

Batheaston Parish Council

Agenda for a public meeting of the Finance Committee
at 8:30pm on Thursday 2nd May 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 8th January 2024 (Clerk, A)

OPERATIONAL MANAGEMENT

FINANCIAL ADMINISTRATION

5. Monthly transactions

- 5.1. **To approve** transactions undertaken in January, February and March 2024.
(Clerk, A)

6. Budget report for 2023/24 (Clerk, A)

- 6.1. **To receive** a report and commentary on the financial position at the end of the financial year 2023/24.

7. Cost saving progress

- 7.1. **To receive** a report on progress in implementing “2023-12-04 11 Review of Major Categories of Expenditure”, including these items the following items that are completed:

- 7.1.1. Re-procurement of water and waste supply contracts.
- 7.1.2. Re-procurement of electricity to the public conveniences
- 7.1.3. Re-procurement of grass-cutting services.
- 7.1.4. The staffing review, to be reviewed in the preceding HR Committee meeting.

And for this meeting:

- 7.1.5. **To approve** a draft grant application process (Clerk, A)

8. Asset and Risk Management

- 8.1. **To review and approve** the process for completion of the asset register, including valuation and maintenance, and completion of risk assessments. (Clerk, A)

- 8.1.1. **To nominate** Councillors to oversee the outstanding focus areas.

GOVERNANCE MATTERS

9. Financial Regulations

- 9.1. To review and approve** for recommendation to Council updated Financial Regulations, to include (Clerk, A):
- 9.1.1. updated guidance from the National Association of Local Councils
 - 9.1.2. specifically to increase the threshold for tenders to be registered on Contracts Finder to £30,000.
 - 9.1.3. pre-approve direct debits and **budgeted items**
- 9.2. To review and approve** for recommendation to Council Changes to Standing Orders relating to finance - the threshold for tenders to be registered on Contracts Finder to £30,000.
- 9.3. To review and approve** a document setting out day to day financial procedures. (Clerk, A)

10. AGAR

- 10.1. To receive** a report from the Clerk setting out the process for preparation of the return.
- 10.1.1. **To note** that the Internal Audit of 2023/24 finances will take place during the week commencing 20th May.
 - 10.1.2. **To note** the progress on actions identified in previous years' audits, and the likely recommendations to Council regarding assurances that can be made.

BUDGET AND PRECEPT SETTING FOR 2024/25

11. Budget for 2024/25

- 11.1. To approve** the budget for 2024/25 (Clerk, A)

STANDING ITEMS AND REPORTS

12. Clerk's Report (Clerk, A)

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

Signed: - 

Parish Clerk

Date issued: 28th April 2024