



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the meeting of Upton by Chester and District Parish Council's Finance Committee held on Monday 4 April 2022, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr A Bennion (Chairman), Cllr Evans, Cllr Greenhalgh, Cllr Keenan and Cllr Poulton (arrived at 7.40pm).

In attendance: Suzi Bull (Clerk/Proper Officer), 1 member of the public.

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr T Egerton-Parry and Cllr Houlbrook.

Resolved: noted.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Resolved: The Minutes of the meeting held on 08 November 2021 were confirmed as a correct record and signed by the Chairman.

Proposed by Cllr Greenhalgh, seconded by Cllr Bennion. All agreed.

4. SECTION 106 FUNDING.

Councillors received information on the Section 106 funding the Parish Council has applied for and confirmation of how it has been used (as previously agreed). It was confirmed that CW&C Council has processed a payment of £50,008.18 to be received shortly.

The committee considered further use of available Section 106 funding:

A sum of £10,700 is available for 'Youth Facilities'. The Section 106 agreement for this fund does not specify its precise use.

Resolved: The Clerk will make further enquiries into the detail of the agreement to see how this fund may be spent.

A remaining fund of £38,500 for 'open space and recreation' is as yet unallocated.

Resolved: The Parish Council will await the results of the Parish Survey before further consideration and decisions are made for this fund.

A sum of £10,500 is set aside in ring-fenced funds under the QE II Sub-Committee' projects.

Recent consultation with residents adjacent to the Chemistry Pits playing field highlighted a 'wish list' for the area, including equipment such as a trim trail, outdoor table tennis, benches and an accessible picnic table.

Resolved: a proposal will be put forward by the committee to allocate a sum of £7,500 of Section 106 funding to resource projects at Chemistry Pits.

After which a sum of £31,000 for 'open space and recreation' Section 106 funding will remain.

5. APPOINTMENT OF INTERNAL AUDITOR.

Resolved: The Parish Council will appoint UHY Hacker Young as the Parish Council's internal auditor to carry out an independent inspection for the accounting period 2021-22.

Proposed by Cllr Greenhalgh, seconded by Cllr Evans. All agreed.

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Members of the press and public were asked to leave the meeting for item 6. Under the Public Bodies (Admission to Meetings) Act 1960, the grounds being that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

6. ADDITIONAL OFFICER APPOINTMENT.

The committee considered information and advice in support of the appointment of an additional officer to the Council. This included a draft Job Description and a report on the staff structure of comparable Town and Parish Councils.

Resolved: The following will be put forward as recommendations to the Parish Council:

- **The new officer title will be Assistant to the Clerk.**
- **The appointment will be made at 24 hours per week.**
- **Core hours will be worked at the Pavilion between 10am and 3pm, Tuesday to Friday.**
- **The proposed pay scale will be set at Grade LC1 - SPC (7-12) (pro-rata).**

The Clerk will draft a 'person specification' for the job to assist with accurate and appropriate recruiting.

7. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on Monday 16 May at 7.30pm.