

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 14th September 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

Executive Officer of the Chelmsford Garden Community Council

Dated 8th September 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.18: | Apologies |
| 23/CC.19: | Declarations of Interest |
| 23/CC.20 | To approve the minutes of the meeting of the Communications Committee held on 2nd August 2023 |
| 23/CC.21 | To discuss IT issues |
| 23/CC.21.1 | To receive update from the Executive Officer on a potential reporting app |
| 23/CC.22 | To receive update regarding the Parish Online account |
| 23/CC.23 | To consider protocol for the use of internal Council communications and training for Councillors regarding its use. |
| 23/CC.24 | To consider issue of the use of newsletters |
| 23/CC.25: | To receive update and discuss Council engagement events |
| 23/CC.25.1 | To consider ongoing Coffee with Councillor events |
| 23/CC.25.2 | To receive update regarding planning for D-Day event |