

**Minutes of a meeting of the Finance Committee of  
Batheaston Parish Council was held  
at 7:15pm on Tuesday on 10<sup>th</sup> June 2025  
at the Rhymes Pavilion**



**Present: Councillors Alexis Pavlou (Chair),  
Peter Bryant and Arif Butt**

**PROCEDURAL MATTERS**

1. There was **no public participation** regarding matters on the agenda.
2. **The Committee accepted** apologies for absence from Cllr Sue Peachey.
3. There were **no declarations of interest** from Councillors.
4. **The Committee approved** the draft minutes of the meeting of the Committee held on Tuesday 21<sup>st</sup> January 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.
  - 5.1.1. The Clerk reported that the funds in the Current and General Reserve Accounts balance stood at approximately £106,000 at the end of March. This was as anticipated.
  - 5.1.2. He noted that this did not include the two ring-fenced reserves, for the Playgroun Project and the Sports Foundation. Together these hold approximately £10,000.
- 5.2. He commented that he did not have a full proposal for changes to the budget structure for 2025/26, but that these would be quite small. He is not anticipating a wholesale review this year.
  - 5.2.1. He did however note that Working Groups and some Project Groups have delegated authority for funds of up to £5,000 (in aggregate £15,500), which has not been reflected in the budget.
  - 5.2.2. Committee members asked to better understand how this fulfils the Council's intention to open and transparent. The Clerk will provide a briefing for the next meeting.

**Clerk**



## **6. Annual Governance and Accountability Return**

**6.1. The Committee received** an update from the Clerk on the draft documentation for the AGAR submission.

6.1.1. He noted that the formal approval of the documents would take place at the forthcoming Council Meeting. (17<sup>th</sup> June)

**6.2. The Committee approved** the recommended draft submissions for approval by Council at its meeting 17<sup>th</sup> June, specifically:

6.2.1. The accounting statements for 2024/25

6.2.2. The explanation of variances for 2023/24 to 2024/25

6.2.3. The notice for the period of exercise of public rights.

## **2025/26 BUDGET**

7. The Clerk requested that this item be deferred.

8. The Clerk requested that this item be deferred.

## **FINANCE OPERATIONS**

### **9. Transaction Approval**

**9.1.** The Clerk commented that he had not yet completed the list of transactions undertaken in April and May 2025.

### **10. Procurements**

**10.1. The Committee received** a summary of recent and forthcoming procurement processes.

**10.2. The Committee approved** the awarding of contracts for the following contracts:

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. The Committee noted** progress regarding the following procurement activities:

10.3.1. Stonemasonry repairs in the Secret Garden.

10.3.2. Noticeboard refurbishment and replacement.



## STANDING ITEMS

### 11. Clerk's Report

11.1. **The Committee received** a verbal report from the Clerk.

### 12. Chair's Report

12.1. The Chair of the meeting thanked his fellow Committee members and the Clerk.

**Meeting closed at 8:14pm**  
**Forthcoming Meetings:**

Parish Council Meeting, 17<sup>th</sup> July 2025

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

Signed:

A handwritten signature in blue ink that reads "Richard Maccabee".

Parish Clerk

Date issued: 24<sup>th</sup> June 2025