

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

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MINUTES: Meeting of the Finance Committee held at 2.30 pm on Monday 8th December 2025 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

PRESENT: Cllr John Ebo (Chair); Cllr Rod Lee and Cllr Ian Gibson

IN ATTENDANCE: Kim Gray (Parish Clerk / Manager / Responsible Financial Officer)

1. APOLOGIES

Apologies were received and accepted from Cllr H Morgan and Cllr A Lingard

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DRAFT BUDGET 2026-27

To consider the draft budget prepared by the RFO, before being submitted to Council at December's Council meeting in preparation for approval of the budget and precept at the January Council meeting.

The Committee reviewed the budget line items. Employment Committee's budget request had considered the requirements for staffing in 2026-27, proposing that the Pavilion is staffed Monday to Sunday 9am to 5pm. Provision for 2026-27 pay awards was factored in based on a 4% increase. The Clerk/RFO acknowledged that the historic figures are not as consistently reported as would be ideal to project next year's figures. The final reserves, both EMR and general reserves, would be dependent on where the unbudgeted (2025-26) costs for the bund and the rejuvenation for the tennis courts are allocated; these costs will come from one or combination of balances, or S106/CIL, EMRs, general reserves. There were no major projects identified other than a request to consider installation of poppies on lamppost for Remembrance Day, a figure that could be used to deliver this has been included and provision for one or two benches/noticeboards. Grounds maintenance charges are expected to increase in the forthcoming year; an allocation has been made for rising costs and work to reinstate boundary fence on part of the QEII field. The RFO has made a few additional provisions a Council may need during the year that were not included in the 2025-26 budget; legal fees, recruitment, tree work/survey, play equipment. New EMR needs to be set up for longer term/future work for assets and larger projects. The RFO has identified work required around the Pavilion and the building itself that requires attention and some provision has been made to move forward with addressing the issues. The RFO was waiting for the letter from CWAC confirming the tax base for 2026-27. The budget monitoring for 2025-26 was correct up to end of October 2025 and the RFO expects to come in on

budget. The RFO also provided the Committee with a proposal to recommend to Council a change of accounting system, although there was no plan to include this on the December full Council agenda the Committee recommended that this is something that should be actioned on the next agenda.

Resolved: that the committee approved the budget and that it could now be circulated to full Council to consider before Christmas in readiness for consideration at the January Council meeting where the final budget and precept would be approved.

4.DATE AND TIME OF THE NEXT MEETING

Resolved: The next meeting of the Finance Committee will be on Monday 26th January 2026