



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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## DRAFT MINUTES

Minutes of the Meeting of Upton by Chester and District Parish Council held on Monday 15<sup>th</sup> July 2024  
7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

<b>Present;-</b>	Cllr J Ebo; Cllr I Gibson; <i>Cllr Y Gibson</i> ; <i>Cllr Jackson</i> ;Cllr C Jeffery; Cllr R Lee; Cllr A Lingard; Cllr S Stanley (Chair) The Locum RFO Karen Newton also attended the meeting
	The Chair reminded councillors of Standing Orders relating to meetings, the Cheshire Councillor-Officer Protocol and the Parish Council Business Continuity Plan.
<b>Min. Ref;</b>	<b>Item</b>
<b>1</b> <b>FC1/15/07/2024</b>	<b>Open Forum</b> <b>NOTED;-</b> No members of the public were in attendance
<b>2</b> <b>FC2/15/07/2024</b>	<b>To receive apologies for absence</b> <b>NOTED;-</b> Apologies received from Cllr Akhtar (CWaC commitments); Cllr Carter (reason given); Cllr H Morgan (personal); Cllr H Wilman(illness) and Cllr Bryan (personal and business reasons). The Meeting noted that Cllr Bryan's last attendance was in July 2023. A vote was taken and the apologies were not accepted, with 4 councillors voting against acceptance.
<b>3</b> <b>FC3/15/07/2024</b>	<b>Declarations of Interests from members</b> <b>NOTED;-</b> A declaration of interest was received, but was deemed by the Chair not to exclude the participation of the councillor in discussions and voting. This was not contested by councillors.



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FC7/15/07/2024

**Committee Minutes**

- **Employment Committee:** The meeting agreed that due to the content of the Minutes, this Item should be transferred to Item 18. Proposed by the Chair and seconded.
- **Finance Committee:**

**APPROVED:** Because of the uncertainties of workload, temporary skilled accountancy support will be engaged in the first instance for a trial period of 4 weeks on a 7 hours per week basis and that any adjustment to this should be determined by the RFO after two weeks.

**NOTED:** The Chair of Finance Committee (Cllr I Gibson) and the RFO had signed the Bank Reconciliation for April 2024 prior to the meeting, and Cllr Gibson had also signed the invoices for payment.

**NOTED:** The current IT contractor has now taken on professional indemnity insurance.

<p>9</p> <p><b>FC9.1/15/07/2024</b></p> <p><b>FC9.1.1/15/07/2024</b></p> <p><b>FC9.1.2/15/07/2024</b></p> <p><b>FC9.2/15/07/2024</b></p> <p><b>FC9.3.1/15/07/2024</b></p> <p><b>FC9.3.2/15/07/2024</b></p> <p><b>FC9.4/15/07/2024</b></p>	<p><b>Parish Council working groups</b></p> <p><b>Snowplough- Council Data Security and Access NOTED:</b> Project Summary provided by Cllr Lingard.</p> <p><b>APPROVED:</b> Removal of the previous Clerk as the registered contact for the One.com domain.</p> <p><b>APPROVED:</b> The Chair Sue Stanley will become the registered contact for the One.com domain</p> <p><b>NOTED:</b> Draft Emergency Plan for the PC sites has been provided to staff</p> <p><b>Domain – Future website and email</b>  <b>NOTED:</b> Project summary provided by Cllr Lingard.</p> <p><b>APPROVED:</b> The Council delegates to the Domain working group the authority to select a supplier and move to delivery, within the existing amount budgeted. Progress to be reported to next PC meeting.</p> <p><b>Phoenix – PC General Risk Assessment</b>  <b>APPROVED:</b> The Project Phoenix initial assignment of work packages to Committees and relevant Working Groups is agreed. It will be added to the agenda of each committee and relevant working group meeting.</p>
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<p><b>10</b></p> <p><b>FC10/15/07/2024</b></p> <p><b>FC10.1/15/07/2024</b></p> <p><b>FC10.2/15/07/2024</b></p> <p><b>FC10.3/15/07/2024</b></p> <p><b>FC10.4/15/07/2024</b></p>	<p><b>FINANCE AND ACCOUNTS</b></p> <p><b>RECEIVED:</b> The Receipts &amp; Payments, Budget variance, Bank reconciliation, and Treasury Management Financial reports for April 2024 were received and noted.</p> <p><b>NOTED AND APPROVED:</b> Payment of payroll will be approved by two Councillors. This includes a current payment of arrears to one staff member.</p> <p><b>RESOLVED:</b> The limits of expenditure on a single item by the RFO will be referred to Finance committee.</p> <p><b>APPROVED:</b> The former Clerk will be removed as a Corporate Administrator of all the Council's bank accounts. The Council approves the Virgin Money Amendment form, to be signed by existing signatories Sue Stanley and Alan Lingard.</p> <p><b>APPROVED:</b> The changes requested to the mandates of all the Council's bank accounts are approved. Signatories will be Rod Lee, Alan Lingard, Karen Newton and Sue Stanley, with dual authorisation required for payments. Two councillors who are current Virgin Money signatories, namely Alan Lingard and Sue Stanley, are authorised to sign the Virgin Money and Unity Trust bank postregistration amendment forms.</p> <p><b>APPROVED:</b> The loan application for £10,000 from the LTA was retrospectively approved.</p>
<p><b>11</b></p> <p><b>FC11/15/07/2024</b></p>	<p><b>INSURANCE</b></p> <p><b>11.1/11.2 APPROVED:</b> The Renewal of the Council's insurance policy via Gallagher and the payment of £3,489.66 for the 2024/25 cost were approved.</p>
<p><b>12</b></p> <p><b>FC12/15/07/2024</b></p>	<p><b>COUNCIL SUBSCRIPTIONS</b></p> <p><b>APPROVED:</b> The renewal of the subscription to ChALC at a cost of £1,551.66 was approved</p> <p><b>NOTED:</b> The need for the subscription to permit access to NALC resources was noted.</p> <p>The meeting concluded that no motion was to be submitted to the ChALC Annual Meeting.</p>
<p><b>13</b></p> <p><b>FC13/15/07/2024</b></p>	<p><b>BOROUGH COUNCILLOR'S REPORTS</b></p> <p>No reports were received</p>
<p><b>14</b></p> <p><b>FC14/15/07/2024</b></p>	<p><b>ANNUAL FUN DAY</b></p> <p><b>NOTED:</b> the report of the actions taken and future activities was received and discussed.</p>

<p><b>15</b> <b>FC15/15/07/2024</b></p>	<p><b>CORRESPONDENCE</b> All communications received have been answered.</p>
<p><b>16</b> <b>FC16/15/07/2024</b></p>	<p><b>7-DAY FIXED SPEED CAMERA</b> Carried over to the next PC meeting</p>
<p><b>17</b> <b>FC17/15/07/2024</b></p>	<p><b>PARISH COUNCIL NEWSLETTER</b> <b>REQUEST RECEIVED:</b> The meeting agreed to provide ideas for the next issue to Cllr Wilman by the end of July.</p>
	<p><b>RESOLVED:</b> In view of the confidential nature of the matters to be discussed, Council resolved to exclude the press and public from the meeting for the items following, pursuant to the Public Bodies (Admissions to Meetings) Act 1960. Proposed by the Chair, seconded.</p>
<p><b>FC 6.3/15/07/2024</b></p> <p><b>18</b></p> <p><b>FC18.1/15/07/2024</b></p> <p><b>FC18.2/15/07/2024</b></p>	<p><b>6.3 APPROVED:</b> Most of the responsibilities of the RFO will now be relinquished to the Locum RFO. With the agreement of the Locum RFO, Councillors may continue to take on unpaid certain tasks. The Locum RFO will continue to act as line manager to the Facilities staff. The Chair and Vice Chair of the Council will act to support the Locum RFO until the Clerk's position is filled.</p> <p><b>STAFF RECRUITMENT</b></p> <p><b>18.1 APPROVED:</b> The employment of an up to full-time (37 hours a week) Senior Officer (SO) to the Council is approved. To include the responsibilities of Clerk/Proper Officer, staff management and overall strategic facilities and financial management. Skilled RFO and assistant/deputy Clerk staffing might report to the SO, the detail to be determined by Council once the SO is recruited.</p> <p><b>18.2 APPROVED:</b> Delegation to Employment Committee of all aspects of the Recruitment process for the SO is agreed. This will include Job Description, Job Profile, pay analysis and benchmarking, advertising, interviewing, appointment, contract and induction. Councillors from outside the Employment Committee will be included in the interviewing/assessment process.</p>
<p><b>19</b> <b>FC9/24/06/2024</b></p>	<p><b>Date of Next Meeting</b> <b>NOTED;- Full Council Meeting;- Monday 9<sup>th</sup> September 2024 at 7.30p.m.</b> <b>PROVISIONAL NOTICE: EXTRAORDINARY METTING is provisionally set for 19<sup>th</sup> August 2024 at 7.30p.m.</b></p>

	<p><b><i>Close of Meeting</i></b></p>
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Cllr Stanley closed the meeting at 21.12