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 13th March 2017, 7.00pm, 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.**

All present.

1. **DECLARATIONS OF INTEREST.**

No declarations were made.

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

**Resolved: that the Minutes of the last meeting were approved.**

**4. CLERK’S REPORT.**

**Resolved: that the clerk will notify all Members at the next Parish Council meeting, of how to set up automatic forward of emails to a selected email address.**

**The remainder of the Clerk’s Report was noted.**

**5. NEWSLETTER.**

Amendments were agreed and noted.

**6. PROTOCOL FOR THE CONTENT OF THE NEWSLETTER.**

**Resolved: that regarding Ward Members budgets, the clerk will consult with the Borough Councillors regarding putting a year end summary of this expenditure on the Parish Council website and notice boards.**

**A recommendation will be made to the full parish council that the protocol for the content of the newsletter will be that ‘it is relevant to the work and business of the Parish Council’.**

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

**Resolved: that the date and time of the next meeting is to be**

**confirmed at the Parish Council Annual Meeting.**