



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 7 July 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: Cllr J Ebo, Cllr R Lee, Cllr A Lingard and Cllr H Wilman.

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

1. ELECTION OF CHAIRPERSON.

Nominations for Chairperson were received for Cllr Wilman. No other nominations were received. Proposed by Cllr Lingard, seconded by Cllr Ebo.

Resolved: That Cllr Wilman will be the Chairperson of the Finance Committee for the period up to the next Annual Meeting of the Parish Council.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr Stanley.

Resolved: noted.

3. DECLARATIONS OF INTEREST.

Resolved: That Cllr Wilman declared a personal interest in item 9 on the agenda and will withdraw from the meeting at that time.

4. MINUTES.

Resolved: That the Minutes of the meeting held on 27 February 2023 were signed by the Chairperson. The Minutes of the meeting scheduled for 5 June 2023 were approved as a correct record and signed by the Chairperson.

Proposed by Cllr Wilman, seconded by Cllr Lingard. Approved.

5. CLERK'S REPORT.

Resolved: That the report from the Clerk was received and noted.

6. BUDGET MONITORING.

A net position report was received and noted. An explanation of some variances were provided on request.

Resolved: That a budget variance report was received and noted.

The Clerk will continue to work on improvements to the presentation of the accounting reports to provide clearer information. Members of the Finance Committee will assist.

An informal meeting to discuss details of the current budget and accounting will take place.

7. INSURANCE.

The committee reviewed the draft response to the insurance renewal questionnaire.

Resolved: That subject to amendments and further clarification agreed at this meeting and when all members of the Parish Council have confirmed compliance with the declaration statements, the Clerk will instruct the insurance broker to submit the required changes to the schedule ahead of renewal on 31 July.

8. BANKING.

As previously agreed by the Parish Council, Cllr Stanley and Cllr Lingard will be added to the bank mandate as signatories on the bank account. It was reported that due to complications with processing the new mandate, this has not yet been actioned.

Resolved: That a member of the Finance Committee will review the mandate document and liaise with the Clerk to submit the changes.

Cllr Stanley and Cllr Lingard will be put forward as authorised persons on the bank account to approve payments. A request will be made at the next Full Parish Council meeting to approve an additional authorised person to approve online payments. The Chairman of the committee would like 'read only' access to the bank account.

Item 10 was taken here.

Cllr Wilman left the meeting. A nomination for Cllr Lingard to take the Chair was proposed by Cllr Ebo, seconded by Cllr Lee.

9. ANNUAL GOVERNANCE COMPLAINT.

The committee received a response from PKF Littlejohn (national auditor) with regards to a complaint raised against the Parish Council's governance procedures for the audit period 2021/22.

One of the complaints was wholly dismissed; the other one was partially dismissed with one element being upheld regarding effective monitoring of the budget.

A charge of £2,343 has been made for the auditor to investigate the complaint. As an unforeseen expense, there is no budget provision for this.

Resolved: That a separate budget line will be created and the charge will be paid from reserves.

An improved process for monitoring the budget will be put in place as stated in item 6.

10. FINANCE COMMITTEE PRIORITY LIST.

Members considered the priorities for the Finance Committee.

Resolved: That the following items will be priorities for the Finance Committee.

- Internal checks and balance.
- Pavilion accounts.

- Financial Regulations – where the N.A.L.C. model document will be used as the basis for the UPC Financial Regulations.
- Contracts – a list of contracts will be provided to the committee in September for review.
- Facilities and amenities charges – will be part of the budget setting process.
- Setting a Reserves Policy.
- Setting an Investment Policy.

Resolved: that amended Financial Regulations will be recommended for approval at the next Parish Council meeting.

11. DATE AND TIME OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be Monday 11 September 2023.