UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the meeting of the Communications Committee of the Upton by Chester and District Parish Council held on Monday 9th October 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr M Lloyd, Cllr S Lloyd, Cllr McNae, Cllr Vaughan (Chairman) and Cllr Walmsley.

In attendance: Mrs S Pollard (Clerk).

1. **APPOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Evans and Cllr Southward.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the meeting held on 10th July 2017 were confirmed as a correct record and signed by the Chairman.**

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

**4. CLERK’S REPORT.**

**Resolved: that the Clerk’s Report be noted.**

**5. NEWSLETTER.**

The draft newsletter was reviewed and amendments were agreed.

**Resolved: that the clerk will carry out the necessary amendments, re-circulate the draft newsletter and present to the full Parish Council for approval at the meeting to be held on 30th October.**

**The clerk will look into producing a ‘photo board’ of groups that use the function room, to be displayed in the pavilion.**

**6. NEWSLETTER DISTRIBUTION.**

The newsletter will be distributed via the Inside Upton publication at the beginning of December.

A discussion regarding the pros and cons of electronic newsletters being distributed by email took place.

**Resolved: that further thought will be given to electronic newsletter distribution.**

**7. SOCIAL MEDIA POLICY.**

**Resolved: that the clerk will amend the draft Social Media Policy and circulate the updated document to the full Parish Council ahead of the next meeting.**

**8. BUDGET.**

**Resolved: that the committee will make a request to the Finance Committee for a budget of £1,500 for the period 2018/19.**

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

**Resolved: that the date of the next meeting will be on 22nd January 2018.**