



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the Upton by Chester and District Finance Committee held at 6.30pm on Monday 12 February 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

Present: Cllr S Akhtar, Cllr A Lingard, Cllr S Stanley and Cllr H Wilman (Chair)

The Clerk/Proper Officer was not in attendance Cllr Stanley took the Minutes.

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received by the Parish Council Chair (in the absence of the Clerk/Proper Officer) from Cllr J Ebo and Cllr R Lee.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Item 5 was amended to replace the affirmation 'yes' with 'partly' in relation to FSCS protection.

Resolved: The amended Minutes of the meeting held on 8 January 2024 were signed by the Chair.

4. CLERK'S REPORT.

Resolved: The Clerk's report was received and noted, and the following further action was agreed:

- To put in a claim for VAT relief up to the end of Dec 2023 as an unregistered Council, as advised by our consultants the Parkinson Group
- To provide further information for Finance Committee on the date when the Parkinson Group were appointed, and the date by which they expect the Council to be registered for VAT.

- The administration of the Small Grant Policy is not the business of this Committee and should be progressed by Community Engagement Committee.

4. ACCOUNTS REPORT.

Resolved: A Receipts and Payments report for January was received and noted and the following action was agreed:

- To produce future reports as a single page for Receipts and a single page for Payments, for clarity
- To show three separate entries for total salaries, HMRC PAYE and pensions

Resolved: A budget variance report year to date was received and noted, and members were pleased to receive it before this meeting together with explanations of key points to note. The following action was agreed:

- To request further information on a number of small queries
- To note that some items were either unbudgeted or over budget, and that in the future these should be agreed by Council before incurring the additional expenditure
- Noted that the report shows the Council to be approximately £28,700 ahead of budget, and the Council's forecast expects the accounts to be approximately £33,500 ahead of budget at the end of March

Resolved: A statement of balances was received and noted and the following action was agreed:

- To provide an update on progress towards opening a third bank account, as the balance on each of the two current accounts will pass the £85K limit protected by FSCS once the 2024-25 precept is received.

5. EXTERNAL AUDIT REPORT.

Resolved: The 2022/23 final external audit report and the additional information from the Chair were received and noted and the following action was agreed:

- To highlight for the 2023/24 submission any outstanding issues for AGAR assurances, so that these can be included in the March Parish Council meeting by when the updated General Risk Assessment will need to be approved
- To complete the Asset Register update, also required by the March PC meeting towards the AGAR
- To provide the final report outlining the External Auditor's conclusions on the 2021-22 AGAR submission

Resolved: The case for submitting an insurance claim to recover the costs of the External Auditor Investigation and the protocol for submitting an insurance claim were considered and the following action was agreed:

- The Finance Committee concludes that the likelihood of an objection being made again with regard to the AGAR is low, and it is within the Council's power to ensure as much as possible that there is no cause for

objections to be raised. Therefore, it is recommended to Council that no insurance claim should be submitted.

- In future, an approach to the Insurance Company should only be made on the written instruction of the Council or duly delegated Committee.

6. ACCOUNTING SPECIALIST.

A specification for the appointment of an accounting specialist was not available to the Committee but will be presented to the next Full Council meeting.

7. DATE AND TIME OF THE NEXT MEETING.

The next meeting will be held on 11th March at 6.30 pm