UPTON BY CHESTER AND DISTRICT

PARISH COUNCIL

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Minutes of the Meeting of Upton by Chester and District Parish Council Finance Committee held on 16 December 2019, 7.30pm, at Upton Pavilion, Upton, Chester.

Present: Cllr Bennion, Cllr T Egerton-Parry (Chairman), Cllr J Evans, Cllr J Houlbrook and Cllr N Poulton.

In attendance: Ms S Bull (Clerk and Proper Officer).

**1. APOLOGIES FOR ABSENCE.**

No apologies for absence were received.

Cllr Greenhalgh was absent from the meeting.

**Resolved: noted.**

**2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

**3. MINUTES.**

**Resolved: The Minutes of the meeting held on 9 September 2019 were confirmed as a correct record and signed by the Chairman.**

**Proposed by Cllr Poulton, seconded by Cllr Evans.**

**4. CLERK’S REPORT.**

**Resolved: The Clerk’s Report was received and noted.**

**5. AUDIT.**

**Resolved: The audit report was received and noted, no further action to be taken.**

**6. FINANCIAL REGULATIONS.**

**Resolved: A recommendation will be made to the Parish Council to adopt the updated NALC Financial Regulations model document with appropriate annotations in line with UPC policy.**

**7. BUDGET.**

**Resolved: The Finance Committee will make a recommendation for the Parish Council to approve the draft budget – attached as appendix A.**

**8. BANK SIGNATORIES.**

**Resolved: The following Councillors will be removed as bank signatories; Cllr Mary Lloyd. Cllr Houlbrook and Cllr Bennion will remain on the mandate. Cllr Tom Egerton-Parry, Cllr Poulton and one further councillor (to be agreed at the next full Parish Council meeting), will be added to the bank mandate.**

**The Clerk will make the appropriate arrangements with the bank.**

**A pre-paid debit card will be set up for use by Pavilion staff; funds will be transferred from the main bank account by the Clerk, in line with the appropriate budget line.**

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

**Resolved: Finance Committee meeting will take place on a monthly basis.**

**The date and time of the next meeting will be on Monday 10 February 2019.**

Meeting closed at 9.25pm