UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

**CH1 4BY**

**07584415343**

**Email:** clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the QEII Playing Field Sub-Committee to be held at 6.30 pm on Monday 27 January 2020 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…………………………… Clerk to the Parish Council 21.01.20

**AGENDA**

**1. APPOINT A CHAIRMAN.**

To appoint a chairman for the Sub-Committee until May 2020.

**2. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk.

**3. DECLARATIONS OF INTEREST.**

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

**4. MINUTES**.

To approve the Minutes of the meeting held on 16th December 2019. **Enc**

**5. REVIEW OF FIVE YEAR PROJECT PLAN.**

To review the original Five Year Project Plan and agree action. **Enc**

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

To agree the date and time of the next meeting.