

**Minutes of a meeting of the Finance Committee of  
Batheaston Parish Council was held  
at 7:15pm on Tuesday on 24<sup>th</sup> February 2026  
at the Rhymes Pavilion**



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

**PROCEDURAL MATTERS**

1. There was **no public participation** regarding matters on the agenda.
2. **The committee accepted** apologies for absence from Cllr Butt and Gray.
3. The committee received **no declarations of interest** from Councillors.
4. **The committee approved** the minutes of the meeting of the Committee held on 2<sup>nd</sup> December 2025.

**GOVERNANCE**

**5. Financial Commitments**

- 5.1. **The committee approved** the procurement process for tree surgery.

**FINANCIAL ADMINISTRATION**

**6. Monthly transactions**

- 6.1. **The committee noted** that bank reconciliations have been signed by the Chair of the Committee to January 2026.
- 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](http://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. They noted that the estimate for the increase in the Council's reserves should correctly be approximately £36,000.
  - 6.3.2. Councillors requested a comparison of the likely out-turn with the figures Council used to set the Precept.

**Clerk**

**7. Budget And Precept Setting For 2026/27**

- 7.1. A draft statement for the website to explain the basis for the precept, and how the money will be spent.
  - 7.1.1. The clerk asked to defer this item, undertaking to bring it to the forthcoming Council meeting, 10<sup>th</sup> March.

**Clerk**



## **7.2. To approve the budget for 2026-27.**

- 7.2.1. The Clerk indicated that he has substantially enhanced the previous budget format, providing a greater level of detail and phasing over the year. He has however not quite completed the work.
- 7.2.2. Committee members welcomed the changes made so far and asked him to complete the work as soon as possible.

**Clerk**

## **7.3. Recommendation to amend the Financial Regulations to provide prior authorisation of direct debits and other recurrent payments, and authorisation of credit card payments.**

- 7.3.1. The Clerk outlined the intended changes, to address gaps in the approval process, which he indicated will be included in the annual review of the Financial Regulations at the Annual Parish Council Meeting.

## **8. Finance Administration**

### **8.1. The selection of the Finance System.**

- 8.1.1. The Clerk described the process and responses to his Invitation to Tender.
- 8.1.2. Councillors queried the respective strengths of the system, with a particular focus on the efficiency of operation and the ability to provide meaningful information and reports.
- 8.1.3. **The Committee approved** the recommendation to procure Scribe Software and to undertake its implementation in time for the start of next financial year, 1<sup>st</sup> April.

**Clerk**

## STANDING ITEMS AND REPORTS

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

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

- 9.1.1. They noted that the status of current and prospective procurements had been covered in Item 6.3 above.
- 9.1.2. **The committee noted** that a wayleave has been set up for access to the Parish Council's streetlight on West View Road.
  - 9.1.2.1. The Clerk informed that the work to cut back the tree is due proceed the next day.



**Meeting closed at 8:34pm**

**Forthcoming Meetings:**

Parish Council Meeting, 10<sup>th</sup> March 2026

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: 2<sup>nd</sup> March 2026