

UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: clerk@uptonbychesterparishcouncil.gov.uk

MINUTES: Meeting of the Finance Committee held at 6:00 pm on Monday 26th January 2026 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

PRESENT: Cllr Rod Lee (Chair); Cllr J Ebo, Cllr A Lingard and Cllr Ian Gibson

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

1. OPEN FORUM

No members of the public were present.

2. APOLOGIES

Apologies were received and accepted from Cllr H Morgan.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES.

Resolved: that the Committee approved and the Chair signed the Minutes of the meetings held on Monday 24th November 2025 and 8th December 2025.

5. RFO's REPORT

The RFO previously circulated a report.

Resolved: that the Committee received a report from the RFO.

Cllr Ebo joined the meeting.

6. ACCOUNTS REPORTS

To approve Payment Schedule for December 2025 & January 2026. Approved.

Resolved: that the Payment Schedule for December 2025 for £18,431.74 was approved, Cllr Lee and Cllr Lingard previously checked and signed the invoices.

Resolved: that the Payment Schedule for January 2026 for £21,622.15 was approved. Cllr Lee and Cllr Lingard would attend the Council office to check and sign the invoices.

To approve Monthly Bank Reconciliation reports for November & December 2025.

Resolved: that the Monthly Bank Reconciliation reports for November & December 2025 were approved.

To receive a Receipts and Payments report November & December 2025.

Resolved: that the Receipts and Payments report November & December 2025 was received.

To approve a Budget Variance report to end of December 2025

Resolved: that the Budget Variance report to end of December 2025 was approved.

7. DATE AND TIME OF THE NEXT MEETING

Resolved: The next meeting of the Finance Committee will be on Monday 23rd February 2026

DRAFT UNTIL SIGNED