UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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**Chester**

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Dear Member,

You are summoned to the Annual Meeting of Upton by Chester & District Parish Council to be held at 7.00pm on Monday 20 May 2019 at The 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.

13 May 2019

Signed…………………………………………………………………Clerk to the Parish Council

### AGENDA – Pt 1

**1. APPOINTMENT OF CHAIRMAN.**

To receive nominations for and elect the Chairman of the Parish Council for the forthcoming year (as per the Standing Orders, the Chairman of the Parish Council will be an ex-officio member of all Parish Council committees).

**2. ACCEPTANCE OF OFFICE.**

The elected Chairman will sign the Acceptance of Office.

**3. APPOINTMENT OF VICE CHAIRMAN.**

To receive nominations for and elect the Vice Chairman of the Parish Council for the forthcoming year.

**4. APOLOGIES FOR ABSENCE.**

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

**5. OPEN FORUM.**

Members of the public will be invited to comment on any items on the agenda before business commences (limited to 10 minutes in total).

**6. DECLARATIONS OF INTEREST.**

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

7. COMMUNITY SAFETY.

To receive a report on community safety.

8. GENERAL POWER OF COMPETENCE (Localism Act 2011).

To resolve that the Parish Council meets the GPoC criteria:

1. Electoral mandate – minimum two thirds of the Council elected.
2. That the Clerk holds a nationally recognised qualification.

**9. SUBSCRIPTIONS AND DONATIONS.**

To approve membership to affiliate bodies, payment of subscriptions and donations. **Enc**

**10. PROPERTIES AND ASSETS REGISTER.**

To review properties owned by the Parish Council. **Enc**

**11. REPRESENTATIVES TO OUTSIDE BODIES.**

To approve representatives to Upton Youth Club and the Cheshire Association of Local Councils.

**12. STATUTORY DOCUMENTS.**

To review and approve the Standing Orders, Financial Regulations and the Publication Scheme - **circulated.**

**13. RISK ASSESSMENTS.**

To review Risk Assessments – **circulated**

**14. INSURANCE.**

To confirm arrangements for insurance cover in respect of all insurable risks.

**15. THE GENERAL DATA PROTECTION REGULATION.**

To approve the GDPR policy and practices.

**16. DELEGATED POWERS.**

To approve existing delegated powers for Parish Council Committees – **circulated.**

**17. COMMITTEE MEMBERSHIP.**

To agree membership to the Parish Council Committees and Sub-Committees:

* Communications
* Emergency
* Employment
* Finance
* Localities and General Purposes

(Approval to rename the committee ‘General Purposes’)

* Neighbourhood Development Plan
* Pavilion Fun Day
* QE II Playing Fields sub-committee

**18. MINUTES.**

To approve the Minutes of the Parish Council meeting held on 1st April. **Enc**

**19. CLERKS REPORT.**

To receive the Clerk’s Report with details of action taken on the resolutions made at the last meeting. **Enc**

**20. COMMITTEE MINUTES.**

To receive the Minutes of the following committees:

QE II sub-committee 29th April. **Enc**

**21. NEIGHBOURHOOD DEVELOPMENT PLAN.**

To receive the Minutes of the meeting held on 29th April and a verbal report from the Chairman of the steering group.

**22. MONTHLY ACCOUNTS REPORT.**

To receive and approve payments for salaries, goods and services and to note receipts and balances stated in the monthly accounts report. **Enc**

**21. ANNUAL AUDIT.**

* To receive the internal audit report for 2018-19 from the internal auditors Dotty About Accounting Ltd and note the recommendations and action plan therein.
* To receive the Annual Internal Audit Report 2018-19 from the AGAR. **Enc**
* To receive and approve the Annual Governance Statement 2018-19 of the AGAR and that the Chairman and the Clerk/Responsible Financial Officer sign to confirm compliance. **Enc**
* To receive and approve section 2 of the AGAR - Accounting Statements 2018-19 and that the Chairman and the Clerk/RFO sign to confirm approval. **Enc**
* To approve the public inspection period (Notice of Public Rights) from Monday 3 June to Friday 12 July inclusive.

**22. DATE AND TIME OF THE NEXT MEETING AND ALL OTHER MEETINGS.**

To confirm the date and time of the next meeting of the full Parish Council and of Committees and Sub-Committees for the period 2019/20.

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