

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 16th May 2024 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 10th May 2024

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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| 24/CC.16: | To elect a new Chair of this Committee |
| 24/CC.17: | Apologies |
| 24/CC.18: | Declarations of Interest |
| 24/CC.19: | To approve the minutes of the meeting of the Communications Committee held on 28th March 2024 |
| 24/CC.20: | Public Question Time
To hear any representations from the public |
| 24/CC/21 | To consider the drafts of the leaflet for residents and approve the content and style of the document |
| 24/CC.22: | To discuss issues surrounding D Day |
| 24/CC.22.1 | To receive an update regarding the organisation of the D Day event |
| 24/CC.22.2 | To consider proposal for a booklet of poems following the D Day poetry competition |

- 24/CC.23:** To receive an update regarding future events to be hosted by the Council in 2024
- 24/CC.24:** To receive a report regarding the Council's website
- 24/CC.25:** To receive report on issues to be resolved regarding administration of social media channels and the Zoho system and to consider the efficacy of the current arrangements.