



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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Upton
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CH2 1HD

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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 15th July 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 of the Parish Council 28.06.24

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 at least one week prior to the meeting).

2. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the Chair.

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 Chair to sign the Minutes of the meeting held on Monday 24th June 2024. **Enc**

6. CLERK'S REPORT.

The Council will consider necessary interim actions following the resignation of the Locum Clerk. These will be in place until a permanent Clerk is recruited.

6.1 To approve retrospectively that from 26th June the Chair will issue and publicise meeting agendas in the absence of the Clerk and in line with Standing Orders.

6.2 To approve that Cllr Lingard will continue to arrange for publication of agendas and minutes to meet statutory requirements.

6.3 To approve a recommendation from Employment Committee on the interim support to the Locum RFO until a permanent Clerk is recruited.

6.4 To receive a report from the Chair on action taken on resolutions made at previous meetings, and **agree** further action if necessary. **Enc**

7. HEALTH AND SAFETY.

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

7.2 To confirm the number of Councillors who have completed to date the Worknest online safety course Health & Safety for Directors.

8. COMMITTEE MINUTES.

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

- Employment Committee 01.07.24 – it will be proposed to move to discussing these minutes to Item 18 owing to the confidential nature of the matters to be discussed
- Finance Committee 08.07.24

9. PARISH COUNCIL WORKING GROUPS

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

9.1 Snowplough: Cllr A Lingard, Cllr I Gibson, Cllr H Wilman

9.1.1 To approve the removal of Suzi Pollard as the registered contact for the One.com domain.

9.1.2 To approve that Sue Stanley will become the registered contact for the One.com domain.

9.2 Business Continuity and Emergency plans: members Cllr S Stanley, Cllr H Wilman, Locum RFO, Cllr A Lingard.

To note the draft Emergency Plan **Enc**

9.3 Project Domain: Cllr A Lingard, Cllr I Gibson, Cllr C Jeffery, Cllr H Wilman

9.3.1 To receive a report updating council on the proposed change of domain to GOV.UK including new website and email services. **Enc**

9.3.2 To approve that the working group will obtain 3 quotations from which it will propose the most suitable package, bearing in mind the need to deliver best value for money to the taxpayer, and that it fits within the allocated budget. The working group will then make a recommendation to Full PC to approve at the next Full PC meeting, before proceeding with delivery.

9.4 To approve a proposal from Project Phoenix: Cllr I Gibson, Cllr A Lingard **Enc**

10. FINANCE AND ACCOUNTS

10.1 To receive the following reports. **Encs**

- a. Receipts and payments
- b. Budget variance
- c. Bank reconciliation
- d. Statement of bank accounts balances and cash held

10.2 To approve the Virgin Money bank Amendment Form requesting to remove the former Clerk Suzi Bull as a Corporate Administrator. **Enc**

10.3 To approve that two Councillors who are current VM Bank Signatories, namely Alan Lingard and Sue Stanley, are authorised to sign the VM post-registration Amendment form on behalf of the Council

10.4 To approve retrospectively to borrow £10,000 from the LTA. **Enc**

11. INSURANCE

11.1 To approve the renewal arrangements for the Council's insurance policy.

11.2 To approve the cost of £3,489.66 as per the quotation from Gallagher dated 04/07/24 **Encs**

12. COUNCIL SUBSCRIPTIONS TO OTHER BODIES

To approve the renewal of membership of the Cheshire Association of Local Councils (ChALC) at a cost of £1551.66 **Enc**

To note that the Council has membership of the NALC Direct Access scheme for larger Councils, subject to being a member of ChALC **Enc**

To consider submitting a motion to the ChALC Annual Meeting

13. BOROUGH COUNCILLOR'S REPORT

To receive reports from the Borough Councillors

14. ANNUAL FUN DAY

To receive an update from the Fun Day working group, members Cllr A Lingard, Cllr H Wilman, Cllr Y Gibson, Cllr C Jeffery, Facilities Manager D Flaherty. **Enc**

15. CORRESPONDENCE.

To consider correspondence received and **agree** responses **Enc**

16. 7-DAY FIXED SPEED CAMERA FROM CHESHIRE POLICE

To consider a proposal from Cllr H Wilman and **agree** next steps **Enc**

17. PARISH COUNCIL NEWSLETTER

To receive a request from the Chair of Community Engagement Committee, Cllr H Wilman

To approve the EXCLUSION OF PRESS AND PUBLIC.

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

18. STAFF RECRUITMENT

To approve a proposal from the Employment Committee on future staffing.

To approve the delegation to Employment Committee of the recruitment of staff as proposed. **Enc**

19. DATE OF THE NEXT MEETING.

To confirm the date and time of the next meeting as Monday 9th Sept at 7.30 pm