



# Upton Parish Council

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Councillors Pape; W Lawrence; E Kerby; D Huaffadine-Smith; & 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 11<sup>th</sup> September at 7.30pm.**

*Gill Wells* 5<sup>th</sup> September 2017

<b>Item No.</b>	<b><u>OPENING PROCEDURES</u></b>
MC 17/14	APOLOGIES – Members are asked to formally accept apologies received and the reasons given.
MC 17/15	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 17/16	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council are asked to formally decide whether to grant any such requests.
MC 17/17	MOTION TO DELCARE THE MINUTES 31 <sup>ST</sup> JULY 2017.
MC 17/18	MATTERS ARISING FROM THE MINUTES 31 <sup>ST</sup> JULY 2017.
<b>Item No.</b>	<b><u>POLICIES &amp; PROCEDURES</u></b>
MC 17/19	SOCIAL MEDIA POLICY.
MC 17/20	WEBSITE POLICY.
MC 17/21	WEBSITE & SOCIAL MEDIA UPLOADING PROCESS CHART.
MC 17/22	WEBSITE & SOCIAL MEDIA MANAGER SERVICE LEVEL AGREEMENT.
MC 17/23	UPTON PARISH COUNCIL PUBLICATION SCHEME.
<b>Item No.</b>	<b><u>SPECIFIC ITEMS</u></b>
MC 17/24	WEBSITE & SOCIAL MEDIA REQUIREMENTS – SEPTEMBER TO NOVEMBER 2017.
MC 17/26	NEWSLETTER.
<b>Item No.</b>	<b><u>CLOSING PROCEDURES</u></b>
MC 17/27	ITEMS FOR THE NEXT MEDIA & COMMUNICATIONS COMMITTEE.
MC 17/28	DATE OF NEXT MEETING:- 16 <sup>TH</sup> OCTOBER 2017.