UPTON BY CHESTER AND DISTRICT

 PARISH COUNCIL

#####

**18 Gladstone Road**

**Chester**

**CH1 4BY**

**07584415343**

**Email:** **clerk@uptonbychester.org.uk**

Minutes of the Meeting of Upton by Chester and District Parish Council Finance Committee held on 09 September 2019, 6.30pm, at Upton Pavilion, Upton, Chester.

Present: Cllr T Egerton-Parry, Cllr J Evans, Cllr P Greenhalgh and

Cllr N Poulton.

In attendance: Mrs S Pollard (Clerk and Proper Officer).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bennion and Cllr Houlbrook.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES.**

**Resolved: on the advice of the clerk the Minutes of the meeting held on 15 July 2019 were taken as read and signed by the Chairman (no Members were present at the last meeting).**

**Proposed by Cllr Poulton, seconded by Cllr Evans.**

**4. CLERK’S REPORT.**

A verbal report of action taken on resolutions made at the last meeting was given by the Clerk as follows:

It was reported that the Parish Council bank account allows provision to set up a two signatory online payment system. This would be in line with the recommendation to consider from the internal audit report.

Currently the Clerk is named on the account and makes online payments for goods, services and salaries that have previously been authorised and which are later cross referenced back to the bank statement retrospectively by two of the bank account signatories.

The Clerk also holds a bank debit card in her name for the purpose of pavilion stock purchasing.

**Resolved: the current ‘auditing’ and authorisation system for payments will remain in place.**

**The clerk will confirm the precise number of signatories on the bank account.**

**The delegation of authorised spending within committees will be taken to the next full Parish Council meeting.**

The Clerk confirmed that after further discussion, the Upton Juniors Football Club has agreed to make a payment of the full annual fees and withdrawn the request for a reduction.

**Resolved: noted.**

**5. INTERIM BUDGET REPORT.**

**Resolved: the interim budget report was received.**

A proposal was made to source accounting software such as SAGE or QuickBooks to use for payroll, accounting and budget setting.

**Resolved: the Clerk will bring information back to the next Finance Committee meeting.**

The Clerk reported that the orchard hedge has been reduced in height, however, this was carried out contrary to details agreed and the resulting cost is much higher than quoted.

**Resolved: that the Parish Council will make a payment in line with the original quotation.**

**6. BUDGET PROCESS 2020/21.**

**Resolved: amendments and adjustments to the budget accounting spreadsheet will be postponed until new accounting software is in place.**

**7. FINANCIAL REGULATIONS.**

**Resolved: a working party will take place on September 25 to review UPC Financial Regulations along with the revised NALC model document.**

**8. FINANCE COMMITTEE MEETING SCHEDULE.**

**Resolved: the Finance Committee will meet in alternate months throughout the year; additional working party meetings will be held as required.**

**9. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: the date and time of the next meeting will be on Monday 9 December 2019. There will be a working party held on September 25 at 6.30pm.**