

**Minutes of a meeting of the Finance Committee of
Batheaston Parish Council was held
at 7:45pm on Tuesday on 15th September 2026
at the Rhymes Pavilion**



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

PROCEDURAL MATTERS

1. There was **no public participation**.
2. **Apologies were received** from Cllr Gray.
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 24th February 2026.

YEAR-END AND AUDIT PROCESSES

5. 2025/26 Annual Governance and Accountability Return

- 5.1. The **Committee received** a report from the Clerk with the Internal and External Auditors' recommendations and comments, and the **Committee approved** the proposed action plan.

FINANCE OPERATIONS

6. Finance Report

- 6.1. The **Committee received** a report from the Clerk on the current financial position, highlighting any variances from budgets, and projections for the remainder of the year.
- 6.2. The Clerk **withdrew this item**. He explained that the allocation of funding for projects, exceptional items and community grants is for Council to determine as and when circumstances demand and applications are received.
- 6.3. The **Committee received** a report summarising income and expenditure for major elements of the Council's operations, including the Rhymes Pavilion, the Public Conveniences and the Batheaston Times.
 - 6.3.1. The Committee asked the Clerk to review the options to update the toilet, including providing facilities for disabled users.
 - 6.3.2. Also to consider increasing the cost to 50p or £1.
 - 6.3.3. The Committee requested that the Clerk bring an updated Communications plan to a Council meeting, with the objective of reducing the cost, while reaching more residents.

Clerk



7. Finance Processes

- 7.1. The **Committee approved** a report from the Clerk on financial procedures.
- 7.2. The Clerk **withdrew this item**. He explained that the actions to improve financial administration are more properly, and fully, outlined in the Internal Auditor's report.
- 7.3. The **Committee noted** the timetable for the development of the budget for 2027/28.

8. Procurements

- 8.1. The **Committee received** a summary of recent and forthcoming procurement exercises.
- 8.2. The **Committee approved** the engagement of the Internal Auditor for the current year.
- 8.3. The **Committee approved** appointment of Insurers for the coming year.

9. Clerk's Report

- 9.1. The **Committee received** a verbal report from the Clerk.
 - 9.1.1. The **Committee resolved** to waive fees for two bookings for community dance sessions for the elderly.
 - 9.1.2. The Clerk reported that he and the Finance Administrator had completed a review of the store of documents, mainly held in the basement of the Rhymes. He will securely dispose of documents and lodge the archive with the Bath Record Office, as dictated by the Council's Record Retention Policy.

The meeting closed at 8:41pm

Forthcoming Meetings:

Parish Council Meeting,

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: 18th September 2026