

**A Meeting of Batheaston Parish Council
Finance Committee
is to be held at 7:15pm on Tuesday 10th June 2025
at the Rhymes Pavilion, Coalpit Road, BA1 7NW**



AGENDA AND NOTICE OF MEETING

PROCEDURAL MATTERS

1. **Public participation** regarding matters on the agenda.
2. **To receive** apologies for absence.
3. **To receive** any declarations of interest from Councillors.
4. **To approve** the draft minutes of the meeting of the Committee held on Tuesday 11th March 2025.

YEAR-END AND AUDIT PROCESSES

5. 2024/25 Year-end financial position

5.1. To receive a summary of the financial position at the end of 2024/25. (Clerk, A)

5.1.1. **To approve** any recommendations for changes to the budget structure for 2025/26.

6. Annual Governance and Accountability Return

6.1. To receive an update from the Clerk on the draft documentation for the AGAR submission (Clerk, A).

6.2. To approve the recommended draft submissions for approval by Council at its meeting 17th June, specifically:

6.2.1. The accounting statements for 2024/25 (Clerk, A).

6.2.2. The explanation of variances for 2023/24 to 2024/25 (Clerk, A).

6.2.3. The notice for the period of exercise of public rights (Clerk, A).

2025/26 BUDGET

7. To approve the budget structure for 2025/26 (Clerk, A)

8. To approve an outline allocation of funding for projects and community grants. (Clerk, A)

FINANCE OPERATIONS

9. Transaction Approval

9.1. **To approve** the list of transactions undertaken in April and May 2025. (Clerk, A).

10. Procurements

10.1. **To receive** a summary of recent and forthcoming procurement processes (Clerk, A)

10.2. **To approve** the awarding of contracts for the following contracts (Clerk, A):

10.2.1. Grass-cutting for 2025 season.

10.2.2. Weekly professional cleaning of the Riverside Public Conveniences.

10.2.3. Tree maintenance tasks arising from recent tree survey.

10.3. **To note** progress regarding the following procurement activities (Clerk, A):

10.3.1. Stonemasonry repairs in the Secret Garden.

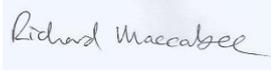
10.3.2. Noticeboard refurbishment and replacement.

STANDING ITEMS

11. Clerk's Report

11.1. **To receive** a verbal report from the Clerk.

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

Signed: -  Parish Clerk

Date issued: 5th June 2025