



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
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Dear Member,

You are summoned to the Meeting of the Finance Committee to be held at **6.30pm on Monday 8 April 2024** at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *S.J.Stanley* Chair of the Parish Council 02.04.2024

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and note apologies for absence as reported to the Chair of the Parish Council.

2. DECLARATIONS OF INTEREST

Members are invited to declare any interests they may have in items on this agenda as per the Code of Conduct.

3. MINUTES.

To approve the Minutes of the meeting held on 11 March 2024 **Enc**

4. REPORT FROM THE ACTING RESPONSIBLE FINANCIAL OFFICER (RFO)

- To receive a report on the actions taken on resolutions of the last meeting, updates on current matters and supporting information for this agenda **Enc**
- To agree further action as appropriate

5. ACCOUNTS REPORTS

- To receive an estimate of the Year End position **Enc**
- To agree action as appropriate

6. PAYE

- To receive a report on PAYE liability for 2023/24 **Enc**
- To agree action as appropriate

7. PROCUREMENT

- To receive an update on the grounds maintenance contract **Enc**
- To agree action as appropriate

8. ASSET REGISTER

- To receive an update on the review of the Asset Register
- To agree action as appropriate

9. INVESTMENT POLICY

- To review the Investment Policy for 24/25 and recommend any changes **Enc**
- To receive a Treasury Management report **Enc**
- To review and recommend further bank accounts for Parish Council funds **Enc**

10. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting as **Monday 13 May at 6.30pm**