UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the Meeting of the Finance Committee held on 16 July 2018,

7.00 pm at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion (Chairman), Cllr S Eardley, Cllr J Lee, Cllr H McNae,

Cllr A Paddock, Cllr F Samuel, Cllr K Vaughan and Cllr A Walmsley.

In attendance: Mrs S Pollard (Clerk).

**1. ELECT A CHAIRMAN.**

A nomination was received for Cllr Bennion, proposed by Cllr Walmsley, seconded by Cllr McNae.

**Resolved: that Cllr Bennion is appointed as Chairman of the Finance Committee for the year ahead.**

**2. ELECT A VICE CHAIRMAN.**

A nomination was received for Cllr Paddock, proposed by Cllr Walmsley, seconded by Cllr McNae.

**Resolved: that Cllr Paddock is appointed as Vice Chairman of the Finance Committee for the year ahead.**

**3. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Evans and Cllr Houlbrook.

**Resolved: noted.**

**4. DECLARATIONS OF INTEREST.**

**Resolved: no declarations of interest were made.**

**5. MINUTES.**

**Resolved: the Minutes of the Meeting held on 5th March 2018 were confirmed as a correct record and signed by the Chairman.**

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

**6. INTERNAL AUDIT REPORT.**

**Resolved: the following action will be taken as per the advice within the internal audit report:**

The clerk will look into the possibility of setting up the online banking system to require two authorisations for each electronic payment.

The Asset Register will be amended to the format suggested so that a record of previous year’s assets is retained.

Due to errors in the internal auditor’s report, a new internal auditor will be appointed next year.

**7. BUDGET.**

**Resolved: the items of non-budgeted spending such as urgent car park repairs and re-setting the patio railings were allocated to suitable budget headings. The clerk will action.**

**8. WAR MEMORIAL.**

The Chairman reported that due to unexpected faults in the existing flag stones once the work to the war memorial had started, there would be some additional costs incurred as follows:

* 2 x £65/wk additional fencing costs.
* £300 (approx.) for replacement flag stones.

**Resolved: the additional costs are approved; the funds will be taken from the remaining War Memorial budget and the Open Spaces budget.**

**The clerk will seek additional funding from the War Memorial Trust.**

**Photographs of the restoration in process will be taken for publicity purposes.**

**Further consideration of an event for the WW1 Centenary will take place shortly.**

**9. COMMUNITY GARDEN.**

**Resolved: the clerk will source a supply of orchard trees from the Woodland Trust.**

**Funding for a community garden will be considered when setting next year’s budget.**

**Upton Horticultural Society will be contacted to see if they would like to be involved in a community garden project.**

**This item will be referred back to the General Purposes committee.**

**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 10th September 2018 at 6.30pm**