

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
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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 20 November 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 14.11.23.

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, Monday 16 October 2023 and the Extraordinary meeting held on Monday 30 October 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.

- To receive the Health and Safety Policy and Handbook.
- To note the removal of the outdoor gym equipment.
- To receive informal feedback from the Health and Safety audit of 14 November.
- To approve the purchase of leaf blowing equipment for the safety of play surfaces.

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
- Assets Management 23.10.23 – Meeting cancelled.
- Community Engagement 23.10.23 – Meeting cancelled.
- Employment 13.11.23
- Finance 13.11.23

To receive feedback from the Strategic Plan working party.

9. FINANCE AND ACCOUNTS REPORTS.

- To receive details of payments and receipts for October. **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.

12. PARISH COUNCIL MEETINGS.

- To consider the number and frequency of Parish Council meetings.
- To reconsider the use of committees.
- To consider and agree on alternative ways of progressing parish council business.

13. AMENDMENT TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN.

To receive, note and approve an amended AGAR.

14. ADDITIONAL BANK ACCOUNTS.

To receive information to consider in relation to opening two additional bank accounts. **Enc**

15. QUESTIONS FOR THE POLICE AND CRIME COMMISSIONER.

To agree questions to be put to the Police and Crime Commissioner at the next meeting due to be held on 29 November.

16. 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.

17. DATE OF THE NEXT MEETING.

To approve a proposal to re-scheduled the date of the next meeting to 11 December 2023 at 7.30pm.