UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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**18 Gladstone Road**

**Chester**

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Dear Member,

You are summoned to the Meeting of Upton by Chester & District Parish Council to be held at 7.00pm on Monday 26th February 2018 at Upton Pavilion, Wealstone Lane, 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.

19.02.18 Signed………S Pollard………..

Clerk to the Parish Council

### 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. COMMUNITY SAFETY.**

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

**3. APOLOGIES FOR ABSENCE.**

To receive apologies for absence as reported to the Clerk and approve reasons as necessary.

**4. DECLARATIONS OF INTEREST.**

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

**5. MINUTES.**

To confirm as a true record the Minutes of the meeting held on Monday 15th January 2018. **Enc**

**6. CLERK’S REPORT.**

To receive a report from the Clerk on the actions taken on the resolutions made at the last meeting and agree any further action. **Enc**

**7. COMMITTEE MINUTES.**

To receive the Minutes of the committees held since the last meeting and consider recommendations:

Communications Committee 22nd January 2018. **Enc**

**8. WORKING PARTIES.**

To receive information or feedback from current Working Parties.

QE II Playing Field Working Party 29th January and 19th February.

**9. NEIGHBOURHOOD DEVELOPMENT PLAN.**

To receive a report on the progress of the neighbourhood plan; also to receive the Minutes of the steering group meeting held on 29th January. **Enc**

**10. BOROUGH COUNCILLORS’ REPORT.**

To receive a report from Borough Councillors on matters which affect Upton – will be circulated.

**11. 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**

**12. A41 SPEED RESTRICTIONS/BACHE HALL ESTATE WAITING RESTRICTIONS.**

To receive updates.

**13. INTERNAL AUDITOR.**

To consider and agree the appointment of the internal auditor.

**14. ANNUAL ASSEMBLY.**

To agree the content and format of the Annual Assembly; also to consider how electors can be encouraged to contribute.

**15. UPTON FEST.**

To receive information on a forthcoming event at Upton Pavilion and QEII Playing Fields.

**16. INVITATIONS, CORRESPONDENCE AND PUBLICATIONS.**

To receive, note and agree actions on invitations, correspondence and publications.

**17. DATE OF THE NEXT MEETING.**

To confirm the date and time of the next meeting.

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**Pt II**

**18. EMPLOYMENT COMMITTEE MINUTES.**

To receive the Employment Committee Minutes of 12th February 2018.