UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

#####

**Upton Pavilion**

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Minutes of the meeting of the Communications Committee of Upton by Chester and District Parish Council, held on Monday 09 November 2020, 8.15pm, via Cisco Webex.

**Present:** Cllr J Egerton-Parry, Cllr T Egerton-Parry, Cllr Evans (Chairman),

Cllr Southward and Cllr Walker.

**In attendance:** Suzi Bull (Clerk/Proper Officer), 4 members of the public.

**1. APOLOGIES FOR ABSENCE.**

No apologies for absence were received; all present.

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES.**

**Resolved: The Minutes of the meeting held on 3 February 2020 were confirmed as a correct record and will be signed by the Chairman at the next opportunity.**

**Proposed by Cllr T Egerton-Parry, seconded by Cllr J Egerton-Parry. All agreed.**

**4. NEWSLETTER.**

**Resolved: The following articles were agreed for inclusion in the next Parish Council newsletter and will be written by the Cllr as indicated:**

* Changes to Parish Council business during the COVID 19 restrictions – Cllr Evans.
* Painting of the Cheshire railings by staff and volunteers – Clerk.
* National Citizen Service volunteer project – Clerk.
* Managing the re-opening of the Pavilion/QE II facilities – Clerk.
* Remembrance Day – Cllr T Egerton-Parry.
* Community Aid information and contact details – Cllr Walker.
* Playground vandalism – Cllr Southward.
* NDP update – Cllr Evans.
* Installation of a pond at QE II – Cllr Poulton (tbc).

**The deadline for submission of written articles to the Clerk is Friday 20th November.**

**The Clerk will re-arrange the printing and distribution date with Inside Upton Handbooks; the newsletter will be sent out in January 2021**

**5. COMMUNICATION STRATEGY.**

The committee discussed aspects of communication and how a strategy may be developed, to consider why communication is important, how it is done and how successful communication is measured.

**Resolved: Cllr Evans and Cllr T Egerton-Parry will meet to draft a strategy document and present back to this committee.**

**6. WEBSITE AND SOCIAL MEDIA.**

Members considered good practice and effectiveness for the use of the Parish Council website and social media.

**Resolved: no further action at this stage.**

**7. CHRISTMAS ENGAGMENT.**

The committee agreed that this year in particular it will be important to have some positive engagement with the community over the Christmas period.

The Clerk reported that the UPC Finance Committee has resolved to spend the full Christmas budget on enhanced community trees and lighting.

**Resolved: noted.**

**8. VIRTUAL PARISH COUNCIL AND COMMITTEE MEETINGS.**

Members agreed that virtual Parish Council meetings are working relatively well; however, some Members are still experiencing technical difficulties with Cisco Webex as a meeting platform.

**Resolved: The Clerk will continue to set up Microsoft Teams (with the assistance of Cllr Bryan). Access to Parish Council meetings will continue to be via the Clerk, with visitors and residents checking in with the Clerk prior to the meeting.**

**9. MEETING SCHEDULE / FREQUENCY.**

**Resolved: The Communications Committee will schedule monthly meetings for the time being whilst current actions are progressed.**

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

**Resolved: The date and time of the next meeting will be on Monday 30th November.**