

Batheaston Parish Council

Minutes of a Meeting of the Finance Committee

held at 8:30pm on Thursday 2nd May 2024

at the Rhymes Pavilion, Coalpit Road, BA1 7NW

Present: Councillors Alexis Pavlou (Chair of the Committee),
Arif Butt, and Sue Peachey.

PROCEDURAL MATTERS

1. There was **no public participation**.
2. The committee accepted **apologies for absence** from Cllr Peter Bryant.
3. There were no **declarations of interest** from Councillors.
4. **The Committee approved** the minutes of the meeting of the Committee held on 8th January 2024.

FINANCIAL ADMINISTRATION

5. Monthly transactions
 - 5.1. **The Committee approved** transactions undertaken in January, February and March 2024.
6. **Budget report for 2023/24**
 - 6.1. **The Committee received** a report and commentary on the financial position at the end of the financial year 2023/24.
7. **Cost saving progress**
 - 7.1. **The Committee received** a report on progress in implementing "2023-12-04 11 Review of Major Categories of Expenditure", including these items the following items that are completed:
 - 7.1.1. Re-procurement of water and waste supply contracts.
 - 7.1.2. Re-procurement of electricity to the public conveniences
 - 7.1.3. Re-procurement of grass-cutting services.
 - 7.1.4. The staffing review, which had been reviewed in the preceding HR Committee meeting.
 - 7.1.5. **The Committee approved** a draft grant application process.
8. **Asset and Risk Management**
 - 8.1. **The Committee approved** the process for completion of the asset register, including valuation and maintenance, and completion of risk assessments.
 - 8.1.1. **The Committee nominated** Councillors to oversee the outstanding focus areas.

GOVERNANCE MATTERS

9. Financial Regulations

- 9.1. **The Committee deferred** the review of the updated Financial Regulations, as these have not been released by the National Association of Local Councils.
- 9.1.1. The Clerk commented that he hoped that they would be released in time for inclusion on the Annual Parish Council Meeting on 14th May.
- 9.2. For the same reasons, **the Committee deferred** the approval of Changes to Standing Orders relating to finance - the threshold for tenders to be registered on Contracts Finder to £30,000.
- 9.3. The Clerk asked that the review of day-to-day **financial procedures be deferred** as he still working on this with the Bookings Clerk.

10. AGAR

- 10.1. **The Committee received** a report from the Clerk setting out the process for preparation of the return.
- 10.1.1. They noted that the Internal Audit of 2023/24 finances will take place during the week commencing 20th May.
- 10.1.2. To note the progress on actions identified in previous years' audits, and the likely recommendations to Council regarding assurances that can be made.

BUDGET AND PRECEPT SETTING FOR 2024/25

11. Budget for 2024/25

- 11.1. **The Committee approved** the budget for 2024/25.

12. Clerk's Report

- 12.1. **The Committee received** a short verbal report from the Clerk.

The meeting closed at 9:16pm

Forthcoming Meetings:
Council Meeting, 14th May 2024

Council and Committee meetings are open to the public, and members of the public are welcome to join and may speak by invitation.

Signed by Cllr Alexis Pavlou, Chair of the Committee:

Date: