

**Minutes of a meeting of the Finance Committee of
Batheaston Parish Council was held
at 7:15pm on Tuesday on 2nd December 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 Peachey.
3. There were **no declarations of interest** from Councillors.
4. **The Committee approved** the minutes of the meeting of the Committee held on 23rd September 2025.

GOVERNANCE

5. Policy Matters

- 5.1. **To approve** a review and recommendations for charges to be levied for rental of facilities, including policy for waiving fees.

- 5.1.1. Members were concerned that there needed to be clarity around the qualification for reducing or waiving fees. They asked the Clerk to add this and to bring the paper to the next Council meeting.

Clerk

- 5.2. **The Committee approved** the draft IT Policy.

- 5.3. **The Committee approved** the draft records retention policy.

FINANCIAL ADMINISTRATION

6. Monthly transactions

- 6.1. **The Committee noted** that bank reconciliations have been signed by the Chair of the Committee to October 2025.

- 6.2. **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.

- 6.3. **The Committee noted** the current status of finances and an updated forecast of the position at year-end.

- 6.3.1. Committee members noted that the forecast surplus is lower than budgeted, and asked the Clerk to provide more information on this.

Clerk

- 6.3.2. They discussed the loss made of activities for which income is derived, and noted that these should all improve next year



6.3.3. They noted the planned and potential items of expenditure, and the transfer of funds to the Batheaston Sports Foundation.

6.3.4. Committee Members asked that the Clerk present information in consistent format, to enable earlier tracking. He undertook to do this, and expects that the new finance system will facilitate this.

7. Budget And Precept Setting For 2026/27

7.1. Committee members confirmed that they were content for the level of detail provided in the update to this meeting, to be used for the presentation of the budget for 2026-27.

7.2. The Clerk noted that he had not provided a report from the Clerk identifying potential areas for investigation for cost saving or for increased income.

7.2.1. He commented that he had undertaken quite a wide-ranging review in 2024-25.

7.2.2. He is about to reprocure two of the Council's four electricity contracts, as the current contracts expire in January 2026.

7.3. **Council approved** a recommendation of not a lot of headroom, £10k, to be made to Council regarding Community Grants and Projects.

8. Finance Administration

8.1. **The Committee approved** the plan for procurement of the Finance System

8.1.1. They suggested that the Clerk contact all of the suppliers in the document, including those that are not specialist in the Local Council sector.

Clerk

STANDING ITEMS AND REPORTS

9. Clerk's Report

9.1. The Clerk gave a brief verbal report

9.1.1. **The Committee noted** that B&NES have indicated their intention to charge Parish Councils for our elections in future.

Meeting closed at 8:45pm
Forthcoming Meetings:

Parish Council Meeting, 9th December 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: 16th December 2025