



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Annual Meeting of Upton by Chester & District Parish Council to be held at 7.00pm on Monday 15 May 2023 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 *Suzi Bull*

Clerk / Proper Officer
9 May 2023

AGENDA

1. APPOINTMENT OF CHAIRMAN.

To receive nominations for and elect the Chairman of the Parish Council for the forthcoming year (as per the Standing Orders, the Chairman of the Parish Council will be an ex-officio member of all Parish Council committees).

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.

(New business should be brought to the attention of the clerk one week prior to the next meeting).

6. DECLARATIONS OF INTEREST.

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

7. COMMUNITY SAFETY.

- To welcome a member of the Upton community safety team to the meeting.
- To receive a report on community safety. **Enc**

8. CO-OPTION.

- To consider and agree a process to fill the eight vacancies on the Parish Council.
- To receive applications for co-option.

9. MINUTES.

- To receive the Minutes of the Parish Council meeting held on 17 April. **Enc**
- For the Chairman to sign the Minutes of the meeting (LGA 1972 sch 12 para 41)

10. COMMITTEE MINUTES.

To receive the Minutes of the committee meetings held since the last meeting.

- General Purposes Committee 24 April 2023. **Enc**

11. FINANCE AND ACCOUNTS REPORTS.

To approve the payment of invoices for goods and services rendered, to note any receipts and details of current balances. **Enc**

12. BANK SIGNATORIES.

To agree amendments to the Parish Council bank account mandate. **See report**

13. CODE OF CONDUCT.

To receive and approve the Code of Conduct. **Enc**

14. GENERAL DATA PROTECTION REGULATION.

To receive and approve the Data Protection Regulation and Retention Policy. **Enc**

15. STANDING ORDERS AND FINANCIAL REGULATIONS.

- To receive and approve the UPC Standing Orders. **Enc**
- To receive and approve the UPC Financial Regulations. **Enc**

16. PROPERTIES AND ASSETS REGISTER.

- To note Parish Council owned property. **See report**
- To receive, note and approve the Assets Register. **Enc**

17. RISK ASSESSMENT.

To receive, note and approve the Risk Assessment. **Enc**

18. INSURANCE.

To note current arrangements for insurance and agree action for renewal. **See report**

19. SUBSCRIPTIONS.

To approve annual subscriptions. **See report**

20. COMMITTEES.

- To consider and approve a committee structure for the Parish Council.
- To appoint committee members.

21. ANNUAL FUN DAY.

To receive information from the Clerk and agree a course of action. **See report**

22. ANNUAL ASSEMBLY.

To agree a date, time and place to call for an annual assembly.

23. DATE AND TIME OF THE NEXT MEETING AND ALL OTHER MEETINGS.

- To confirm the date and time of the next meeting will be on Monday 13 June 2023.
- To approve the draft Meeting Schedule for the year ahead. **Enc**