

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 **Thursday 21st December 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

Executive Officer of the Chelmsford Garden Community Council

Dated 15th December 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.26: | Apologies |
| 23/CC.27: | Declarations of Interest |
| 23/CC.28: | To approve the minutes of the meeting of the Communications Committee held on 14th September 2023 |
| 23/CC.29: | To review arrangements for events with a view to making a recommendation for the appropriate budgetary amount for Community Engagement and communication issues. |
| 23/CC.30 | To agree arrangements for Councillor training in relation to the Zoho system |
| 23/CC.31 | To receive update from the Executive Officer regarding website arrangements. |
| 23/CC.32 | To receive report in relation to website policies |

- 23/CC.33:** To receive a report on progress of D Day event preparations
- 23/CC.34:** To consider any specific actions required at present to promote the Special Constable scheme
- 23/CC.35** To discuss issue of potential flyer to distribute to all residents to promote the Council