UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

##### 

**18 Gladstone Road**

**Chester**

**CH1 4BY**

**01244 398966**

**07584415343**

**Email** [**suzi.a.pollard@btinternet.com**](mailto:suzi.a.pollard@btinternet.com) **or**

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

Minutes of the meeting of the Communications Committee of the Upton by Chester and District Parish Council held on Monday 16th January 2017, 7.30pm, at Upton Pavilion, Upton, Chester.

Present: Cllr J Evans, Cllr M Lloyd, Cllr S Lloyd, Cllr McNae, Cllr Southward, Cllr Vaughan and Cllr Walmsley.

In attendance: Mrs S Pollard (Clerk).

1. **APOLOGIES FOR ABSENCE.**

No apologies for absence were received.

1. **DECLARATIONS OF INTEREST.**

No declarations of interest were given.

1. **MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the meeting held on 12th September 2016 were approved as a correct record and signed by the Chairman.**

**Proposed by Cllr Walmsley, seconded by Cllr McNae.**

1. **NEWSLETTER.**

**Resolved: that the following articles will be included in the next newsletter:**

Annual Parish Meeting (front page), poster and details - SP

NDP update – JE

Summer Fete (inc photo) – SP

Litter picking – JE

Floral display – HMcN

Budget report and projects to be completed (front page) KV

20mph speed limit - AW

Security at the QE II – SP

Food bank – SP

New website - SP

Tree planting at the country park (if space allows) – SP(MB)

UGE – AW

Dog mess – BS

Update on opening hours - SP

**Resolved: that the dogs on leads/clean up item will be referred to the General Purposes Committee.**

**The clerk will contact the zoo to enquire about the level of take up on the Upton residents complimentary zoo ticket issued in the last newsletter**.

**All written articles should be submitted to the clerk by Monday 6th February**.

1. **WEBSITE.**

The clerk reported that the new website is near to completion for the launch later this week.

1. **EMAIL ADDRESSES.**

The clerk suggested that information contained in emails to and from the new Parish Councillor email addresses will be subject to FoI requests and therefore use of them should be limited to Parish Council business.

The format of the email address was discussed.

**Resolved: that the clerk will seek the advice of other parish councils regarding the format of councillor email addresses and report back to the full Parish Council.**

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

**Resolved: that the date and time of the next meeting will be on 13th March at 7.00pm.**