



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 13 November 2023, 7.45pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present: 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.

Apologies for absence were received from Cllr Ebo.

Resolved: noted.

2. DECLARATIONS OF INTEREST.

No declarations of interest were made.

3. MINUTES.

Resolved: The Minutes of the meeting held on 9 October 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:

Details of at least two additional bank accounts will go to the full Parish Council for consideration at the November meeting.

5. ACCOUNTS REPORT.

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

Some budget adjustments will be required and will be reported at the next meeting.

6. CONTRACTS AND SUPPLIERS.

The committee received a list of contracts and regular suppliers with a view to consideration of reviewing the process for the renewal of contracts.

Resolved: A draft Procurement Policy will be put forward for recommendation to the full Parish Council in November and will be reviewed annually.

Two existing contracts were suggested to be reviewed by the Finance Committee in February 2024; Grounds Maintenance and Payroll Services.

7. BUDGET 2024/25.

Members of the committee reviewed the revised budget headings put forward by the Chairperson and the Clerk.

Resolved: the revised budget headings were received and approved. Consideration of half-yearly adjustments to the current budget were deferred to the December full Parish Council meeting.

Work already commenced on the draft budget 2024/25 was noted.

8. DATE AND TIME OF THE NEXT MEETING.

Resolved: The date and time of the next meeting is to be confirmed.