UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Dear Member,

You are summoned to the Meeting of the QEII Playing Field Sub-Committee to be held at 6.30pm on Monday 13th November 2017 at Upton Pavilion, Wealstone Lane, Upton, Chester.

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 and there will be an 'Open Forum' for 10 minutes at the beginning of the meeting to raise any issues with the Parish Council.

Signed………S Pollard………..

Clerk to the Parish Council

**AGENDA**

**1. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk.

**2. MINUTES**.

To approve the Minutes of the meeting held on 18th September 2017.

**3. REPORTS.**

To receive reports from members of the committee on action taken since the last meeting.

**4. NEXT STEPS.**

To consider and agree the next stages for the QEII project.

**5. ACTIONS.**

To agree actions identified in item 4 and confirm which member of the committee will be responsibl

**6. DATE AND TIME OF THE NEXT MEETING.**

To confirm that the date and time of the next meeting will be on 11th December 2017.