UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

**CH1 4BY**

**07584415343**

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

Minutes of the Meeting of Upton by Chester and District Parish Council Communications Committee held on 09 September 2019, 7.30pm, at Upton Pavilion, Upton, Chester.

Present: Cllr T Egerton-Parry, Cllr J Evans, Cllr B Southward.

In attendance: Mrs S Pollard (Clerk and Proper Officer).

**1. ELECT A CHAIRMAN.**

A nomination was received for Cllr Evans proposed by Cllr Southward, seconded by Cllr Egerton-Parry.

**Resolved: that Cllr Evans will be Chair of the Communications Committee for the year ahead.**

**2. ELECT A VICE CHAIRMAN.**

**Resolved: this committee will operate without a Vice Chairman.**

**3. APOLOGIES FOR ABSENCE.**

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

**Resolved: noted.**

**4. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**5. MINUTES.**

**Resolved: on the advice of the Clerk, the Minutes of the meeting held on 4 March 2019 were taken as read (no Members were present at the last meeting).**

**6. NEWSLETTER, AUTUMN 2019.**

**Resolved: the following articles for inclusion in the autumn newsletter were agreed:**

QE II Playing Field Project (Clerk).

NDP update (Cllr Evans).

Zoo ticket (Clerk)

Work Experience / Duke of Edinburgh volunteering (Clerk)

Parish Council polite notice to car owners who park on pavements (Cllr Southward)

Upton Fun Day – report and photo (Cllr Egerton-Parry).

Dates for your diary (Clerk).

WW2 commemoration event (Clerk).

**7. NEWSLETTER ARTICLES / DEADLINES.**

**Resolved: newsletter articles will be submitted to the Clerk by 7th October.**

**8. DISTRIBUTION.**

**Resolved: the Clerk will liaise with Upton Handbooks to confirm the up to date distribution lists and will request that no surplus stock of handbooks is to be left at shops.**

**9. WEBSITE AND SOCIAL MEDIA.**

Members discussed the use of Face Book for Parish Council business.

**Resolved: the Clerk will look at the Face Book page data and statistics and report back to the next meeting.**

**The website will be updated and refreshed. A meeting with the website support team will be arranged.**

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

**Resolved: the date and time of the next meeting will be on Monday 14 October 2019, at 7.00pm.**