



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Clerk/RFO: Kim Gray

Email: clerk@uptonbychesterparishcouncil.gov.uk

MINUTES: Meeting of the Employment Committee to be held at 6:30pm on Monday 20th October 2025 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

Present: Cllr S Stanley (Chair), Cllr R. Lee, Cllr H Morgan and Cllr J Price

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Y Gibson.

2. DECLARATIONS OF INTEREST

No declarations of interest were made

3. MINUTES

The draft minutes of the meeting held on 22nd September 2025 were accepted and signed by the Chair as a true record of that meeting.

4. EXCLUSION OF PRESS AND PUBLIC.

RESOLVED: To exclude the press and public from the meeting for the following items pursuant to the Public Bodies (Admissions to Meetings) Act 1960. Proposed and seconded, all agreed

The Chair reminded members that the meeting is confidential.

5. CLERK/RFO'S PRIORITIES

- Finalising the AGAR and external audit following November full council meeting.
- Budget
- Recruitment of Admin Assistance and staffing.
- Financial procedures and controls.
- Governance review.

The Clerk gave a report to the committee on the issues and that the Council needs to be aware of Clerk/RFO's workload.

6. RECRUITMENT ADMINISTRATION SUPPORT

The Clerk would arrange a meeting with the Recruitment Working Group to take the next step forward.

Actions: the Clerk would arrange a date for the Recruitment Working Group to meet w/c 3rd November.

7. WORK EXPERIENCE

The Clerk received a request from the company who organise placements for the Upton High School. The committee discussed and agreed that the Council would like to be involved but at the present time there is no capacity in the workload to allow this to happen this year.

Actions: that the Clerk would respond to explain that current capacity would not allow for work placements this year but would be interested in pursuing the

8. BUDGET 2026-27

The Clerk circulated a schedule that outlined costing for the staffing budget 2026-27 with three options for the bank staffing. The committee discussed the option.

Actions: the committee would propose option 1 to support the budget decision.

9. DATE AND TIME OF THE NEXT MEETING.

RESOLVED: that the Clerk would call the next meeting as required.