



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Clerk/RFO: Kim Gray (Mrs)

Email: clerk@uptonbychesterparishcouncil.gov.uk

Issued: 09/12/2025

Dear Member,

You are summoned to the Meeting of Upton-by-Chester and District Parish Council, to be held at 7.00 pm on Monday 15th December 2025 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *K Gray*

Clerk of the Parish Council

AGENDA

1. OPEN FORUM.

1.1 Members of the public will be invited to comment on any items on the agenda before business commences.

(New business should be brought to the attention of the Chair or Clerk at least one week prior to the meeting).

2. APOLOGIES FOR ABSENCE.

2.1 To receive apologies for absence as reported to the Clerk.

3. DECLARATIONS OF INTEREST.

3.1 Members are invited to declare any interest they may have in items on this agenda, as per Cheshire West & Chester Code of Conduct.

4. COMMUNITY SAFETY.

4.1 To receive a report from the PCSO on community safety and to consider any actions arising.

5. MINUTES.

5.1 To approve the Minutes of the PC meeting held on Monday 10th November 2025 as a true record and the Chairperson to sign.

6. CLERK'S REPORT.

6.1 To receive a report from the Clerk.

7. COMMITTEE MINUTES.

- 7.1 To receive the Draft Minutes of the Community Engagement Committee – 03/11/2025.
- 7.2 To receive the Draft Minutes of the Finance Committee – 24/11/2025.

8. FINANCES

- 8.1 To receive Payments Schedule - November 2025
- 8.2 To receive an update on the financial position of the Council at 31 October 2025
 - Bank reconciliations
 - Payments & receipts
 - Budget monitoring

9. ANNUAL GOVERNANCE AND ACCOUNTING REPORT 2024-25

- 9.1 To review and consider findings of the Annual Governance Statement (Section 1 of the Annual Return for the Year ending 31/03/2025).
- 9.2 To resolve to approve and sign the Annual Governance Statement (Section 1).
- 9.3 To consider Accounting Statement (Section 2) for the year ending 31/03/2025.
- 9.4 To resolve to approve and sign the Accounting Statement (Section 2).
- 9.5 To approve the scope of audit requested by Upton by Chester & District Parish Council as per draft letter of appointment.
- 9.6 To appoint the internal auditors for the year 2025-26

10. COUNCIL COMMUNICATION DEVELOPMENT EVENT

- 10.1 To approve a Council Communication Development Event in January 2026, aimed at strengthening collaboration and fostering a harmonious and productive working environment among all Councillors

11. CIVILITY AND RESPECT PLEDGE

- 11.1 To agree to pass a resolution to sign up to the Civility and Respect Pledge as defined in Appendix H.

12. UPC SMALL GRANT FUND

- 12.1 To consider request from Upton United Reform Church for a laptop.

13. UJFC

- 13.1 To consider the responses provided to the Council regarding its queries on the proposed installation of a new container base.

14. NEW COUNCIL WEBSITE

- 14.1 To approve the appointment of a supplier for a new Council website, based on the quotes received and the recommendation of the Clerk/RFO.

15. UPGRADE OF ACCOUNTING SOFTWARE

- 15.1 To consider and approve the recommendation to upgrade the Council's accounting system to a platform that fully supports Income and Expenditure reporting, ensuring compliance and enhanced operational efficiency.

16. HIRE OF CAR PARK SPACE

- 16.1 To confirm that the Council grant Dough & Go Landowner Consent for the hire of parking space at Upton Pavilion.

17. UPTON BY CHESTER HORTICULTURAL SOCIETY

17.1 To consider request from Upton by Chester Horticultural Society to plant the flower bed at the entrance to the Pavilion.

18. BOROUGH COUNCILLOR'S REPORT

18.1 To receive a report from the Borough Councillors.

19. CORRESPONDENCE

19.1 CWAC Town and Parish Connections – Contaminated Land Strategy Consultation (online) – 13th January 2026, 6pm-7pm. If any Councillor would like to attend, please let the Clerk know.

20. DATE OF THE NEXT MEETING.

15.1 To note the date and time of the next Full Parish Council meeting on **Monday 19th January 2025** at 7.00pm