

# Batheaston Parish Council

Agenda for a meeting of the Finance Committee  
at 8:00pm on Tuesday 23<sup>rd</sup> September 2025  
at the Rhymes Pavilion, Coalpit Road, BA1 7NW



## AGENDA AND NOTICE OF MEETING

### PROCEDURAL MATTERS

1. **Public Participation.**
2. **To receive** apologies for absence.
3. **To receive** any declarations of interest from Councillors.
4. **To approve** the minutes of the meeting of the Committee held on 10<sup>th</sup> June 2025 (Clerk, A)

### FINANCIAL ADMINISTRATION

#### 5. Monthly transactions

- 5.1. To note that bank reconciliations have been signed by the Chair of the Committee to August 2025.
- 5.2. **To note** that public records of financial transactions are now published on the Council website at [www.batheaston-pc.gov.uk/record-of-transactions](http://www.batheaston-pc.gov.uk/record-of-transactions).

#### 6. Annual Governance and Accountability Return

- 6.1. **To note** the audit for 2024/25 has concluded, and **to receive** the final documentation, including External Auditors' Assurance and additional Comments. (A)
- 6.2. **To receive** a report from the Clerk (A)
  - 6.2.1. **To approve** the Clerk's recommendations for the Notice of Public Access
- 6.3. **To approve** reappointment of the Internal Auditor
- 6.4. **To note** the introduction of "Assertion 10" for the Annual Governance and Accountability Return for 2025/26, relating to the management of digital, data and information governance.

#### 7. Budget

- 7.1. **To approve** the budget for the current financial year (Clerk, A)
- 7.2. **To receive** a report and commentary on the financial position at the end of the Finance performance to end August 2025 (Clerk, A)
  - 7.2.1. **To note** the approved national pay rise for staff
  - 7.2.2. **To note** an update on the costs of the Refurbishment of the Rhymes Pavilion
- 7.3. **To approve** the following financial commitments
  - 7.3.1. **To approve** a review and recommendations for charges to be levied for facilities.
  - 7.3.2. **To approve** continuation of waiving the fee for Pennys Pantry and Bingo

- 7.3.3. **To approve** the proposal for addition of contactless payment and radar key access to the Riverside Toilet at a cost of £4,300
- 7.3.4. **To approve** the Clerk's recommendation for insurance, to take effect from 1<sup>st</sup> October.
- 7.3.5. **To approve** a new electricity supply contract for the Riverside Toilet Block and to note the status of other utility contracts. (Clerk, A)
- 7.3.6. **To note** the expected financial arrangements with the Batheaston Sports Foundation.

## **8. Budget And Precept Setting For 2026/27**

- 8.1. **To approve** a proposal for the process and timetable for setting the Precept and Budget for 2026/27 (Clerk, A)

## STANDING ITEMS AND REPORTS

## **9. Clerk's Report (Clerk, A)**

- 9.1. **To receive** a report from Clerk relating to financial matters
  - 9.1.1. **To note** the plans for Replacement of Finance System

Signed: -



Parish Clerk

Date issued: 18<sup>th</sup> September 2025