



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 Annual Meeting of Upton by Chester & District Parish Council to be held at 7.30pm on Monday 20th May 2024 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 *S.J.Stanley* Chair, in the absence of the Clerk / Proper Officer
12 May 2024

AGENDA

1. APPOINTMENT OF CHAIR.

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

2. ACCEPTANCE OF OFFICE.

The elected Chair will sign the Acceptance of Office.

3. APPOINTMENT OF VICE CHAIR.

To receive nominations for and elect the Vice Chair 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 Chair.

5. 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 Chair one week prior to the next meeting).

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.

Any members who have not yet submitted Notification of Interest forms will be invited to submit them **Enc**

7. COMMUNITY SAFETY.

To receive a report on community safety. **Enc**

8. CODE OF CONDUCT.

To receive and approve the Code of Conduct. **Enc**

9. MINUTES.

- To receive the Minutes of the Parish Council meeting held on 15 April. **Enc**
- For the Chair to sign the Minutes of the meeting (LGA 1972 sch 12 para 41)

10. COMMITTEE MINUTES.

To receive the Minutes of the committee meetings held since the last meeting.

To approve any recommendations arising **Enc**

- Assets committee 22.04.24
- Community Engagement committee 29.04.24
- Finance committee 13.05.24
- Employment committee 13.05.24

11. COMMITTEES.

- To review the terms of reference of existing committees **Enc**
- To appoint any new committee in accordance with standing order 4
- To appoint members to committees.

12. REPRESENTATION ON EXTERNAL BODIES

To consider whether the Council will seek to be represented on any external bodies

13. STANDING ORDERS AND FINANCIAL REGULATIONS.

- To receive and approve the UPC Standing Orders. **Enc**
- To receive and approve the UPC Financial Regulations. **Enc**

14. FINANCE AND ACCOUNTS REPORTS.

- To note for March the payment of invoices for goods and services rendered, to note any receipts and details of balances
- To receive a budget variance report for March 2023
- To receive a Balance Sheet for 2023/24

- To receive an Income and Expenditure Report for 2023/24
- To review the Council's expenditure incurred under s.137 of the Local Government Act 1972 **Encs**
- To approve a budget for staff uniforms **Enc**

15. BANK ACCOUNTS

To confirm the Parish Council bank accounts mandates. **Enc**

16. PROPERTIES AND ASSETS REGISTER

- To note Parish Council owned property. **See report**
- To receive, note and approve the Assets Register. **Enc**

17. GENERAL RISK ASSESSMENT

- To receive, note and approve the General Risk Assessment. **Enc**
- To receive and approve a proposal (Project Phoenix) for actions arising from the General Risk Assessment. **Enc**

18. INSURANCE.

To note current arrangements for insurance. **Enc and see report**

19. COUNCIL ADDRESS

To confirm the Council's address as The Pavilion, Wealstone Lane, Upton-by-Chester, Chester CH2 1HD

20. COUNCIL SUBSCRIPTIONS TO OTHER BODIES.

To review and approve annual subscriptions. **See report**

21. ANNUAL FUN DAY.

To receive an update and agree any actions arising.

To confirm the charity to be supported. **See report**

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

- To confirm that the date and time of the next meeting will be on Monday 10 June 2024 at 7.30 pm.
- To approve the draft Meeting Schedule for the year ahead. **Enc**