



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion
Wealstone Lane
Upton
Chester
CH2 1HD

Email: locumclerk1@uptonbychester.org.uk

Dear Member,

You are summoned to an Extraordinary Meeting of Upton-by-Chester and District Parish Council, to be held at 7.30 pm on Monday 24th June 2024 at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

The business to be transacted at the meeting is detailed on the agenda below. Please note that Standing Orders will apply at this meeting. Members of the press and public are entitled to attend.

Signed *Toni Critchlow* Locum Clerk of the Parish Council 18.06.24

AGENDA

1. **To approve** the suspension of the standing orders to allow public participation and reinstate the standing orders after this agenda item.

OPEN FORUM.

Members of the public will be invited to comment on any items on the agenda before business commences.

(New business should be brought to the attention of the Chair or Locum Clerk at least one week prior to the meeting).

2. APOLOGIES FOR ABSENCE.

To receive apologies for absence as reported to the Locum Clerk.

3. DECLARATIONS OF INTEREST.

Members are invited to declare any interests, pecuniary or otherwise, they may have in items on this agenda, as per the Code of Conduct.

4. MINUTES.

For the Council **to approve** and the Chair to sign the Minutes as a true record of the PC meeting held on Monday 10th June 2024. **Enc**

5. CLERK'S REPORT.

To **receive** a report from the Locum Clerk and Chair on action taken on resolutions made at the last meeting, and **agree** further action if necessary.

6. FINANCE

6.1 To approve section 1 of the 23/24 Annual Governance Statement **Enc**

6.2 To approve Section 2 of the 23/24 Annual Governance Statement - Accounts Statement **Enc**

6.3 To note The notice of Public rights from 26th June 2024 to 6th August 2024

6.4 To receive and approve the final bank reconciliations at 31/03/24 and balance of reserves **Enc**

6.5 To approve retrospectively to borrow £10,000 from the LTA along with the terms and purpose of the loan

6.6 To receive and approve The Internal Audit Report, Audit Issues arising & Internal Audit recommendations;- **Enc**

6.6. 1 To note that UPC will follow the financial regulations in relation to suppliers for future purchases and procure correct VAT invoices

6.6. 2 To note that Dual authorisation has been in place since October 2023. The council will comply with proper practices going forward.

6.6. 3 To note that all vouchers will be retained. An invoice stamp will be purchased to record two signatures at each meeting for all invoices as per adopted Financial Regulations

6.6. 4 To note that Council will follow procurement requirements as per adopted Financial Regulations and all documentation relating to procurement will be retained

6.6. 5 To note that UPC will reclaim VAT on a timely basis along with supporting invoices

6.6. 6 To note that monthly payments will be listed on the agenda or a schedule of payments will be added as an agenda item for approval in full council, signed in the meeting by the Chair and recorded in the minutes of the meeting

6.6. 7 To note that the council will secure approval for loans in accordance with the adopted financial regulations Council will retrospectively approve to borrow £10,000 from the LTA along with the terms and purpose of the loan

6.6. 8 To note that the RFO will provide the council with a statement of receipts and payments plus budget monitoring figures each month

6.6. 9 To note that the council will work with the Parkinson Partnership to ensure correct Vat is charged and accounted for. Council will remit all HMRC liabilities

6.6. 10 To note that the council accepts that it is not VAT registered and therefore cannot charge VAT on invoices. Additionally, the council

accept that VAT cannot be charged on room hire therefore this will not be charged in future.

- 6.6.11** To **approve** that the council will ensure that all invoices are sequential and that the current price list is consistent to all users
If a discount is offered, this will be agreed via full council approval only.
- 6.6.12** To note that Invoices will be issued for all room hire with sequential numbers. All receipts will be recorded and matched with the relevant invoice and marked PAID. The council will review unpaid invoices on a quarterly basis and chase the payments accordingly
- 6.6.13** To note that all staff will be provided with a signed contract
- 6.6.14** To note that the council accepts that, as a public sector body, it cannot claim employment allowance. The council will review previous years to determine if there are liabilities for incorrect claims
- 6.6.15** To **approve** that the council will pay the clerk in accordance with the NALC pay scale. Any change in points on this scale will be approved by full council. The council will follow up an outstanding payment of £821.55 with HMRC (possibly in relation to 22/23 payroll)
- 6.6.16** To **approve** that all salary payments will be authorised by two signatures at each meeting and that the staffing committee will periodically check documents relating to salary increases, timesheets and contracts.
- 6.6.17** To note that the asset register will be restated. The asset register will be kept updated. Assets will be clearly described when recorded in the assets register
- 6.6.18** To note that year end procedures will include the application of comprehensive procedures to record debtors and creditors for inclusion in the year end accounts
- 6.6.19** To note that the council will state 'restated' on the AGAR when prior years figures are amended
- 6.6.20** To note that the councils website is maintained and up to date and that it complies with the publication requirements of the Local Authority Transparency code 2015
- 6.6.21** To note that the council will use the dates for the period of public notice provided by PKF Littlejohn and publish the notice one day before the start of the period
- 6.6.22** To note that Upton by Chester Parish Council regret that the publication deadline was not met. This was unavoidable due to external audit issues. Council will endeavour to meet future deadlines
- 6.7** To **approve** that Karen Newton (Locum RFO) will be added as a signatory on all bank mandates
- 6.8** To **approve** the cost of a new printer for office use at £359.99
- 6.9** To **approve** the cost of JDH invoice number 4954 in respect of 23/24 internal audit at £810.00 (inc VAT)

7.0 To approve the EXCLUSION OF PRESS AND PUBLIC.

In view of the confidential nature of the matter to be discussed, Council is advised to resolve to exclude the press and public from the meeting for item 15, pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

8. EMPLOYMENT

8.1 To receive an update on staff absence from Cllr Stanley

8.2 To consider next steps on staff absence

9 DATE OF THE NEXT MEETING.

To **agree** the date and time of the next meeting as Monday 8th July at 7.30 pm