



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 7.45 pm on Monday 13 November 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 08.11.23

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 09 October 2023. **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 October. **Enc**
- To receive a budget variance report year to date. **Enc**
- To agree action as appropriate.

6. CONTRACTS AND SUPPLIERS.

- To receive a list of contracts and regular suppliers.
- To review contracts and consider a process for renewal.

7. BUDGET 2024/25.

- To review revised budget headings. **Enc**
- To consider half-yearly adjustments to the 23/24 budget.
- To note work commenced on the draft 2024/25 budget.

8. DATE AND TIME OF THE NEXT MEETING.

To confirm the date and time of the next meeting.