



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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**DRAFT:** Minutes of the meeting of the Finance Committee held at **6.30pm on Monday 13 May 2024** at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

in the absence of the Clerk, the minutes were taken by Cllr Sue Stanley

**PRESENT:** Cllr John Ebo, Cllr Ian Gibson, Cllr Sue Stanley, Cllr Helen Wilman (Chair)

## 1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Lingard.

## 2. DECLARATIONS OF INTEREST

No interests were declared

## 3. MINUTES.

The Minutes of the meeting held on 8 April 2024 were approved and signed by the Chair.

## 4. REPORT FROM THE ACTING RESPONSIBLE FINANCIAL OFFICER (RFO)

A report was received on the actions taken on resolutions of the last meeting, updates on current matters and supporting information for this agenda.

HMRC has been notified about the error in PAYE allowance claimed in 2023-24.

The administration of PAYE by the new payroll company will be closely monitored.

**Recommendation:** The Finance Committee will consider what resources are needed to implement improvements to the collection and recording of Council income, in consultation with the Locum RFO.

**Recommendation:** The Finance Committee resolved that the Asset Register in Scribe will be updated with all asset invoices by the end of this year.

**Recommendation:** The Finance Committee will progress registration for VAT via the Parkinson Partnership, now that records of Council invoices have been made available.

**Recommendation:** The Finance Committee recommends that the Parkinson Partnership is commissioned to review the past 4 years of VAT returns, in line with the quotation received earlier this year.

**Recommendation:** Crystal HR will be asked to review past payroll records for HMRC compliance, for the past 7 years

**Recommendation:** The Finance committee will research and recommend a replacement business offering for Pockit for future petty cash expenditure.

## **5. ACCOUNTS REPORT.**

A Receipts and Payments report for March, a Budget Variance report year to date and a Treasury Management report were received and noted.

## **6. 2023/24 YEAR END POSITION**

A report on the 2023/24 year end position was received and noted.

## **7. AGAR 2023\_24**

A draft of the Accounting Section of the 2023/24 AGAR was received and noted.

**Recommendation:** The Finance Committee will draft responses to Section 1 of the AGAR following receipt of the Internal Auditor's report, for consideration by the Council in June.

**Recommendation:** The Finance Committee will consider a rationale for holding future reserves, in line with the newly updated Asset Register.

## **8. DATE AND TIME OF THE NEXT MEETING.**

The date and time of the next meeting was agreed as **Monday 10<sup>th</sup> June at 6.30pm**, subject to confirmation at the PC Annual Meeting