UPTON BY CHESTER AND DISTRICT



PARISH COUNCIL

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Minutes of the Meeting of the Finance Committee held on 5 February 2018, 7.30 pm at Upton Pavilion, Upton, Chester.

Present: Cllr A Bennion (Chairman), Cllr J Evans, Cllr J Houlbrook, Cllr A Paddock and Cllr A Walmsley.

In attendance: Mrs S Pollard (Clerk).

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllr Bryan, Cllr Eardley, Cllr Lee,

Cllr McNae, Cllr Samuel and Cllr Vaughan.

**2. DECLARATIONS OF INTEREST.**

None given.

**3. MINUTES.**

**Resolved: it was noted that the Minutes of the Meeting held on 8thJanuary 2018 are missing information at item 4 - the value of the Precept request. For the record this figure is now confirmed as being £101,561 and has subsequently been approved by the full Parish Council.**

**The remaining Finance Committee Minutes were confirmed as a correct record and signed by the Chairman. Proposed by Cllr Walmsley, seconded by Cllr Evans.**

**4. VAT.**

Members received a report from the Chairman and the Clerk on the outcome of the investigation into the Parish Council’s accurate management of its VAT obligations.

**Resolved: that the Finance Committee is satisfied that on the basis of the advice received from various sources and the calculations carried out by the Chairman of the committee and the clerk, the Parish Council has accurately reclaimed VAT on the Pavilion Project and that with the following adjustments, will continue to operate within correct VAT rules.**

* **VAT will not be reclaimed on refreshment stock supplies where VAT is not charged.**
* **Repeat sporting facility bookings will be allocated and paid for in blocks of at least10.**
* **The pricing schedule will be reviewed.**

**The committee will report to the full Parish Council at the next meeting.**

**5. MAINTENANCE AND REPAIRS AT QE II.**

The committee was provided with quotations for a number of repair and maintenance jobs at the Pavilion and car park.

This work includes the re-building of the pavilion patio and re-setting of the railings.

**Resolved: that the clerk will write a further letter to Best Construction stating that the Parish Council expects repairs to the patio to be complete by 1 April 2018 or another contractor will be appointed and the costs re-charged to Best.**

**The clerk will arrange for a site meeting to discuss the details and guarantees that come with the new quotations with the contractor and Cllr Paddock.**

**The following quotations for work to be carried out were approved and may be done immediately:**

**Quotation 1 - Pot holes in the car park surface. The cost will be met from this year’s budget (funding that remains from other projects).**

**The remaining quotations will be actioned as follows:**

**Quotation 2 – will be approved for action once the patio is re-built.**

**Quotation 4 - Re-levelling of the container. The clerk will seed further information as to why the levelling is required and report back to this committee.**

**The clerk will share Quotations 1 and 5 (work to repair and contain flaws in the car park surface) with both CW&C Council Properties Department and the doctors’ surgery and request that a third of the costs is met**.

**6. WAR MEMORIAL.**

**Resolved: that the Parish Council will pay £1,292 +VAT towards the cost of work being carried out via the War Memorials Trust that is not covered by the grant funding.**

**A budget line will be added to the 2018/19 budget for the War Memorial. £2,000 will be made available from the new Precept.**

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

**Resolved: the date and time of the next meeting will be on Monday 23rd July 2018.**