UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

**CH1 4BY**

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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 21st May 2018 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.

14th May 2018

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 (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 (limited to 10 minutes in total).

**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 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, 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. COMMITTEE MEMBERSHIP.**

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

* Communications
* Emergency
* Employment
* Finance
* General Purposes
* Neighbourhood Development Plan
* Pavilion Fun Day
* QE II Playing Fields sub-committee

**15. MINUTES.**

To approve the Minutes of the Parish Council meeting held on 9th April. **Enc**

**16. CLERKS REPORT.**

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

**17. COMMITTEE MINUTES.**

To receive the Minutes of the following committees:

QE II sub-committee 30th April. **Enc**

**18. NEIGHBOURHOOD DEVELOPMENT PLAN.**

To receive the Minutes of the meeting held on 30th April and a verbal report from the Chairman of the steering group.

**19. BOROUGH COUNCILLORS REPORT.**

To receive a report from the Borough Councillors.

**20. MONTHLY ACCOUNTS REPORT.**

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

**21. ANNUAL SUMMARY OF ACCOUNTS. Enc**

To receive the Annual Summary of Accounts.

**22. ANNUAL GOVERNANCE STATEMENT.**

To approve the Annual Governance Statement. **Enc**

**23. ANNUAL STATEMENT OF ACCOUNTS.**

To approve the Annual Statement of Accounts and sign off the Annual Return to be submitted for auditing. **Enc**

**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. EMPLOYMENT MATTERS.**

To receive the Minutes of the Employment Committee held on 14th May and approve recommendations.