



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

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MINUTES

Minutes of the Extraordinary Meeting of Upton by Chester and District Parish Council held on Monday 24th June 2023, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.

Present;-	Cllr S Akhtar ;Cllr J Ebo; Cllr I Gibson; Cllr H Morgan; Cllr C Jeffery; Cllr R Lee; Cllr A Lingard; Cllr S Stanley (Chair) and Cllr H Wilman
Min. Ref;	Item
1 FC1/24/06/2024	Open Forum NOTED;- No members of the public were in attendance
2 FC2/24/06/24	To receive apologies for absence NOTED;- Apologies received from Cllr Carter (work commitments), Cllr Jackson (work commitments) Cllr Y Gibson (illness. Cllr Bryan was absent with no apologies or reason received. Cllr Ebo and Cllr Akhtar were late to the meeting due to work commitments
3 FC3/24/06/24	Declarations of Interests from members NOTED;- No declarations received
4 FC4/24/06/24	Approve and Sign Minutes RESOLVED; Cllr I. Gibson proposed Upton Parish Council approve the minutes of the FCM of 10 th June 2024 as a true record of the meeting Seconded, all agreed.
5 FC5/24/06/24	Clerks Report NOTED; The clerk requested that the clerks report be moved to item 7 due to some staff-sensitive issues contained therein.

<p>6</p> <p>FC6.6/24/06/24</p> <p>FC6.6.1/24/06/2024</p> <p>FC6.6.2/24/06/2024</p> <p>FC6.6.3/24/06/2024</p> <p>FC6.6.4/24/06/2024</p> <p>FC6.6.5/24/06/2024</p> <p>FC6.6.6/24/06/2024</p> <p>FC6.6.7/24/06/2024</p> <p>FC6.6.8/24/06/2024</p> <p>FC6.6.9/24/06/2024</p> <p>FC6.6.10/24/06/2024</p> <p>FC6.6.11/24/06/2024</p> <p>FC6.6.12/24/06/2024</p> <p>FC6.6.13/24/06/2024</p> <p>FC6.6.14/24/06/2024</p> <p>FC6.6.15/24/06/2024</p> <p>FC6.6.16/24/06/2024</p> <p>FC6.6.17/24/06/2024</p>	<p>Finance Agenda item 6.6 was moved up the agenda to meet audit requirements</p> <p>RESOLVED;- Cllr Gibson proposed UPC approve the Internal Audit Report, audit issues arising and the internal audit recommendations. Seconded, Agreed 5:2</p> <p>NOTED;- UPC will follow the financial regulations in relation to suppliers for future purchases and procure correct VAT invoices</p> <p>NOTED;- Dual authorisation has been in place since October 2023. The council will comply with proper practices going forward.</p> <p>NOTED;- 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</p> <p>NOTED;- Council will follow procurement requirements as per the adopted Financial Regulations and all documentation relating to procurement will be retained</p> <p>NOTED;- UPC will reclaim VAT on a timely basis along with supporting invoices</p> <p>NOTED;- 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</p> <p>NOTED;- 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</p> <p>NOTED;- RFO will provide the council with a statement of receipts and payments plus budget monitoring figures each month</p> <p>NOTED;- UPC will work with the Parkinson Partnership to ensure correct Vat is charged and accounted for. Council will remit all HMRC liabilities</p> <p>NOTED;- UPC accepts that it is not VAT registered and therefore cannot charge VAT on invoices. Additionally, the Council accepts that VAT cannot be charged on room hire therefore this will not be charged in future.</p> <p>RESOLVED;- Cllr Gibson proposed UPC approve 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. Seconded, Agreed 6;1</p> <p>NOTED;- 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</p> <p>NOTED;- Staff will be provided with a signed contract</p> <p>NOTED;- 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</p> <p>RESOLVED;- Cllr Gibson proposed Upton Parish 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) Seconded, agreed 6;1</p> <p>RESOLVED;- Cllr Gibson proposed UPC approve that salary payments will be authorised by two signatures at each Full Council meeting. Seconded, all agreed.</p> <p>NOTED;- The asset register will be restated. The asset register will be kept updated. Assets will be clearly described when recorded in the assets register</p>
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FC6.6.18/24/06/2024	NOTED;- UPC year end procedures will include the application of comprehensive procedures to record debtors and creditors for inclusion in the year end accounts
FC6.6.19/24/06/2024	NOTED;- Council will state 'restated' on the AGAR when prior years figures are amended
FC6.6.20/24/06/2024	NOTED;- UPC will ensure that the website is maintained and up to date and that it complies with the publication requirements of the Local Authority Transparency code 2015
FC6.6.21/24/06/2024	NOTED;- UPC 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
FC6.6.22/24/06/2024	NOTED;- 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
FC6.1/24/06/2024	RESOLVED;- Cllr Wilman proposed UPC approve section 1 of the AGAR 23/24, seconded, all agreed.
FC6.2/24/06/2024	RESOLVED;- Cllr Gibson proposed UPC approve section 2 of the AGAR 23/24, seconded, all agreed.
FC6.3/24/06/2024	NOTED; The notice of Public rights from 26th June 2024 to 6th August 2024 was noted.
FC6.4/24/06/2024	RESOLVED;- Cllr Lee proposed UPC approve the final bank reconciliations at 31/03/24 and balance of reserves. Seconded, all agreed.
FC6.5/24/06/2024	DEFERRED; Retrospective approval to borrow £10,000 from the LTA was deferred to the next Full Council meeting (after receipt of the original loan agreement is obtained and distributed)
FC6.6/24/06/2024	As above
FC6.7/24/06/2024	RESOLVED;- Cllr Morgan proposed that UPC approve Karen Newton (Locum RFO) to be added as a signatory on all bank mandates, seconded, all agreed.
FC6.8/24/06/2024	RESOLVED. Cllr Lingard proposed that UPC approve the cost of a new printer for office use at £359.99. Seconded, all agreed, 1 abstention.
FC6.9/24/06/2024	RESOLVED;- Cllr Gibson proposed that UPC approve the cost of JDH invoice number 4954 in respect of 23/24 internal audit at £810.00 including VAT, Seconded, all agreed.
7 FC7/24/06/2024	Exclusion of press and public <i>Exempt items pursuant to the Public Bodies (admission to meetings) Act 1960</i> RESOLVED; Cllr Morgan proposed UPC approve the exclusion of press and public. Seconded, all agreed.
8 FC8.1/24/06/2024 FC8.2/24/06/2024	Employment NOTED;- Staff absence update and the clerks report was received from the chair for consideration at a future Staffing Committee. NOTED;- Members were requested to give consideration to the next steps in recruitment.
9 FC9/24/06/2024	Date of Next Meeting NOTED;- Full Council Meeting;- Monday 8th July 2024 7.30pm
	Close of Meeting Cllr Stanley closed the meeting at 20.52