

Batheaston Parish Council

**Agenda for a public meeting of the Finance Committee
at 8:30pm on Monday 4th December 2023
at the Rhymes Pavilion, Coalpit Road, BA1 7NW**

AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

1. **To elect** a Chair for the Committee
2. **Public Participation.**
3. **To receive** apologies for absence.
4. **To receive** any declarations of interest from Councillors.
5. **To review** the Terms of Reference for the Committee and **to recommend** any changes to the Full Council Meeting. (Clerk, A)
6. **To approve** the proposed schedule for meetings for the coming year, and the timetable for addressing major topics. (Clerk, A)

BUDGET AND PRECEPT SETTING FOR 2024/25

7. **To note** the paper "Process for setting the budget for 2024-25", previously approved by Full Council at its October meeting. (Clerk, A)
8. **To approve** the proposed list of potential projects and development initiatives for 2024/25 and beyond, for more detailed by financial assessment by nominated Councillors assisted by the Clerk. (as delegated by Full Council) (Clerk, A)
9. **To review** projects to be included in the budget for 2024/25, with detailed financial assessment, and to recommend to Council for its consideration in its forthcoming meeting. (A)
10. **To review** the first-cut budget for 2024/25, with options for saving or additional spending, and indicative Precept (Council Tax) impact. (Clerk, A)
11. **To approve** the paper previously presented to Council, summarising major expenditure categories for day-to-day operations, including staffing, informed by the HR Committee, and the top 5 contracted services, with recommendations of any savings identified. (Clerk, A)

FINANCIAL ADMINISTRATION

12. Monthly transactions

- 12.1. **To approve** transactions undertaken in November 2023. (Clerk, A)
- 12.2. **To approve** the Bank Reconciliation for November 2023. (Clerk, A)

FINANCIAL ADMINISTRATION

13. Interim Internal Audit

- 13.1. **To receive** the report of the Interim Internal Audit conducted recently, and **to note** the action plan to address the actions identified in this report, and in the full audit of 2022-23. (Clerk, A)

14. Asset and Risk Management

- 14.1. **To approve** a proposal for the completion of the asset register, including valuation and maintenance, and to complete risk assessments (Clerk, A)

15. **To review** the current Financial Regulations and Standing Orders, and to recommend any changes to Full Council (Clerk, A)

16. **To review** the current list of Councillors authorised to approve bank transactions and to recommend changes to Full Council. (Clerk, A)

17. **To review** current actions from Council meetings that now fall under the purview of this Committee. (Clerk, A)

STANDING ITEMS AND REPORTS

18. Clerk's Report (Clerk, A)

- 18.1. **To receive** a report from Clerk relating to financial matters

Signed: - 

Parish Clerk

Date issued: 29th November 2023