



# 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 15<sup>th</sup> April 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 07.04.24

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 at least one week prior to the 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 receive a report from the CPSO on community safety. **Enc**

To note the major overall Upton issues flagged by the CPSO, as detailed in the Acting Clerk's report (item 6).

To note the potential attendance of the CPSO at PC meetings until December 2024.

## **5. MINUTES.**

For the Chair to sign the Minutes of the meeting held on Monday 18<sup>th</sup> March 2024.

**Enc**

To decide on a proposal not to put Draft Minutes of meetings (Full Council or Committee) onto the website. Only finalised Minutes would be put onto the website, after they have been approved as accurate and signed at the following meeting.

## **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.**

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

## **8. ANNUAL MEETING**

To note that the next meeting is proposed to be on 20<sup>th</sup> May 2024, when it is the Annual Meeting of the Parish Council.

The election of the Chair and Vice Chair of Full Council for 2024-25 will take place at this meeting, as well as the annual review of governance matters. The agenda is detailed in Standing Order 5. **Enc**

## **9. COMMITTEE MINUTES.**

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

- Community Engagement Committee 25.03.24
- Assets Management Committee 25.03.24
- Finance Committee 8.04.24
- Employment Committee 8.04.24

To note that committee terms of reference and membership for the year 2024-25 will be agreed at the Annual Parish Council Meeting in May, as well as confirmation of the proposed Meetings Calendar **Enc**

Elections for Committee Chairs will take place at the individual committee meetings following the Annual Meeting.

## **10. PARISH COUNCIL WORKING GROUPS**

To receive updates from the following working groups (leaders underlined):

- IT audit: members Cllr Alan Lingard, Cllr Sue Stanley, Bob Hadfield IT services consultant
- Business Continuity and Emergency plans: members Cllr Sue Stanley, Cllr Helen Wilman, Clerk, Cllr Alan Lingard.
- General Risk Assessment: members Cllr Alan Lingard and Cllr Ian Gibson

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

To receive available reports. **Encs**

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

## **12. BANK ACCOUNTS**

To consider and agree a proposal for a third bank account provider. **Enc**

## **13. SMALL GRANTS POLICY**

To agree an updated policy for small grants to voluntary community organisations.

**Enc**

## **14. FUN DAY**

- To receive an update from the Fun Day working group, members Cllr Alan Lingard, Cllr Helen Wilman, Facilities Manager Darren Flaherty. **Enc**
- To approve a proposal from Cllr Helen Wilman to donate 10% takings to a nominated charity
- To approve a nominated charity. Proposed: Brain Tumour Research.

## **15. CORRESPONDENCE.**

To consider correspondence received and agree a response

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

To agree the date and time of the next meeting (Annual Meeting) as Monday 20<sup>th</sup> May at 7.30 pm