

# Batheaston Parish Council

Agenda for a meeting of the Finance Committee  
at 8:00pm on Tuesday 2<sup>nd</sup> December 2025  
at the Rhymes Pavilion, Coalpit Road, BA1 7NW



## AGENDA AND NOTICE OF MEETING

### PROCEDURAL MATTERS

1. **Public Participation.**
2. **To receive** apologies for absence.
3. **To receive** any declarations of interest from Councillors.
4. **To approve** the minutes of the meeting of the Committee held on 23<sup>rd</sup> September 2025 (Clerk, A)

### GOVERNANCE

5. **To approve the following financial commitments**
  - 5.1. **To approve** a review and recommendations for charges to be levied for rental of facilities, including policy for waiving fees. (Clerk, A)
  - 5.2. **To approve** a draft IT Policy (Clerk, A)
  - 5.3. **To approve** a draft records retention policy (Clerk, A).

### FINANCIAL ADMINISTRATION

6. **Monthly transactions**
  - 6.1. **To note** that bank reconciliations have been signed by the Chair of the Committee to October 2025.
  - 6.2. **To note** 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. **To note** the current status of finances and an updated forecast of the position at year-end. (Clerk, A)
7. **Budget And Precept Setting For 2026/27**
  - 7.1. **To approve** the projected presentation of the budget for 2026-27 (Clerk, A).
  - 7.2. **To approve** a report from the Clerk identifying potential areas for investigation for cost saving or for increased income (Clerk, A)
  - 7.3. **To approve** recommendations to be made to Council regarding Community Grants and Projects (Clerk, A)
8. **Finance Administration**
  - 8.1. **To approve** the plan for procurement of the Finance System (Clerk, A)



## STANDING ITEMS AND REPORTS

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

#### 9.1. To receive a report from Clerk relating to financial matters

9.1.1. **To note** the likely impact of the establishment of Batheaston Sports Foundation

9.1.2. **To note** that B&NES have indicated their intention to charge Parish Councils for our elections in future.

9.1.3. **To note** the status of current and prospective procurements

Signed: - 

Parish Clerk

Date issued: 27<sup>th</sup> November 2025