

# **Batheaston Parish Council**

**Agenda for a public meeting of the Finance Committee  
at 8:30pm on Monday 8<sup>th</sup> January 2024  
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 4<sup>th</sup> December 2023 (Clerk, A)

### **BUDGET AND PRECEPT SETTING FOR 2024/25**

- 5. Budget report for 3rd Quarter** (Clerk, A)
  - 5.1. To receive** a report and commentary on the financial position at the end of the 3<sup>rd</sup> Quarter.
- 6. To note** current funding opportunities, including the UK Shared Prosperity Fund.
- 7. To approve** a paper setting out the projections of costs as analysed in the following (Clerk, A):
  - 7.1.** the proposed list of potential projects and development initiatives for 2024/25
  - 7.2.** the requirements for staffing and associated outsourced costs, as approved by the foregoing HR Committee
- 8. To note** that the tax base for 2024/25 is 1152.10, which almost unchanged from 2023/24 (1152.52)
- 9. To review** the first-cut budget for 2024/25, with options for saving or additional spending, and indicative Precept (Council Tax) impact. (Clerk, A)
- 10. To approve** a paper setting out the option(s) for the Precept for 2024/25, to be presented to the Council meeting on 16<sup>th</sup> January. (Clerk, A)

### **FINANCIAL ADMINISTRATION**

#### **11. Monthly transactions**

- 11.1. To approve** transactions undertaken in November and December 2023. (Clerk, A)
- 11.2. To approve** the Bank Reconciliation for November and December 2023. (Clerk, A)

## 12. Interim Internal Audit

- 12.1. **To note** a report on the action plan to address the actions identified in the Interim Internal Audit report, and the year-end Audit report for 2022-23. (Clerk, A)

## 13. Asset and Risk Management

- 13.1. **To approve** a proposal for the completion of the asset register, including valuation and maintenance, and to complete risk assessments (Clerk, A)

## STANDING ITEMS AND REPORTS

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

- 14.1. **To receive** a report from Clerk relating to financial matters

Signed: - 

Parish Clerk

Date issued: 3<sup>rd</sup> January 2024