



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 16 October 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 10.10.23.

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.

For the Chairperson to sign the Minutes of the meeting held on Monday 18 September 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.

- To receive a report on matters relating to Health and Safety.
- To receive a draft Health and Safety Policy and Handbook. **Enc**

8. COMMITTEE MINUTES.

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

- Assets Management 25 September
- Community Engagement 25 September
- Employment 9 October
- Finance 9 October

9. FINANCE AND ACCOUNTS REPORTS.

- To receive details of payments of invoices for goods and services rendered, to note receipts and details of current balances. **Enc**
- To receive a budget variance report. **Enc**

10. BOROUGH COUNCILLORS' REPORT.

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

11. CORRESPONDENCE.

To receive correspondence and agree a response. **Enc**

12. STRATEGIC PLAN.

To receive feedback from the Strategic Plan working party.

13. WAR MEMORIAL GARDEN.

To receive an update on the maintenance for the War Memorial garden and agree further action.

14. DATE OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on 20 November 2023 at 7.30pm.