



Upton Parish Council

CLERK: Mrs Gill Wells

Telephone:- 07703 755 469

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Councillors Pape; W Lawrence; E Kerby & I Choudhury - As a Member of the Media & Communications Committee, you are hereby summoned to attend a meeting of the Media & Communications Committee which will be held in the **Oak Room, Berrywood Hospital, Northampton, Monday 31st July at 7.00pm.**

Gill Wells 26th July 2017

<u>Item No.</u>	<u>OPENING PROCEDURES</u>
MC 17/1	ELECTION OF CHAIR
MC 17/2	ELECTION OF VICE CHAIR
MC 17/3	APOLOGIES – Members are asked to formally accept apologies received and the reasons given.
MC 17/4	DECLARATIONS OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012 – Members are asked to declare any pecuniary or prejudicial interests pertaining to items on the agenda.
MC 17/5	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council are asked to formally decide whether to grant any such requests.
<u>Item No.</u>	<u>POLICIES & PROCEDURES</u>
MC 17/6	REVIEW OF MEDIA & COMMUNICATIONS POLICIES, PROCESSES & REQUIREMENTS.
<u>Item No.</u>	<u>SPECIFIC ITEMS</u>
MC 17/7	WEBSITE REQUIREMENTS – Document Storage / advertising / events / updating.
MC 17/8	EMAIL REQUIREMENTS & SECURITY.
MC 17/9	SERVER PROVIDERS / ASSOCIATED COSTS AND CURRENT CONTRACTOR RESPONSIBILITIES / EXPECTATIONS.
MC 17/10	NEWSLETTER POVISION / REQUIREMENTS.
MC 17/11	LARGER EVENTS PROMOTION.
<u>Item No.</u>	<u>CLOSING PROCEDURES</u>
MC 17/12	ITEMS FOR THE NEXT MEDIA & COMMUNICATIONS COMMITTEE.
MC 17/13	DATE OF NEXT MEETING:- To be agreed.