



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD
07584415343

Email: clerk@uptonbychester.org.uk

Minutes of the Upton by Chester and District Parish Council's Finance Committee Meeting held on Monday 11 September 2023, 7.30pm, 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.

Resolved: That no apologies for absence were received; all present.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Resolved: That the Minutes of the meeting held on 10 July 2023 were signed by the Chairperson.

4. CLERK'S REPORT.

Resolved that the report from the Clerk on actions taken since the last meeting was received.

To be eligible for the Financial Services Compensation Scheme

<https://www.fscs.org/> (www.fscs.org) Parish Council funds need to be spread between several banking providers. A policy will be considered at the next Finance Committee meeting.

Committee Members and the Clerk will carry out a final review of the Financial Regulations which will be agreed at the next Finance Committee meeting and go forward to the Parish Council for approval.

5. REMEMBRANCE PARADE TRAFFIC MANAGEMENT.

Members received and considered four quotations for traffic management for the Remembrance Parade.

Resolved: That Dutton TM will be appointed to manage traffic control during the Remembrance Parade.

Upton Borough Councillors will be asked for a contribution of £500 each towards the cost of traffic management.

Contractor Virgin Media have been working extensively in Upton recently and may meet the cost of community projects via its Community Fund.

Resolved: Cllr Lingard and Cllr Wilman will investigate this and apply as required.

6. ACCOUNTS REPORT.

Resolved: That the Receipts and Payments reports for July and August were received and noted.

A budget variance report was received and noted. Cllr Wilman will look to simplify the information further to ensure that essential information is clear.

7. ANNUAL CONTRACTS.

Members considered a partial list of contractors and suppliers.

Resolved: The Clerk will provide a full list of contractors and suppliers for the Finance Committee to review for the purposes of best value.

A Procurement Policy will be written and presented for approval, along with a Contracts and Suppliers Review Policy.

8. BUDGET 2024/25.

Committee members reviewed the existing budget headings and considered where adjustments may be required.

A process for setting the draft budget was discussed.

Resolved: A working party will be set up for the purpose of reviewing budget headings.

9. DATE AND TIME OF THE NEXT MEETING.

Resolved: That the date and time of the next meeting will be on Monday 9 October 2023.