UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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**Upton Pavilion**

**Wealstone Lane**

**Upton**

**Chester**

**CH2 1HD**

**07584415343**

**Email:** clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Communications Committee to be

held at 8.00 pm on Monday 09 November 2020 via Cisco Webex.

**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 and there will be an 'Open Forum' for 10 minutes at the beginning of the meeting to raise any issues with the Parish Council.**

Signed: Suzi Bull - Clerk to the Parish Council 03.11.20.

**AGENDA**

**1. APOLOGIES FOR ABSENCE.**

To receive and note apologies for absence as reported to the clerk.

**2. DECLARATIONS OF INTEREST.**

Members are invited to declare any interests they may have in any items on this agenda as per the Code of Conduct.

**3. MINUTES.**

To approve the Minutes of the meeting held on 3 February 2020.

**4. NEWSLETTER.**

* To consider and agree items to be included in the next newsletter.
* To agree who will write the articles.
* To set a deadline for submission of articles to the Clerk.
* To agree a distribution date.

**5. COMMUNICATION STRATEGY.**

To consider a Parish Council Communication Strategy.

**6. WEBSITE AND SOCIAL MEDIA.**

To consider and agree good practice for the use of the Parish Council website and social media.

**7. CHRISTMAS ENGAGMENT.**

To discuss our engagement with the community over the Christmas period.

**8. VIRTUAL PARISH COUNCIL AND COMMITTEE MEETINGS.**

To discuss the current arrangement in place for holding virtual meetings.

**9. MEETING SCHEDULE / FREQUENCY.**

To discuss the Communications schedule of meetings and frequency.

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

To confirm the date and time of the next meeting.