

**Minutes of a meeting of the Finance Committee of
Batheaston Parish Council was held
at 7:15pm on Tuesday on 23rd September 2025
at the Rhymes Pavilion**



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

PROCEDURAL MATTERS

1. There was **no public participation** regarding matters on the agenda.
2. There were **no apologies for absence**.
3. There were **no declarations of interest** from Councillors.
4. **The Committee approved** the minutes of the meeting of the Committee held on 10th June 2025.

FINANCIAL ADMINISTRATION

5. Monthly transactions

- 5.1. **The Committee noted** that bank reconciliations have been signed by the Chair of the Committee to August 2025.
- 5.2. **The Committee noted** that public records of financial transactions are now published on the Council website at www.batheaston-pc.gov.uk/record-of-transactions.

6. Annual Governance and Accountability Return

- 6.1. **The Committee noted** the audit for 2024/25 has concluded, and **received** the final documentation, including External Auditors' Assurance and additional Comments.
 - 6.1.1. The Chair will take an item to the next Council meeting to create a ring-fenced reserve for investment in sports and recreational facilities.
 - 6.1.2. He will also suggest a community fund to allocate a sum of up to £10,000 for a community-led project.
- 6.2. The Committee received a report from the Clerk.
 - 6.2.1. **The Committee approved** an amendment to the motion regarding the Clerk's recommendations for the Notice of Public Access. set the figure for public access to £10.
 - 6.2.2. The Committee approved the amended motion.



6.3. The Committee approved reappointment of the Internal Auditor.

6.4. The Committee noted 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.

6.4.1. They noted that the cost to the required training is £610, and that this will recur every two years.

7. Budget

7.1. The Committee approved the budget for the current financial year.

7.2. The Committee received a report and commentary on the financial position at the end of the Finance performance to end August 2025

7.2.1. **The Committee noted** the approved national pay rise for staff.

7.2.2. **The Committee noted** an update on the costs of the Refurbishment of the Rhymes Pavilion, to the effect that the final works underway currently will exhaust the approved budget of £5,000.

7.3. The Committee considered the following financial commitments:

7.3.1. The Clerk apologised that he had not brought forward the review and recommendations for charges to be levied for facilities.

7.3.1.1. He noted that the last review of charges had been in October 2021.

7.3.1.2. **The Chair deferred** the item to the next meeting.

7.3.2. **Committee approved** continuation of waiving the fee for Pennys Pantry and Bingo.

7.3.3. **The Committee did not approve** the proposal for addition of contactless payment and radar key access to the Riverside Toilet at a cost of £4,300.

7.3.3.1. Members were concerned that the additional £2,000 could be better spent in making the facility more accessible.

7.3.4. **The Committee approved** the Clerk’s recommendation for insurance, to take effect from 1st October.

7.3.5. **The Committee approved** a new electricity supply contract for the Riverside Toilet Block and to note the status of other utility contracts.

7.3.6. The Clerk apologised that he had not brought forward the expected financial arrangements with the Batheaston Sports Foundation.

7.3.6.1. **The Chair deferred** the item to the next meeting.



8. Budget And Precept Setting For 2026/27

8.1. Proposal for the process and timetable for setting the Precept and Budget for 2026/27.

8.1.1. The Clerk noted that the process was broadly similar to in the previous two years, but with a greater level of details in the costs and income, and starting earlier to allow for more time for Council deliberations.

8.1.2. **The Committee approved** the proposal.

STANDING ITEMS AND REPORTS

9. Clerk's Report

9.1. **The Committee received** a report from Clerk relating to financial matters

9.1.1. **The Committee noted** the plans for Replacement of Finance System

10. Chair's Report

10.1. The Committee agreed a proposal for Christmas Bonus to take to the next Council.

Meeting closed at 9:07pm

Forthcoming Meetings:

Parish Council Meeting, 14th October 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, reading "Richard Maccabee", on a light blue rectangular background.

Parish Clerk

Date issued: 26th September 2025