



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk

Dear Member,

You are summoned to the Meeting of the Finance Committee to be held at 7.30 pm on Monday 10 July 2023 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 *Suzi Bull* Clerk/ Proper Officer to the Parish Council 04.07.23

AGENDA

1. ELECTION OF CHAIRPERSON.

To elect a Chairperson for this committee for the period up to the next Annual Meeting of the Parish Council.

2. APOLOGIES FOR ABSENCE.

To receive and note apologies for absence as reported to the clerk.

3. DECLARATIONS OF INTEREST.

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

4. MINUTES.

To approve the Minutes of the meeting held on 27 February 2023. **Enc**

5. CLERK'S REPORT.

- To receive a report from the Clerk on the actions taken on the resolutions of the last meeting. **Enc**
- To agree further action as necessary.

6. BUDGET MONITORING.

To receive a budget variance report. **Enc**

7. INSURANCE.

To review the draft response to the insurance renewal questionnaire. **Enc**

8. BANKING.

- To receive an update on changes to the bank mandate.
- To agree additional authorised persons for payments.

9. ANNUAL GOVERNANCE COMPLAINT.

- To receive a response from the National Auditor. **Enc**
- To receive an invoice for charges made to investigate the complaint. **Enc**
- To agree a course of action to recommend to the full Parish Council.

10. FINANCE COMMITTEE PRIORITY LIST.

To identify and agree a list of priority actions for this committee, including:

- Internal audit arrangements.
- Pavilion accounts.
- Financial Regulations.
- Contracts.
- Facilities and amenities charges.

11. DATE AND TIME OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on Monday 10 July 2023.