

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)

**Minutes of the Extraordinary Meeting of Upton by Chester and District Parish Council  
Meeting held on Monday 21 August 2023, 7.30pm, at Upton Pavilion, Wealstone  
Lane, Upton, Chester.**

**Present:** Cllr S Akhtar, Cllr Ebo, Cllr C Jeffery, Cllr R Lee, Cllr A Lingard, Cllr H Morgan, Cllr S Stanley (Chairperson) and Cllr H Wilman.

**In attendance:** Suzi Bull (Clerk/Proper Officer).

## **132.23. APOLOGIES FOR ABSENCE.**

Apologies for absence, with reasons, were received from Cllr Bryan and Cllr Carter.

## **133.23 DECLARATIONS OF INTEREST.**

No declarations of interest were made.

## **134.23 HEALTH AND SAFETY.**

The Council reviewed information provided and considered whether to commission an external Health and Safety consultant for the following purpose:

- To carry out a full health and safety audit at all UPC sites and for all UPC work practices.
- To produce an action plan and work with the Parish Council on its implementation.
- To provide ongoing support for a period of 3 years.

**Resolved: That the Parish Council will commission an external consultant for the purpose of Health and Safety Services.**

The Council received three quotations obtained for a health and safety audit and a service plan for health and safety and ongoing support for a period of three years.

**Resolved: That the quotations were received and noted.**

The Council considered the quotations and a supporting report from councillors who were in attendance at the presentations from the consultants.

**Resolved: That Worknest will be appointed to carry out the work.**

**A formal contract will be put in place and will include an ongoing performance review process at one month, three months and 6 months. It will also be subject to two up to date, positive references from other organisations with a Health and Safety contract in place.**

**The Finance Committee will take responsibility for the procurement process and ongoing review of the service.**

### **135.23 REMEMBRANCE DAY.**

Members received and considered two quotations for the cost of traffic management at the Remembrance Day Parade.

Other costs associated to the event such as emergency aid provision were also considered.

It was acknowledged that due to changes in the previous provision of traffic management by the police at no cost and subsequent traffic management costs being subsidised by a traffic management company offering community pay back funding, no provision was made in the current budget for the Remembrance Parade event.

#### **Resolved:**

- **Further quotations for traffic management will be sourced and presented to the Finance Committee to decide.**
- **The event will be funded by the Parish Council, from its reserves; a contribution from the Area Ward fund will be applied for. This will also be referred to the Finance Committee.**
- **The Chairperson will liaise with Reverend Paul Newman to discuss the possibility of a multi-faith service.**
- **Arrangements will be made for work to be carried out in the War Memorial garden and the grass verge and flower bed in advance of the event.**