



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)



Minutes of the meeting of Upton by Chester and District Parish Council's Communications Committee, held on Monday 01 February 2021, 7.30pm, via Cisco Webex.

Present: Cllr Tom Egerton-Parry, Cllr Evans (Chairman), Cllr Southward and Cllr Walker.

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

## 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr J Egerton-Parry.

**Resolved: noted.**

## 2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

## 3. MINUTES.

**Resolved: The Minutes of the meeting held on 9 November 2021 were confirmed as a correct record and will be signed by the Chairman at the next opportunity.**

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

## 4. CLERK'S REPORT.

**Resolved: The report from the Clerk was noted. It was further agreed that Cllr Walker will assist the Clerk in setting up Microsoft Teams to improve the live streaming capabilities of full Parish Council meetings.**

## 5. NEWSLETTER.

**Resolved: The following decisions were approved:**

- Cllr Walker will produce the next newsletter.
- The Clerk and Cllr Walker will write the items for the newsletter with input from committee members.
- Newsletter items will include:

- i. Governance, roles and responsibilities of the Parish Council
  - ii. A monthly diary of events/projects/work of the Parish Council
  - iii. Upton Youth Club
  - iv. Community Aid information
  - v. Invitation to the community for comments on the content/format of all PC communication, inc the newsletter, website and social media
- The final draft of the newsletter will be presented to the full Parish Council at the meeting of 1 March.
  - The newsletter will be distributed in April via Inside Upton.

#### **6. COMMUNITY ENGAGEMENT MEETINGS.**

**Resolved: The following decisions were approved regarding the proposed community engagement meetings:**

- **The Cllr Walker and the Clerk will set up Microsoft Teams to be used as the meeting platform.**
- **All Councillors are invited to attend and contribute.**
- **The Chairman will host the meeting.**
- **Responses to questions will be from the PC as a 'corporate body'.**
- **The Clerk will attend to take notes but will not speak – any questions directed to the Clerk will be noted and considered separately.**
- **The meeting will be widely publicised and topics for discussion invited.**
- **Where possible a limited number of topics will be covered at each meeting.**
- **Meetings will be limited to 2 hours.**
- **Cllr Walker will act as moderator for the meeting.**

#### **7. WEBSITE, NEWSLETTER AND SOCIAL MEDIA.**

**Resolved: The Parish Council website, newsletter and social media will be considered as part of this committee's proposed Communications Strategy.**

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

**Resolved: The date and time of the next meeting will be on 15 March 2021.**