

Executive Officer: Suzanne Walker

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Dear Councillors,

You are hereby summoned to attend a meeting of the Communications Committee of Chelmsford Garden Community Council that will be held on **Wednesday 2nd August 2023 at 5.30pm** at the Beaulieu Community Centre, 17 Centenary Way, Beaulieu Square, Chelmsford Essex for the purposes of transacting the following business

Yours Faithfully,

SUZANNE WALKER

Suzanne Walker

Executive Officer of the Chelmsford Garden Community Council

Dated 27th July 2023

The press and the public are also cordially invited to attend this meeting.

Agenda of the Meeting of the Communications Committee of Chelmsford Garden Community Council

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| 23/CC.09 | Apologies |
| 23/CC.10: | Declarations of Interest |
| 23/CC.11 | To approve the minutes of the meeting of the Communications Committee held on 14th June 2023 |
| 23/CC.12 | To discuss IT issues |
| 23/CC.12.1 | To receive update from the Executive Officer on a potential reporting app |
| 23/CC.12.2 | To agree future administration arrangements and costs in relation to the Zoho operating system. |
| 23/CC.13 | To consider Communications policies |
| 23/CC.13.01 | To consider the draft media policy |
| 23/CC.13.02 | To consider the draft Communications policy |
| 23/CC.13.03 | To discuss the initial drafts of the website accessibility and documentation statements |
| 23/CC.14 | To consider strategy for communications and the use of social media |
| 23/CC.14.1 | website |
| 23/CC.14.2 | Social Media |
| 23/CC.14.3 | Other channels of Communication |

- 23/CC.15** To consider use and functionality of Parish Online account
- 23/CC.16** To consider protocol for the use of internal Council communications and training for Councillors regarding its use
- 23/CC.17:** To receive update and discuss Council engagement events