



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto: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 5 June 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 30.05.23

## 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. TERMS OF REFERENCE.

To consider, amend and approve the Terms of Reference proposed at the Parish Council meeting held on 15 May 2023. **Enc**

### 6. 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.

## **7. BUDGET MONITORING.**

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

## **8. INSURANCE.**

To review insurance arrangements and agree action to update the renewal questionnaire. **Enc**

## **9. BANKING.**

- To review banking arrangements.
- To consider and agree further action.

## **10. 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.

## **11. ANNUAL ACCOUNTING STATEMENT AND AUDIT.**

- To receive the Annual Accounting Statement and the Annual Governance and Accountability Return. **Enc**
- To agree appropriate action.

## **12. 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.

## **13. 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.