

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 6:00 pm on Monday 23rd February 2026 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

PRESENT: Cllr John Ebo (Chair); Cllr Rod Lee, 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 26th January 2026.

5. RFO's REPORT

The RFO has no report than those items on the agenda.

6. ACCOUNTS REPORTS

6.1 To approve Payment Schedule for February 2026. £11,662.14 approved.

Resolved: that the Payment Schedule for February 2026 for £11,662.14 was approved, Cllr Lee and Cllr Lingard would attend the Council office to check and sign the invoices.

6.2 To approve Monthly Bank Reconciliation reports for January 2026.

Cllr Lingard ask for clarification on an anomaly between the income and expenditure on the bank reconciliation and that on budget monitoring report. The Clerk/RFO will look into the matter and report back to next meeting.

6.3 To receive a Receipts and Payments report January 2026.

Resolved: that this item will be deferred until the next meeting.

To approve a Budget Variance report to end of January 2026

Resolved: that this item will be deferred until the next meeting.

7. EARMARKED RESERVES

To review the Council's Earmarked Reserves and consider recommendations for the reallocation or utilisation of funds, where appropriate, for approval by Full Council.

The Chair walked the Committee through the EMRs to confirm those that were still relevant and those that were added or increased as part of the 2026-27 budget agreed in January. In addition, the Clerk provided a report on the existing EMR and explained the proposed changes and justification for each. The committee considered each reserve to establish whether this was still a relevant reserve. It was agreed that the committee would make a list of recommendations to full Council regarding changes to EMR.

Resolved: the committee resolved that the following recommendations would be put to full Council at the next meeting:

Chemistry Pits	£8,700 – to remain in EMR
CIL	£17,964.45 – Close EMR and move to General Reserves. Drawn down QEII play equipment, expenditure was not paid from EMR but from general funds.
Elections	£3868 – to remain in EMR.
Office Equipment Replacement	£1,230 – Close EMR and move to General Reserves.
Long Term Pavilion Maintenance	£1,284 – to remain in EMR
Pavilion Development Fund	£2,500 – to move to Long Term Pavilion Maintenance to consolidate funds.
QEII Project	£4,049 – Project complete, residual funds to move, 50% to Long Term Pavilion Maintenance, 50% to a new EMR for the Tennis Courts.
War Memorial	£600 – to remain in EMR.
Pond Project	££3,100 – to remain in EMR, with a view to possible need to extend at the bund.
Arradon Twinning	New EMR – Funds transferred to the Council when the Arradon Twinning Association was wound up, (to be used for encouraging youth travel).
Tennis Court Fund	New EMR – to accrue funds towards maintenance and replacement of tennis courts.
Bowling Green	New EMR – to accrue funds towards longer term maintenance and repairs to bowling green.
Football Pitches	New EMR – to accrue funds towards longer term maintenance and repairs to the football pitches.
Play Equipment	New EMR – to accrue funds towards longer term maintenance, repairs and replacement to the play equipment.

CIL/S106

To receive an update on the current position of CIL and S106 funds, including details of their allocation to date.

The RFO report that the following funds were held by CWAC, who understood these had been allocated to a project. The Funds were intended to cover the Council's commitment to the Football Foundation Pitch Project, which was to run over 6 years.

£54,574 – Football Foundation Project – to be drawn down and placed in EMR for the project.

£17,174 and £10,233 – also still held by CWAC to be drawn down for the tennis court rejuvenation and play equipment replacement/repairs.

The remaining funds that will need to be allocated and drawn down in 2026-27 will be considered in the forthcoming financial year.

A review into whether a third bank account is required will be considered in the forthcoming financial year.

RESOLVED: that the RFO would proceed with completing the appropriate paperwork to draw down the allocated funds from CWAC.

£54,574 – Football Foundation Project – to be drawn down and placed in EMR for the project.

£17,174 and £10,233 – also still held by CWAC to be drawn down for the tennis court rejuvenation and play equipment replacement/repairs.

8. DATE AND TIME OF THE NEXT MEETING

Resolved: The next meeting of the Finance Committee will be on Monday 30th March 2026

DRAFT UNTIL SIGNED