



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Minutes of the meeting of Upton by Chester and District Parish Council's Finance Committee held on Monday 07 June 2021, 8.00pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Evans, Cllr P Greenhalgh (Chairman) and Cllr M Keenan.

In attendance: Cllr A Bennion (via Teams), Cllr T Parry (via Teams), Suzi Bull (Clerk/Proper Officer), and 1 member of the public.

In the absence of the Chairman, it was agreed that Cllr Greenhalgh would chair the meeting.

1. APPOINTMENT OF CHAIRMAN.

A nomination was received for Cllr T Egerton-Parry, proposed by Cllr Greenhalgh, seconded by Cllr Keenan.

No further nominations were received.

Resolved: that Cllr T Egerton-Parry is appointed Chairman of the Finance Committee for the year ahead.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Houlbrook and Cllr Poulton.

Resolved: noted.

3. DECLARATIONS OF INTEREST.

Resolved: No declarations of interest were made.

4. MINUTES.

Resolved: The Minutes of the meeting held on 07 April 2021 were confirmed as a correct record and signed by the Chairman.

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

5. FINANCE COMMITTEE ACTION POINTS.

Members considered items discussed informally at the last meeting of the Finance Committee; including:

- Parish-wide survey
- Workforce and skills
- Upton Pavilion/catering and retail
- Marketing and promotion of assets
- A 5-10 financial mapping process

Resolved: Priorities will be identified with consideration for maximising income streams and assessing the workforce and skills being of importance to enable other areas to be financed and facilitated.

Parish-wide survey – it was agreed that the Council needs to understand and agree on the information it seeks by carrying out a parish-wide survey. Also, it is important to identify and manage the expectations of residents.

A working party has been set up to prepare a draft survey; recommendations will be put to the Parish Council.

Resolved: A summary of what a Parish Council is, its powers and duties and its limitations will be made available to residents.

Councillors will be asked to assist by offering a short statement of 'what is a Parish Council'.

Workforce and skills – a review of the Parish Council staff is required to ensure efficiency and productivity.

Resolved: An Employment Committee meeting will be convened to review staffing structure, consider additional staff requirements and costs.

The remaining three items on the action list will be further considered when the priority items have been addressed.

Resolved: The Clerk will request that the General Purposes Committee reviews the bowling green income and gives consideration to ways of increasing revenue.

6. INDEPENDENT EXAMINATION REPORT.

Resolved: The Independent Examination Report was received. The following was noted under 'Budgetary Control and Reserves':

"We have reviewed the year-end balance, noting that it equates to approximately 7.45 month's normal revenue spending, which we consider less than adequate for the future planned level of spend. A recommended reserves level would be between 9 and 18 months spending."

No further action.

As advised by the Clerk, the Chairman asked for members of the public to leave the meeting before the next agenda item.

Resolved: to exclude the public and press on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

7. BANKING AND PAVILION ACCOUNTING REPORT.

For reasons of efficiency and accuracy, the Clerk requested support in making changes to current procedures for recording income and expenditure at the Pavilion.

**Resolved: The Clerk will be provided with appropriate model documents for the purpose of recording sales and balances.
Cllr Bennion will arrange to provide training to the Pavilion staff.
Detailed transactions will be processed through Scribe accounting.**

8. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on Monday 5 July 2021.