



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: locumclerk1@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of Upton-by-Chester and District Parish Council, to be held at 7.30 pm on Monday 10th June 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 *Toni Critchlow* Locum Clerk of the Parish Council 03.06.24

AGENDA

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 Chair or Locum Clerk at least one week prior to the meeting).

2. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the Locum Clerk.

3. DECLARATIONS OF INTEREST.

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

4. COMMUNITY SAFETY.

To receive a report from the CPSO on community safety. **Enc**
To consider any actions arising

5. MINUTES.

For the Council to approve and the Chair to sign the Minutes of the Annual PC meeting held on Monday 20th May 2024. **Enc**

6. CLERK'S REPORT.

6.1 To receive a report from the Locum Clerk and Chair on action taken on resolutions made at the last meeting, and agree further action if necessary. **Enc**

6.2 **To approve** the audio recording of Council meetings by the Locum Clerk or Clerk for the purpose of writing minutes after which recording will be deleted

7. HEALTH AND SAFETY.

To receive a report on matters relating to Health and Safety and agree any action necessary. **Enc**

To confirm that Councillors will all commit to completing the Worknest online safety course "Health & Safety for Directors" before the next meeting on 8th July 2024 **Enc**

8. COMMITTEE MINUTES.

To receive the Draft Minutes of Committee meetings held since the last meeting and approve any recommendations: **Encs**

- Community Engagement Committee 03.06.24
- Assets Management Committee 03.06.24

To confirm that Cllr Helen Morgan will join the Assets Management Committee

To confirm that Cllr Chris Jeffery will join the Assets Management Committee

To approve a motion by Cllr Lingard to procure a new Upton by Chester PC website plus GOV.UK domain and email addresses. A provider approved under the Parish Council Domain Helper Service to be selected by the working group following their due diligence as to suitability and value for money. The cost to be found from the budget item allocated to a new website.

To approve a motion by Cllr Lingard to form a working group to include named membership and elect a lead councillor to assist the staff in the organisation of the forthcoming Fun Day, Remembrance Sunday, Christmas events.

9. PARISH COUNCIL WORKING GROUPS

To receive updates from the following working groups (leaders underlined):

- **IT audit/Project Snowplough:** members Cllr Alan Lingard, Cllr Ian Gibson, Cllr Helen Wilman and the clerk.
To confirm all new members joining the team
To confirm the remit and the frequency of updates to Full Council **Enc**
- **Business Continuity and Emergency plans:** members Cllr Sue Stanley, Cllr Helen Wilman, (Locum) Clerk/RFO, Cllr Alan Lingard.
- **Project Phoenix (General Risk Assesemnt):** members Cllr Ian Gibson and Cllr Alan Lingard

10. FINANCE AND ACCOUNTS REPORTS.

To receive the following reports. **Encs**

- a. Receipts and payments
- b. Budget variance

11. BANK ACCOUNTS

To **approve** that the Locum Clerk and the Locum RFO will become signatories on the Virgin Media Bank Account

12. BOROUGH COUNCILLOR'S REPORT

To receive reports from the Borough Councillors

13. ANNUAL FUN DAY

To receive an update from the Fun Day working group, members Cllr Alan Lingard, Cllr Helen Wilman, Facilities Manager Darren Flaherty.

To confirm the leadership and any new members joining the team.

14. CORRESPONDENCE.

To consider correspondence received and agree a response **Enc**

To approve the EXCLUSION OF PRESS AND PUBLIC.

In view of the confidential nature of the matter to be discussed, Council is advised to resolve to exclude the press and public from the meeting for item 15, pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

15. EMPLOYMENT

15.1 To receive an update on staff absence

15.2 To **approve** next steps on staff absence

16. DATE OF THE NEXT MEETING.

To agree the date and time of the next meeting as Monday 8th July at 7.30 pm