



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
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Minutes of the meeting of the Finance Committee, held on Monday 27 June,
7.30pm, Upton Pavilion, Wealstone Lane, Upton.

Present: Cllr A Bennion, Cllr J Evans, Cllr P Greenhalgh, Cllr M Keenan, Cllr N Poulton.

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

1. APPOINTMENT OF CHAIRMAN.

A nomination was received for Cllr P Greenhalgh, proposed by Cllr Bennion, seconded by Cllr Evans.

A further nomination was put forward for Cllr A Bennion which was declined by Cllr Bennion.

Resolved: that Cllr P Greenhalgh is appointed as Chairman of the Finance Committee.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Houlbrook.

Resolved: noted.

3. DECLARATIONS OF INTEREST.

No declarations of interest were made.

4. MINUTES.

Resolved: That the Minutes of the meeting held on 8 November 2021 and the 4 April will be approved and signed at the next meeting.

5. CLERK'S REPORT.

Resolved: that the Clerk's Report on action taken as per the resolutions of the last meeting was received and noted.

6. FUN DAY FINANCIAL REPORT.

A verbal account of the Fun Day income and expenditure was provided. Further community events are proposed to take place in September.

The Clerk requested that surplus funds from the Fun Day budget may be spent on the proposed community events.

Resolved: That the Finance Committee approved spending surplus Fun Day budget funds on further community events.

7. PAVILION INCOME.

Members received a financial account of Pavilion income for the period 2021-22. It was further explained that additional income, such as annual charges to the bowling, football and tennis clubs, along with block room hire booking, are received into the accounts via bank transfers which are not shown on the pavilion income report.

Resolved: The Clerk will continue to work on finding the most efficient and effective way to record pavilion income for accurate reporting.

8. ANNUAL INDEPENDENT INSPECTION.

Members were asked to consider some flexibility regarding when the annual independent inspection takes place. This usually takes place at the end of the financial year which can lead to difficulty in meeting national audit deadlines. The Clerk requested that the independent inspection takes place much earlier in the year.

Resolved: The Clerk's request is approved.

9. FACILITIES PRICING AND OFFERS.

The Clerk requested operational authorisation to affect 'special offer' pricing events for pavilion and QE II facilities, without the necessity for consultation with the Parish Council.

Resolved: The Clerk's request is approved. An appropriate amendment will be made to the Parish Council Financial Regulations.

10. ASSISTANT CLERK – PERSON SPECIFICATION.

Resolved: That the draft person specification for the Assistant Clerk's Job is agreed. Further action to progress the appointment of the new officer will be taken in late autumn.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on Monday 31 October 2022.