



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the Meeting of Upton by Chester and District Parish Council Finance Committee held on 08 March 2021, 7.30pm, via Microsoft Teams.

Present: Cllr A Bennion, Cllr T Egerton-Parry (Chairman), Cllr J Evans, Cllr P Greenhalgh, Cllr J Houlbrook and Cllr N Poulton.

In attendance: Ms S Bull (Clerk and Proper Officer) and 2 members of the public.

1. APOLOGIES FOR ABSENCE.

No apologies for absence were received. All present.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Resolved: The Minutes of the meeting held on 02 February 2021 were approved as a correct record and will be signed by the Chairman at the next opportunity.

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

4. CLERK'S REPORT.

Resolved: The Clerk's Report was received and noted.

Once new and alternative financial information reporting methods have been agreed, they will be applied to reporting in the next financial year.

Cllr Bennion will subscribe to online tutorials for the Parish Council accounting software, 'Scribe'; this will support the Clerk and act as a further 'auditing' measure.

5. FINANCIAL REPORTS.

Resolved: Details of income, expenditure, current balances and the budget net position were received.

The Clerk will amend the accounts to record the Clerk's home office allowance separately.

The IT cost code is overspent, the Clerk will check all entries have been accurately allocated. An adjustment may be required to increase the IT cost code.

The 'petty cash' Pockit bank account was set up to allow the Pavilion supervisor to purchase sundry items, however, due to COVID restrictions, it has been necessary,

with authorisation of the Clerk, to use the payment method for more substantial purchases.

Resolved: All petty cash payments will be entered into Scribe transactions.

6. PAVILION AND QE II FACILITIES CHARGES.

The five-year pricing strategy for the Pavilion and QE II facilities requires updating and extending. This includes annual fees to the Tennis Club, Bowling Club and Football Club, also charges to individuals for tennis and bowls and the Pavilion room hire charges.

Resolved: A working party consisting of Cllr T Egerton-Parry, Cllr Bennion and the Clerk will review the pricing strategy. This will include calculating the tennis court fees against the LTA model in the feasibility study spreadsheet.

7. PLAYGROUND.

The Chairman of the QE II Sub-Committee reported on the progress of the playground project. A grant funding bid of just over £99,000 has been submitted to the FCC Communities Fund. A decision will be made by the fund panel in early June. Section 106 money to the value of £10,338 has been awarded to the Parish Council to be used in the playground project.

The Parish Council will pay a 'third party contribution' to the community fund of £10,716; this is an obligatory contribution as part of the grant award.

Resolved: In collaboration with the Project Manager, Alan Dymond, a tender document will be drawn up for the installation part of the project.

8. TENNIS COURT REFURBISHMENT.

Following the resolution of the last meeting, information was circulated.

To review and comment on information provided by the LTA regarding the feasibility of increased income via the tennis court project.

Resolved: An exercise to run different calculation through the model example will be undertaken to ensure that correct pricing is put in place and that forecast income is feasible.

9. FINANCIAL REPORTING.

To receive information and further consider alternative methods of reporting financial information.

Resolved: This matter was dealt with under agenda item 4.

10. FINANCIAL PLANNING.

Resolved: It was agreed to hold an 'unstructured' finance meeting to consider wider aspects of financial planning for the Parish Council.

The Clerk will schedule the meeting.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be on 7 April at 7.30pm.