

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 14th June 2023 at 6pm** 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 9th June 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.01: | To elect a Chairman of the Communications Committee |
| 23/CC.02 | Apologies |
| 23/CC.03: | Declarations of Interest |
| 23/CC.04: | To discuss engagement events |
| 23/CC.04.1 | To discuss events to be held over the next quarter |
| 23/CC.04.2 | To discuss holding a Community Safety event |
| 23/CC.05 | To discuss IT issues |
| 23/CC.05.1 | To receive report on a potential reporting app |
| 23/CC.05.2 | To consider functionality issues and costs in relation to the Zoho operating system. |
| 23/CC.06 | To discuss format of article for The Clerk magazine |
| 23/CC.07 | To discuss issues regarding a Council newsletter |
| 23/CC.08 | To consider Communications policies |
| 23/CC.08.01 | To consider the draft media policy |
| 23/CC.08.02 | To consider the first draft of the Communications policy |