UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the Meeting of the Finance Committee held on 10 September 2018,

7.30 pm at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion (Chairman), Cllr J Evans, Cllr S Eardley, Cllr J Houlbrook,

Cllr H McNae, Cllr K Vaughan and Cllr A Walmsley.

In attendance: Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Lee, Cllr Paddock and Cllr Samuel.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**Resolved: noted.**

**3. MINUTES.**

**Resolved: the Minutes of the Meeting held on 16th July 2018 were confirmed as a correct record and signed by the Chairman.**

**Proposed by Cllr Eardley, seconded by Cllr Walmsley.**

**4. AUDIT REPORT.**

The external audit report has been received without any further action being required or additional comments from the auditor.

Thanks were extended to the clerk for successfully steering the Parish Council through the audit process.

**Resolved: the annual audit report was received and approved; no further action is required. Proposed by Cllr Houlbrook, seconded by Cllr McNae.**

**5. BUDGET MONITORING.**

**Resolved: the interim budget report was received and noted.**

**The following actions were agreed:**

**The committee approves funding of £500 for an information board related to the new poppy sculpture trail.**

**The clerk will apply to the Heritage Lottery Fund for funding towards the restoration of the war memorial plaques, planting in the war memorial garden, the cost of the silent soldier, the information board for the poppy trail and leaflets.**

**Ice cream prices will be increased; the clerk will provide a costing report and bring it back to the next meeting.**

**QE II playing field and car park security – the clerk will make arrangements to renegotiate the late invoice for the security barrier and bollards and agree a payment plan commencing April 2019.**

**6. ELECTRICITY SUPPLY.**

**Resolved: a new ‘green’ energy supplier will be sourced along with a lower tariff. The clerk is authorised to change the supplier in line with the above criteria.**

**7. GROUNDS MAINTENANCE CONTRACT.**

**Part II item.**

**8. BOWLING GREEN.**

**Resolved: subsequent to discussions at the full Parish Council meeting 3 September, the following purchasing was agreed in the current financial period.**

**Hire purchase of aerating equipment £200.**

**All treatments/chemicals required as per the quote from Sherriff Amenity £800**

**Installation of a new water supply as per the quotation from Gott Solutions £1,960.**

**The condition of the bowling green will be reviewed in March and brought back to the Finance Committee for further consideration.**

**The clerk will look into group purchases for equipment to be purchased in the new financial year.**

**9. BANK ACCOUNT.**

The clerk reported that it was possible to set up online banking to require two signatories for payments (currently the clerk is able to make online payments without additional authorisation); however, this would restrict the timely payment of invoices and salaries.

The clerk confirmed that the two signatories system had been a suggestion of the internal auditor and not a requirement. Robust systems currently used for payments appeared to be satisfactory.

**Resolved: the current system will remain in place.**

**10. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: the date and time of the next meeting of the Finance Committee will be on Monday 15th October 2018.**