



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 Meeting of Upton-by-Chester and District Parish Council, to be held at 7.30 pm on Monday 12 June 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 to the Parish Council 06.06.23.

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 clerk one week prior to the next meeting).

2. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the clerk.

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

5. MINUTES.

To confirm as a true record the Minutes of the meeting held on Monday 15 May 2023. **Enc**

6. CLERK'S REPORT.

To receive and note a report from the Clerk on action taken on resolutions made at the last meeting and agree further action if necessary. **Enc**

7. COMMITTEE MINUTES.

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

- Employment Committee 05.06.23 – Inquorate, no business transacted.
- Finance Committee 05.06.23 - Inquorate, no business transacted.

8. UPTON TENNIS CLUB.

To consider information from Upton Tennis Club, provided at the last meeting and consider and approve tennis court charges.

9. 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**
- To receive a budget variance report. **Enc**

10. ANNUAL AUDIT.

- To receive the independent inspection report for 2022-23 from the internal auditors UHY Hacker Young and note any recommendations and action plan therein.
- To receive and approve the Annual Governance Statement 2022-23 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 2021-22 and that the Chairman and the Clerk/RFO sign to confirm approval. **Enc**
- To approve the public inspection period (Notice of Public Rights) from 30 June to 10 August inclusive.

11. GENERAL DATA PROTECTION REGULATION.

To agree who will be responsible for reviewing the UPC Data Protection Regulation and Retention Policy and Privacy Statement.

12. CHESHIRE ASSOCIATION OF LOCAL COUNCILS – AGM.

- To approve representatives from the Parish Council.
- To consider proposals for motions to be put to the ChALC AGM.

13. POLICE AND CRIME COMMISSIONER'S MEETING.

- To receive an invitation to a meeting with the Police and Crime Commissioner.
- To approve a representative from the Parish Council.
- To agree questions to be put to the PCC before the meeting.

14. CAR BOOT SALE.

To consider whether the next scheduled car boot sale on 15 July is to be held.

15. ANNUAL FUN DAY.

To consider whether the Upton Annual Fun Day event will be held.

16. ANNUAL MEETING SCHEDULE.

To approve the Annual Meeting Schedule.

17. CO-OPTION.

- To vote on applications received for co-option.
- New Members will liaise with the Clerk to sign a Declaration of Acceptance of Office and join the meeting.

18. COMMITTEE MEMBERSHIP.

To appoint members, including co-opted members to Parish Council committees.

19. DATE OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on 17 July 2023 at 7.30pm.