

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584 415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)



Dear Member,

You are summoned to the Meeting of Upton by Chester & District Parish Council to be held at 7.30pm on Monday 14 June 2021, at United Reformed Church Hall, Heath Road, 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.

07.06.21 Signed: *Suzi Pollard* 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. COMMUNITY SAFETY.**

To welcome members of the local community police team to the meeting to deliver a report on community safety.

#### **5. MINUTES.**

To confirm as a true record the Minutes of the meeting held on Monday 17 May 2021. **Enc**

#### **6. CLERK'S REPORT.**

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

#### **7. COMMITTEE MINUTES.**

To receive the Minutes of the committees held since the last meeting (**Enc**), to receive information and consider recommendations:

QE II Sub-Committee 24 May – cancelled.

Communications Committee 7 June.

Finance Committee 7 June.

#### **8. NEIGHBOURHOOD DEVELOPMENT PLAN.**

To receive an update from the Chairman of the Steering Group.

#### **9. BOROUGH COUNCILLORS' REPORTS.**

To receive information from Upton Borough Councillors on matters which affect Upton.

#### **10. 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 any receipts and details of current balances. **Enc**

#### **11. ASSETS REGISTER, RISK ASSESSMENT AND INSURANCE.**

To note and approve the assets register, risk assessment and insurance arrangements. **Enc**

#### **12. ANNUAL AUDIT.**

- To receive the independent inspection report for 2020-21 from the internal auditors Dotty About Accounting Ltd and note the recommendations and action plan therein.
- To receive and approve the Annual Governance Statement 2020-21 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 2020-21 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.

**13. SECTION 106 MONEY.**

To receive and review information on the Section 106 funding available to Upton parish and agree action. **See Clerk's Report**

**14. FREEDOM OF INFORMATION REQUESTS.**

To note that a formal request for information has been received and a response has been provided.

**15. FORMAL COMPLAINTS AGAINST THE PARISH COUNCIL.**

To note that formal complaints received by the Parish Council have been dealt with by the Complaints Committee.

**16. BROADCASTING PARISH COUNCIL MEETINGS.**

To consider whether the Parish Council should broadcast its meetings.

**17. STANDING ORDERS, FINANCIAL REGULATIONS AND POLICIES.**

- To approve Standing Orders, Financial Regulations and UPC Policies without amendment.
- To agree action to update and review all UPC policies.

**18. DATE OF THE NEXT MEETING.**

To confirm that the date and time of the next meeting will be on 12 July 2021 at 7.30pm.

.....