



# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD

Email: [suestanley@uptonbychester.org.uk](mailto:suestanley@uptonbychester.org.uk)

**MINUTES** : Finance Committee meeting held at **6.30pm on Monday 8 July 2024** at Upton Pavilion, Wealstone Lane, Upton, Chester, CH2 1HD.

**PRESENT:** Cllr John Ebo; Cllr Ian Gibson (Chair); Cllr Rod Lee; Cllr Alan Lingard; Cllr Sue Stanley; Cllr Helen Wilman.

**APOLOGIES:** None, all present.

## **2. NOMINATION AND ELECTION OF CHAIR**

Cllr Ian Gibson was proposed as Chair of the Finance Committee for 2024-25 by Cllr Stanley, seconded by Cllr Lee. All agreed.

## **3. DECLARATIONS OF INTEREST.**

There were no declarations of interest.

## **4. MINUTES.**

The minutes of 13<sup>th</sup> May 2024 were approved as a true record of that meeting. Proposed Cllr Stanely, seconded Cllr Lee. All agreed.

## **5. REPORT FROM THE RESPONSIBLE FINANCIAL OFFICER (RFO)**

Cllr Stanley reported the following on behalf of the Locum RFO:

- The application to add the Locum RFO to the Virgin Bank account was underway;
- The Locum RFO has recommended that more Council supplies are bought online to save staff time;
- The Locum RFO recommends that a cost comparison is undertaken for suppliers to the Pavilion shop

## **6. ACCOUNTS REPORT.**

The lists of payments and receipts for April 2024 were received. Cllr Stanley asked if the many small payments needed to be listed individually. The Committee agreed to follow advice from the Locum RFO on the presentation of the accounts.

The Budget Variance report for April 2024 was received and noted.

Cllr Stanley disputed some of the budget flexes (the expected timing of budget spending.) The Committee would be very happy to receive the timelines for planned committee spending, particularly from the Asset Management Committee and the Employment Committee.

The Employment Committee will request information from the Payroll processor on how much employment budget they have spent to date.

The Treasury Management report for April 2024 was received and noted.

The Bank Reconciliation for April 2024 was received, and will be signed by the Locum RFO and Finance Chair before the Parish Council meeting on 15<sup>th</sup> July.

## **7. CURRENT SITUATION OF THE FINANCIAL MANAGEMENT AND CONTROL**

Cllr Stanley advised that she plans to meet with the Locum RFO to obtain her view on finance priorities.

The Committee recognises that there is a deficiency in the financial information that is available to the Council, plus an ongoing urgent need to implement new procedures to manage Sales Income.

**Recommendation:** The Committee recommends to the Council that a temporary paid resource is procured. This person needs to be qualified in accounting, and proficient in using Scribe. Cllr Lee will prepare a specification.

**Recommendation:** The Committee recommends to the Council that the existing contract for IT support is extended to the end of September, whilst the Council completes its procurement process for the IT contract.

Proposed by Cllr Stanley, agreed by a majority. It was noted that the current contractor does not have Indemnity Insurance.

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

The next Finance Committee meeting will be Monday 5<sup>th</sup> August at 6.30pm.