



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
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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 11 September 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 05.09.23

AGENDA

1. APOLOGIES FOR ABSENCE.

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

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 27 February 2023. **Enc**

4. 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.

5. REMEMBRANCE PARADE TRAFFIC MANAGEMENT.

- To receive quotations for traffic management.
- To approve a contractor.

6. ACCOUNTS REPORT.

- To note a Receipts and Payments report for August and September. **Enc**
- To receive a budget variance report year to date. **Enc**
- To agree action as appropriate.

7. ANNUAL CONTRACTS.

To note and review annual contracts. **Enc**

8. BUDGET 2024/25.

- To review existing budget headings and adjust as required. **Enc**
- To agree a process for setting the draft budget.
- To agree a date for an informal meeting of the Finance Committee to familiarise Members with the accounting and budgeting system.

9. DATE AND TIME OF THE NEXT MEETING.

To confirm that the date and time of the next meeting will be on Monday 9 October 2023.