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 13 July 2020, 7.00pm, via Cisco Webex.

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

Cllr J Houlbrook and Cllr N Poulton.

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

**1. APOLOGIES FOR ABSENCE.**

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 2 March 2020 were confirmed as a correct record and signed by the Chairman.**

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

**4. CLERK’S REPORT.**

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

**5. INCOME.**

The committee received information from the Clerk regarding loss of income

**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.**