



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

Clerk/RFO: Kim Gray (Mrs)

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Issued: 09/12/2025

Dear Member,

You are summoned to the Meeting of the Employment Committee to be held at 6:00pm on Monday 15<sup>th</sup> 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 to the Council

## 1. APOLOGIES FOR ABSENCE

To receive and note apologies for absence as reported to the Chair.

## 2. DECLARATIONS OF INTEREST

Members are invited to declare any interests they may have in items on this agenda, as per the Code of Conduct.

## 3. MINUTES

The draft minutes of the meeting held on 20<sup>th</sup> October 2025 will be received and if accepted will be signed by the Chair as a true record of that meeting.

## 4. TO APPROVE THE EXCLUSION OF PRESS AND PUBLIC

**In view of the confidential nature of the matters to be discussed, Council is advised to resolve to exclude the press and public from the meeting for the items following, pursuant to the Public Bodies (Admissions to Meetings) Act 1960.**

## 5. CLERK/RFO'S PRIORITIES

To receive an update on the Clerk/RFO's priorities.  
To agree any action/recommendations.

## 6. RECRUITMENT ADMINISTRATION SUPPORT

To approve the appointment of an Administrative Assistant to the Clerk.

## 7. DATE AND TIME OF THE NEXT MEETING.

To confirm the next meeting.