



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 6.30pm on Monday 12 February 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 *Suzi Bull* Clerk/ Proper Officer to the Parish Council 06.02.24

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 8 January 2024. **Enc**

4. CLERK'S REPORT.

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

5. ACCOUNTS REPORT.

- To note a Receipts and Payments report for December. **Enc**
- To receive a budget variance report year to date. **Enc**
- To receive a statement of balances. **Enc**
- To agree action as appropriate.

6. EXTERNAL AUDIT REPORT.

- To receive the 2022/23 final external audit report. **Enc**
- To receive additional information from the Chairperson. **Enc**
- To agree further action.
- To consider a case for submitting an insurance claim to recover the costs of the External Auditor Investigation and the protocol for submitting an insurance claim.

7. ACCOUNTING SPECIALIST.

To review, approve and recommend a specification for the appointment of an accounting specialist. **Enc**

8. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.