UPTON BY CHESTER AND DISTRICT

PARISH COUNCIL

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Minutes of the Meeting of Upton by Chester and District Parish Council Finance Committee held on 2 March 2020, 7.00pm, at Upton Pavilion, Upton, Chester.

Present: Cllr T Egerton-Parry (Chairman), Cllr J Evans, Cllr P Greenhalgh

and Cllr N Poulton.

In attendance: Ms S Bull (Clerk and Proper Officer).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Houlbrook.

Cllr Bennion was absent as approved in Minute no:134.19.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES.**

**Resolved: The Minutes of the meeting held on 9 December 2019 were confirmed as a correct record and signed by the Chairman.**

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

**4. CLERK’S REPORT.**

**Resolved: The Clerk’s Report was received and noted.**

**The new Pockit bank account will be used as a petty cash source for use by the Pavilion staff, will be topped up and reconciled monthly.**

**5. SCRIBE.**

The Clerk gave a brief outline of the benefits of Scribe software. The Clerk is to receive training this week and will report back in more detail to the next meeting.

Password security will be added to the Risk Assessment with consideration of a contingency plan in the event of the loss of the clerk.

**Resolved: noted.**

**6. INCOME.**

The committee considered means of generating additional income across all areas of the Parish Council.

Members inspected the current arrangement of the pavilion office used, in part, for the sale of refreshments, including hot drinks.

**Resolved: In order to improve the efficiency of the shop service and potentially expand the range of goods on offer, the committee recommends some moderate alterations and improvements to the pavilion office. To include the installation of a boiling water tap and sink. A serving counter and storage. A half wall partition will separate the shop from a smaller reception office with a new desk.**

**Other committees will be asked to consider income sources within their own remit.**

**7. BUSINESS CYCLE.**

Members considered the cyclical aspects of Parish Council finance.

**Resolved: Using new software to monitor the budget within the committee headings.**

**Committee members will become more aware of the Parish Council’s financial requirements and responsibilities.**

**The current business plans will be reviewed and updated.**

**A recommendation will be put to the Parish Council that the Chairman of each Committee gives a verbal presentation of meeting Minutes at full Parish Council meetings.**

**8. TENNIS COURTS PROJECT FEASIBILITY STUDY.**

Members reviewed financial information provided by the Lawn Tennis Association that indicates potential income from the tennis courts after the refurbishment programme is complete.

**Resolved: Nicki Harrison of the LTA will be invited to the next Finance Committee meeting.**

**9. INTERNAL AUDIT.**

**Resolved: that Dotty About Accounts will be appointed to carry out the internal audit this year.**

**10. BANK SIGNATORIES.**

It was reported that the bank mandate information is almost complete and awaiting councillor’s signatures.

**Resolved: Noted.**

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

**Resolved: The date and time of the next meeting will be on Tuesday 7th April.**