

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



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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 15 January 2024 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 09.01.24.

## 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.

For the Chairperson to sign the Minutes of the meeting held on Monday 11 December 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. HEALTH AND SAFETY.**

Standing item to receive a report on matters relating to Health and Safety.

## **8. COMMITTEE MINUTES.**

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

- Finance Committee 08.01.24

## **9. FINANCE AND ACCOUNTS REPORTS.**

- To receive details of payments and receipts for November. **Enc**
- To receive a budget variance report. **Enc**

## **10. BUDGET.**

To receive and approve the draft budget.

## **11. PRECEPT REQUEST.**

- To agree a precept request to be put forward.
- To approve a plan of communication to Upton residents.

## **12. BOROUGH COUNCILLORS' REPORT.**

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

## **13. CORRESPONDENCE.**

To receive correspondence and agree a response.

## **14. RISK ASSESSMENT.**

- To review the Parish Council Risk Assessment and agree action.
- To approve action to carry out an IT audit and associated risk assessment.

## **15. OCCUPATIONAL HEALTH REFERRALS.**

To approve authorisation for the Employment Committee to arrange Occupational Health referrals as required.

## **16. BUSINESS CONTINUITY PLAN.**

To review the existing Parish Council Business Continuity Plan and agree further action.

## **17. AMENDMENT TO STANDING ORDERS.**

To receive and approve a motion to make an amendment to Standing Order no:15 and 16 to make alternative arrangements in the absence of the Responsible Financial Officer.

## **18. CW&C COUNCIL: LOCAL TRANSPORT PLAN.**

To agree a response to the CW&C Council 'Lets Talk About Transport' consultation.

**19. NEW HIGHWAYS SIGNAGE.**

To identify and agree locations for the potential installation of 'No Parking on Grass Verges' signs.

**20. DATE OF THE NEXT MEETING.**

To agree the date and time of the next meeting.