



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

Clerk/RFO: Kim Gray (Mrs)

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Dear Member,

You are summoned to the Meeting of the Finance Committee to be held at 6.00 pm on Monday 26<sup>th</sup> January 2026 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 *K Gray*  
Clerk/RFO to the Parish Council.

## AGENDA

### 1. OPEN FORUM

Members of the public are welcome to speak to any item on the agenda

### 2. APOLOGIES FOR ABSENCE.

To **receive** and note apologies for absence as reported to the Clerk of the Parish Council

### 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. MINUTES.

For the Committee to **approve** and the Chair to **sign** the Minutes of the meeting held on Monday 24<sup>th</sup> November 2025 and 8<sup>th</sup> December 2025.

### 5. RFO's REPORT

To receive a report from the RFO.

### 6. ACCOUNTS REPORTS

- To **approve** Payment Schedule for January 2026.
- To **approve** Monthly Bank Reconciliation reports for November and December 2025.
- To **receive** a Receipts and Payments report November and December 2025.
- To **approve** a Budget Variance report to end of December 2025.

### 7. DATE AND TIME OF THE NEXT MEETING.

To note the date and time of the next meeting as **Monday 23rd February 2026**