UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

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**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 Tuesday 28 May 2019 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 24.05.19

**AGENDA**

**1. ELECT A CHAIRMAN.**

To elect a Chairman of the Sub-Committee for the year ahead.

**2. ELECT A VICE CHAIRMAN.**

To elect a Vice Chairman of the Sub-Committee for the year ahead.

**3. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the clerk.

**4. 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.

**5. MINUTES**.

To approve the Minutes of the meeting held on 29thApril 2019.

**6. GRANT APPLICATION.**

To receive an update on the grant application process and to discuss the feedback provided by the Lottery Fund officer.

**7. MEETING WITH GROUNDS MAINTENANCE AND PROPERTY DEVELOPER.**

To receive and consider information from the Chairman.

**8. NEXT STEPS / ACTIONS.**

To consider and agree the next stages for the QEII project, to agree actions and confirm which member of the committee will be responsible.

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

To agree the date and time of the next meeting.