UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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**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 14 January 2019 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.

08.01.19 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 3rd December 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, to receive information and consider recommendations:

QE II Sub-Committee, 17th December. **Enc**

Employment Committee 7th January. **Enc**

* Staff pay review.

Finance Committee 7th January. **Enc**

* Draft budget – see agenda item
* Precept – see agenda item

Communications Committee 7th January. **Enc**

**8. NEIGHBOURHOOD DEVELOPMENT PLAN.**

To receive a report on the progress of the neighbourhood plan.

To receive the Minutes of the steering group meeting held on 17th December. **Enc**

**9. BOROUGH COUNCILLORS’ REPORT.**

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

**10. 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. **To follow**

**11. GROUNDS MAINTENANCE CONTRACT – please note that press and public will be excluded from this item.**

To approve the appointment of a grounds maintenance contractor for the period 2019/20, as recommended by the Finance Committee.

**12. BUDGET.**

To approve the draft budget as recommended by the Finance Committee.

**13. PRECEPT.**

To agree a precept level to be submitted to CW&C Council.

**14. CHRISTMAS MARKET ORGANISATION FEE - please note that press and public will be excluded from this item.**

To review charges for the organisation of the Christmas Market.

**15. WHITE GABLES.**

To receive an update on the progress of listing White Gables, Plas Newton Lane.

**16. UPTON BUSINESSES INFORMATION EVENING.**

To receive information and agree a format for the Upton businesses information evening on 31st January.

**17. INVITATIONS, CORRESPONDENCE AND PUBLICATIONS.**

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

**18. DATE OF THE NEXT MEETING.**

To confirm the date and time of the next meeting.