



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

Email: [suestanley@uptonbychester.org.uk](mailto:suestanley@uptonbychester.org.uk)

**Minutes of the Upton-by-Chester and District Parish Council Finance Committee held at 6.30pm on Monday 11 March 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.**

**Present:** Cllr J Ebo, Cllr R Lee, Cllr A Lingard, Cllr S Stanley and Cllr H Wilman (Chair)

**In attendance:** Cllr I Gibson

In the absence of the Clerk the minutes were taken by Cllr S Stanley

## **1. APOLOGIES FOR ABSENCE**

There were no apologies received

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest in items on this agenda as per the Code of Conduct.

## **3. MINUTES.**

The Minutes of the meeting held on 12 February 2024 were signed by the Chair.

## **4. REPORT FROM THE ACTING RESPONSIBLE FINANCIAL OFFICER (RFO)**

A report was received on the actions taken on resolutions of the last meeting, updates on current matters and supporting information for this agenda.

- **VAT**

At this moment the Committee is unable to confirm as to whether previous years' VAT transactions have been adequately recorded, and whether the VAT claims for previous years have been constructed in an adequate manner.

- **Monthly Transactions**

At this time the Acting RFO does not have access, in the absence of the Clerk, to account data from SumUp; Pockit; ClubSpark; GoCardless; and Stripe. Therefore, the complete list of transactions for February is not yet available.

7

**Action: The PC Chair will request suitable access to all the relevant accounts**

- **Assets Register**

A complete and accurate Assets Register is required.

**Action: Cllr I Gibson will work with the Facilities Manager to check the Assets Register for approval at the 15<sup>th</sup> April Parish Council meeting.**

- **AGAR: Staff Costs/Line 4**

It is unclear what information has previously been recorded with regard to staff expenses including mileage, but these appear to have been erroneously included in Line 4 on the AGAR.

**Action: Cllr Wilman will seek advice from the External Auditor on whether previous AGAR returns might need to be adjusted.**

## **5. ACCOUNTS REPORT.**

Full information is not yet available in order to produce a Receipts and Payments report for February, nor a Budget Variance report year to date.

- **Treasury Management**

The option of a third bank account (in addition to Virgin Money and Unity Bank) with Cambridge and Counties Bank has been found to be non-viable.

**Resolved: that the Acting RFO will apply to open an account with the Cambridge Building Society**

**Resolved: Cllr Wilman will explore Handelsbanken and Metro Bank.**

## **6. INTERNAL AUDITOR APPOINTMENT 2023/24**

**Recommendation to Full Council: To appoint JDH Business Services Ltd as the Internal Auditor for the financial year 2023-2024**

Proposed: Cllr Stanley, Seconded: Cllr Lee. All in favour.

## **7. DATE AND TIME OF THE NEXT MEETING.**

To confirm the date and time of the next meeting as **Monday 8<sup>th</sup> April at 6.30pm**