



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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Minutes of the Upton by Chester and District Parish Council's Finance Committee Meeting held on Monday 9 October 2023, 7.45pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Ebo, Cllr R Lee, Cllr A Lingard, Cllr S Stanley and Cllr H Wilman (Chairperson).

In attendance: Suzi Bull (Clerk/Proper Officer).

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 11 September 2023 were signed by the Chairman.

4. CLERK'S REPORT.

Resolved: The report from the Clerk was received and noted. The following list of actions were agreed:

- A procurement policy will be drafted by Cllr Wilman for review at the November meeting.
- A list of suppliers will be prepared for the November meeting.
- A six-month review of the budget will take place at the working party meeting on the 19 October.
- A process for the payment of invoices will be written.
- Copies of invoices will be saved to a Onedrive file for sharing to authorise payments.
- Additional users will be added to the bank account for authorisation and on a 'read only' basis.
- A matter will be raised with Worknest regarding the lengthy timeline in processing the Parish Council Health and Safety Audit; as well as the suitability of the draft Worknest H&S policy which is a lengthy document.

5. ACCOUNTS REPORT.

Resolved: A Receipts and Payments report for September was received, along with a Flexed Budget Comparison Report.

6. ANNUAL GOVERNANCE AND ACCOUNTING 2022/23.

The Committee received information relating to an amendment to the AGAR for the period 2021/22 and 2022/23. The receipt of a loan from the Cheshire LTA in 2021 had been recorded incorrectly in the audit documents.

Amended documents have been submitted to the national auditor. Copies of the amended documents were circulated after the meeting.

Resolved: In future all actions related to the audit process will be brought to the Finance Committee before any action is taken. Recommendations will then be put to the full Parish Council.

7. BUDGET 2024/25.

Resolved: This item will be referred to a working party meeting to take place on 19 October.

8. POLICY REVIEW.

The committee received a draft Investment Strategy and a draft Reserves Policy for approval and recommendation to the full Parish Council.

Resolved: Approved. Will be recommended to the full Parish Council for approval. The Clerk is requested to source additional banking services in November.

9. INTERNAL AUDIT.

Members were asked to review and approve a tender document for the purpose of appointing an internal auditor.

Resolved: Approved.

10. FINANCIAL REGULATIONS.

The National Association of Local Council's model Financial Regulations are under review. It is suggested that UPC adopts the existing Model Financial Regulations with some local amendments until the review is complete.

Resolved: The committee Chairperson will make further amendments as agreed and re-circulate for inclusion at the full Parish Council meeting.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting will be Monday 13 November 2023.