



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the meeting of the Finance Committee, held on Monday 31 October, 7.30pm, Upton Pavilion, Wealstone Lane, Upton.

**Present:** Cllr A Bennion, Cllr P Greenhalgh (Chairman), Cllr J Houlbrook, Cllr D Jenkins and Cllr M Keenan.

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

## 1. APOLOGIES FOR ABSENCE.

No apologies for absence were received.  
Cllr Evans and Cllr Poulton were absent from the meeting.

**Resolved: noted.**

## 2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

**Resolved: Noted.**

## 3. MINUTES.

**Resolved:** That the Minutes of the meeting held on 27 June 2022 were approved as a correct record and signed by the Chairman.

**Proposed** by Cllr Keenan, seconded by Cllr Bennion. All agreed.

## 4. CLERK'S REPORT.

**Resolved:** That the Clerk's Report was received and noted.

The following further action was agreed:

The amendment to the UPC Financial Regulations was approved.

The appointment of the Assistant Clerk will progress as a priority. Draft documents for the application process will be circulated; once agreed the position will be advertised.

## 5. FINANCIAL BUSINESS PLAN.

**Resolved:** That the draft Financial Business Plan was received

Approved. The Clerk will continue to update and add data to this working document.

## **6. BUDGET 2023/24.**

In preparation for drafting the budget for the period 2023/24 Members were provided with financial reports.

Information in the financial reports will inform the draft budget.

**Resolved: A draft Budget spreadsheet was received, along with the Budget Forecast document.**

## **7. APPROVAL OF TRAINING COSTS.**

A member of the Parish Council has submitted a request to attend a training course from a provider other than the local County Association. Details of the training were notified via unsolicited email, the cost of training is £95.

**Resolved: That the Clerk may authorise training courses provided by the County Association and within the CPD budget.**

**Requests for costs to cover training from other sources will be authorised by the full Parish Council.**

## **8. ADDITIONAL SPENDING COSTS.**

Additional costs have arisen for the following items:

- Remembrance Parade (traffic management)
- Replacement Door
- Replacement Fencing

The Clerk requested guidance as to how the costs will be met.

**Resolved: That the additional costs will be paid as follows:**

**Remembrance Parade traffic management costs of £300 (portion of costs allocated to the Parish Council), will be paid from the Community Engagement budget.**

**Replacement Pavilion external door will be paid from Parish Council reserves.**

**Replacement fencing at Chemistry Pits will be paid for from allocated Section 106 Funding.**

**ITEMS 9, 10, 11 WERE TAKEN AS PT II ITEMS.**

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

**Resolved: That the date and time of the next meeting will be on Monday 19 December at 7.30pm. There will be a working party meeting on Monday 28 November 2022 (in person).**