UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Dear Member,

You are summoned to the Annual Meeting of Upton by Chester & District Parish Council to be held at 7.00pm on Monday 15th May 2017 at The 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.

8th May 2017

Signed………S Pollard……Clerk to the Parish Council

### AGENDA – Pt 1

**1. APPOINTMENT OF CHAIRMAN.**

To receive nominations for and elect the Chairman of the Parish Council for the forthcoming year.

**2. ACCEPTANCE OF OFFICE.**

The elected Chairman will sign the Acceptance of Office.

**3. APPOINTMENT OF VICE CHAIRMAN.**

To receive nominations for and elect the Vice Chairman of the Parish Council for the forthcoming year.

**4. APOLOGIES FOR ABSENCE.**

To receive and if necessary, approve apologies for absence as reported to the Clerk.

**5. OPEN FORUM.**

Members of the public will be invited to comment on any items on the agenda before business commences (limited to 10 minutes in total).

**6. 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.

7. COMMUNITY SAFETY.

To receive a report on community safety.

**8. SUBSCRIPTIONS AND DONATIONS.**

To approve membership to affiliate bodies, payment of subscriptions and donations. **Enc**

**9. PROPERTIES.**

To review properties owned by the Parish Council. **Enc**

**10. REPRESENTATIVES TO OUTSIDE BODIES.**

To approve representatives to Upton Youth Club and the Cheshire Association of Local Councils.

**11. STATUTORY DOCUMENTS.**

To review and approve the Standing Orders – with a proposed amendment, Financial Regulations and the Publication Scheme - **circulated.**

**12. RISK ASSESSMENTS.**

To review Risk Assessments - **circulated**

**13. DELEGATED POWERS.**

To approve existing delegated powers for Parish Council Committees – **circulated.**

**14. CCTV PROTOCOL.**

To approve the draft CCTV Protocol.

**15. COMMITTEE MEMBERSHIP.**

To agree membership to the Parish Council Committees and Working Parties:

* Communications
* Emergency
* Employment
* Finance
* General Purposes
* Neighbourhood Development Plan
* Unconventional Gas Extraction
* War Memorial Project
* Friends of Chemistry Pits
* Grant Applications
* Annual Fete

**16. MINUTES.**

To approve the Minutes of the Parish Council meeting held on 3rd April and the amended Minutes of 20th February. **Enc**

**17. CLERKS REPORT.**

To receive the Clerk’s Report with details of action taken on the resolutions made at the last meeting. **Enc**

**18. COMMITTEE MINUTES.**

To receive the Minutes of the following committees:

Planning 3rd April

Employment 10th April

General Purposes 10th April

NDP 11th April

**Enc**

**19. WORKING PARTIES.**

To receive information or feedback from current Working Parties.

**20. BOROUGH COUNCILLORS REPORT.**

To receive a report from the Borough Councillors.

**21. MONTHLY ACCOUNTS REPORT.**

To approve the monthly accounts report. **Enc**

**22. ANNUAL STATEMENT OF ACCOUNTS.**

To receive and approve the Annual Statement of Accounts. **Enc**

**23. CORRESPONDENCE.**

**To receive and consider correspondence, inc:**

* Electoral Review of CW&C; Warding Arrangements. **Enc**
* Resident’s comments via the newsletter.

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

To confirm the date and time of the next meeting.

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**Pt II**

**25. CLERK’S HOURS.**

To consider a report from the clerk and a recommendation from the Employment Committee. **Enc**