UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

##### 

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Dear Member,

You are summoned to the Meeting of Upton by Chester & District Parish Council to be held at 7.30pm on Monday 6 July 2020 via Cisco Webex.

**Access code: 163 661 3103**

**Meeting password: wpBWDQ4FU39**

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.

29.06.20. Signed: **Suzi Bull** Clerk and Proper Officer

### AGENDA – Pt 1

**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 clerk one week prior to the next meeting).

**2. APOLOGIES FOR ABSENCE.**

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

**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. CHAIRMAN.**

To agree that the current Chairman will remain in place until the Annual Meeting of 2021.

**5. MINUTES.**

To confirm as a true record the Minutes of the meeting held on Monday 24 February 2020. **Enc**

**6. ANNUAL AUDIT.**

* To receive the internal audit report for 2019-20 from the internal auditors Dotty About Accounting Ltd and note the recommendations and action plan therein.
* To receive the Annual Internal Audit Report 2018-19 from the Annual Governance and Accountability Return (AGAR). **Enc**
* To receive and approve the Annual Governance Statement 2019-20 of the AGAR and that the Chairman and the Clerk/Responsible Financial Officer sign to confirm compliance. **Enc**
* To receive and approve section 2 of the AGAR - Accounting Statements 2019-20 and that the Chairman and the Clerk/RFO sign to confirm approval. **Enc**
* To approve the public inspection period (Notice of Public Rights) from Monday 7 July to Friday 8 August inclusive.

**7. FINANCE AND ACCOUNTS REPORTS**.

* To approve the payment of salaries and expenses.
* To approve the payment of invoices for goods and services rendered.
* To note receipts and details of current balances.
* To receive financial reports. **Enc**

**8. NEIGHBOURHOOD DEVELOPMENT PLAN.**

To receive, consider and approve the draft Neighbourhood Development Plan. **Enc**

**9. PARISH COUNCIL BUSINESS.**

* To discuss if necessary, action taken by the Clerk on behalf of the Parish Council during the lock down period.
* To agree the next steps for re-opening Parish Council facilities and continuing with Parish Council projects.

**10. DATE OF THE NEXT MEETING.**

To consider and confirm the date and time of the next meeting.