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 10th July 2017, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr J Evans, Cllr M Lloyd, Cllr S Lloyd, Cllr McNae (Chairman of this meeting) and Cllr Walmsley.

In attendance: Mrs S Pollard (Clerk).

1. **ELECT A CHAIRMAN.**

Cllr Vaughan was nominated for Chairman. Proposed by Cllr Walmsley, seconded by Cllr McNae.

No further nominations were received.

**Resolved: that Cllr Vaughan will be Chairman of the Communications Committee for the year ahead.**

1. **ELECT A VICE CHAIRMAN.**

Cllr McNae was nominated for Vice Chairman. Proposed by Cllr Walmsley, seconded by Cllr M Lloyd.

**Resolved: that Cllr McNae will be Vice Chairman of the Employment Committee for the year ahead.**

1. **APPOLOGIES FOR ABSENCE.**

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

**Resolved: noted.**

**4. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**5. MINUTES OF THE LAST MEETING.**

**Resolved: that the Minutes of the meeting held on 13th March 2017 were approved as a correct record and signed by the Chairman.**

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

**6. CLERK’S REPORT.**

**Resolved: that the actions taken on resolutions made at the last meeting were noted.**

**7. NEWSLETTER.**

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

* Neighbourhood Development Plan (possibly a full page spread subject to available space). JE
* Summer Fete – photos and brief article. SP
* Bowling Green opening. SP
* Floral Display – photo. SP
* UGE Policy – confirmation of Parish Council approval. JL
* Chemistry Pits Summer Even – report and photos. SP
* Police winter advice column. Jenna/AW
* Fire Service in the community. SL/ML
* Bache Hall Estate Crime Statistics. JH
* ‘Save the date’ for the Annual Assembly. SP
* Planning Issues. AW
* Website – link. SP
* Pavilion building update. DF/SP
* War Memorial. JE

**The Parish Council will continue to work in partnership with Chester Zoo to distribute the complimentary zoo tickets via the newsletter.**

**Articles to be received by the clerk by end of August.**

**The draft newsletter will be presented to this committee on 9th October and the final draft to the full Parish Council on 30th October.**

**8. NEWSLETTER DISTRIBUTION.**

The Chester Standard no longer delivers to the majority of residential properties in Upton; therefore it is necessary to consider an alternative distributor.

**Resolved: that the newsletter will be distributed via the ‘Inside Upton’ publication.**

**9. SOCIAL MEDIA.**

Members were asked to consider a protocol for the use of social media by staff and Members.

**Resolved: that the clerk will ask for advice from C.h.A.L.C. and will look into other Parish Council Policies.**

**The clerk will write a draft policy that will be circulated to this committee.**

**10. POSTCODE.**

The clerk reported that the postcode for the pavilion is currently CH2 1H, however, used with vehicle navigation devices, that postcode leads to the playing field gates and not the pavilion. The doctors’ surgery postcode is

CH2 1HD. If the Parish Council postcode was changed to match that of the doctors’, vehicles will be brought into the pavilion car park.

**Resolved: that the clerk will arrange for the Parish Council post code to be changed.**

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

**Resolved: that the date and time of the next meeting will be held on Monday 9th October 2017 at 7.30pm.**