



Upton Parish Council

CLERK: Mrs Gill Wells

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Councillors S Pape; D Huffadine-Smith; Cllr D Thomas & I Chowdhury - 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 13th November at 7.30pm.**

Gill Wells 8th November 2017

<u>Item No.</u>	<u>OPENING PROCEDURES</u>
MC 17/14	ELECTION OF CHAIR.
MC 17/15	ELECTION OF VICE CHAIR.
MC 17/16	APOLOGIES – Members are asked to formally accept apologies received and the reasons given.
MC 17/17	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 17/18	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 17/19	MOTION TO DECLARE THE MINUTES 31 ST JULY 2017 AS AN ACCURATE REFLECTION OF THE MEETING.
MC 17/20	MATTERS ARISING FROM THE MINUTES 31 ST JULY 2017.
<u>Item No.</u>	<u>POLICIES & PROCEDURES</u>
MC 17/21	SOCIAL MEDIA POLICY.
MC 17/22	WEBSITE POLICY.
MC 17/23	EMAIL POLICY.
MC 17/24	WEBSITE & SOCIAL MEDIA UPLOADING PROCESS CHART.
MC 17/25	WEBSITE & SOCIAL MEDIA MANAGER SERVICE LEVEL AGREEMENT.
MC 17/26	UPTON PARISH COUNCIL PUBLICATION SCHEME.
<u>Item No.</u>	<u>SPECIFIC ITEMS</u>
MC 17/27	WEBSITE & SOCIAL MEDIA REQUIREMENTS – NOVEMBER 2017 – JANUARY 2018 (inc).
MC 17/28	NEWSLETTER.
MC 17/29	WEBSITE & EMAIL SERVER PROVIDERS.
MC 17/30	EVENTS.
<u>Item No.</u>	<u>CLOSING PROCEDURES</u>
MC 17/31	ITEMS FOR THE NEXT MEDIA & COMMUNICATIONS COMMITTEE.
MC 17/32	DATE OF NEXT MEETING:- January 2018 – date to be arranged.