



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

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Dear Member,

You are summoned to the Meeting of Upton-by-Chester and District Parish Council, to be held at 7.30 pm on Monday 18<sup>th</sup> March 2024 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 *S.J.Stanley* Chair of the Parish Council 11.03.24

In the absence of the Clerk/ Proper Officer to the Parish Council

## AGENDA

### 1. OPEN FORUM.

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 one week prior to the next meeting).**

### 2. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the Chair.

### 3. DECLARATIONS OF INTEREST.

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

### 4. COMMUNITY SAFETY.

- To welcome a member of the Upton community safety team to the meeting.
- To receive a report on community safety. **Enc**

### 5. MINUTES.

For the Chair to sign the Minutes of the meeting held on Monday 19<sup>th</sup> February 2024.  
**Enc**

## **6. CLERK'S REPORT.**

In the absence of the Clerk, to receive and note reports from the Acting Clerk, Acting RFO and Acting Line Manager on action taken on resolutions made at the last meeting, and agree further action if necessary. **Enc**

## **7. HEALTH AND SAFETY.**

Standing item to receive a report on matters relating to Health and Safety and agree any action necessary. **Enc**

## **8. STRATEGIC PLAN**

To receive a report on the Council Strategic Plan meeting held on 04.03.24 and agree next steps. **Enc**

## **9. ANNUAL PARISH ASSEMBLY**

To approve the date and time of the Annual Parish Assembly as Monday 15<sup>th</sup> April at 6.30-7.30 pm and agree an agenda, attendance and publicity. **Enc**

## **10. COMMITTEE MINUTES.**

To receive the Minutes of Committee meetings held since the last meeting and approve any recommendations: **Encs**

- Assets Management Committee 26.02.24
- Planning Committee 26.02.24
- Finance Committee 11.03.24
- Employment Committee 11.03.24

To approve Committee membership for new Councillors

## **11. FINANCE AND ACCOUNTS REPORTS.**

To receive reports. **Encs**

- a. Details of payments and receipts for February.
- b. A budget variance report.
- c. A statement of bank accounts.
- d. Bank reconciliation at end February 2024

## **12. BOROUGH COUNCILLORS' REPORT.**

To receive information from Borough Councillors on matters which affect Upton.

## **13. CORRESPONDENCE.**

To receive correspondence and agree a response. **Enc**

## **14. ROADS AND TRAVEL**

To consider the formation of a working group to make proposals on the following:

- Identifying and agreeing locations for the potential installation of 'No Parking on Grass Verges' signs.
- Discouraging inconsiderate parking outside schools
- Discouraging speeding, including possible siting of static speed indicator devices.

#### **15. USE OF INFORMATION TECHNOLOGY**

To receive a report on work carried out to investigate the efficiency and security of the Council's use of information technology and agree further action. **Enc**

To receive and approve an Information Technology Policy. **Enc**

To approve terms of engagement for the Council's IT services consultant. **Enc**

#### **16. INTERNAL AUDITOR**

To appoint an Internal Auditor for the 2023/2024 financial year. **Enc**

#### **17. GENERAL RISK ASSESSMENT**

To receive an update on the plan to create a revised Risk Assessment and recommend action on Policies, and to agree further action. **Enc**

#### **18. COMMUNITY EVENTS**

To receive an update on preparations for the Upton Fun Day on 14<sup>th</sup> September.

To agree to purchase a D Day 80 Flag of Peace to be flown from the Council's flagpole for a week from 6<sup>th</sup> June.

To consider a proposal to host a commercial funfair at the QEII fields on one of the May Bank Holidays.

#### **19. DATE OF THE NEXT MEETING.**

To agree the date and time of the next meeting as Monday 15<sup>th</sup> April at 7.45 pm, following the Annual Parish Assembly.