FOR ABSENCE.

The following apologies for absence were received:

Cllr Evans – medical.

Cllr Southward – medical.

Resolved: noted.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Resolved: The Minutes of the meeting held on Monday 4 October 2021 were confirmed as a correct record and signed by the Chairman.

Proposed by Cllr J Egerton-Parry, seconded by Cllr Walker.

4. CLERK'S REPORT.

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

5. NEWSLETTER.

Members reviewed the latest newsletter.

Resolved: Feedback on the largely electronic availability of the newsletter will be monitored.

Thanks were extended to Cllr Walker for producing the newsletter.

The following items will be included in the Spring newsletter:

- The QE II Platinum Jubilee events.

- Date and time of the Annual Parish Assembly.

6. WEBSITE.

The Clerk reported that further training on Public Bodies Website Accessibility Guidelines has been arranged.

Resolved: After the training the UPC website compliance with the guidelines will be assessed and built in to the website refurbishment.

7. COMMUNICATIONS TRAINING.

The Clerk reported on recent training on building communication with the community.

A further discussion regarding the resolution to merge the Parish Council and Pavilion Facebook accounts took place.

Resolved: With further planning and creation of clear policy guidelines for use, the Facebook accounts will be merged.

8. COMMUNICATIONS STRATEGY.

The committee considered a proposal from Breakthrough Communications to create a Communications Strategy on behalf of the Parish Council.

Resolved: The Parish Council will not take up the proposal from Breakthrough Communications to create a Communications Strategy. This will be done from within Parish Council resources.

9. PARISH SURVEY.

Resolved: Members of the Parish Survey working party received the draft survey. The next meeting of the working party will take place on Tuesday 16 November at 7pm.

10. VOLUNTEER CONSULTATION PANEL.

Members of the committee considered how to set up a standing volunteer consultation panel and how it may be used.

Resolved: An invitation to sit on a consultation panel will be included in the Parish Survey.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on Monday 6 December at 6.30pm.