

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 19 February 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 14.02.24.

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 15 January 2024. **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**

- Community Engagement Committee 22.01.24
- Assets Management Committee 22.01.24
- Finance Committee 12.02.24
- Employment Committee 12.02.24

To receive a report from the Strategic Plan Working Group.

9. FINANCE AND ACCOUNTS REPORTS.

To receive:

- Details of payments and receipts for November.
- A budget variance report.
- A statement of bank accounts.

10. BOROUGH COUNCILLORS' REPORT.

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

11. CORRESPONDENCE.

To receive correspondence and agree a response.

12. VAT.

To receive a report on the Parish Council's VAT obligation from the Parkinson Partnership and agree action. **Enc**

13. 2022/23 ANNUAL GOVERNANCE AND RETURN.

To receive and consider the External Auditor's Final Report and agree further action.

14. SHORT-TERM ACCOUNTING SPECIALIST.

To approve a specification for a short-term accounting specialist.

15. COMMUNITY ENGAGEMENT POLICY.

To receive and approve a draft Community Engagement Policy. **Enc**

16. POLICIES.

To review a suggested list of Parish Council policies, compare to existing policies and agree action.

18. NEW HIGHWAYS SIGNAGE.

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

19. CO-OPTION.

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

20. DATE OF THE NEXT MEETING.

To agree the date and time of the next meeting.