

BATHFORD PARISH COUNCIL
FINANCE AND ADMINISTRATION COMMITTEE MEETING MINUTES
Monday 13th October 2025, 2.00pm – Community Rooms

Attendees

John Budd (Chair), Sue Barclay, Hillary Carr, Marina Raybould, Andrew Sangster, Parish Clerk

1. Co-option

1.1. Marina Raybould was unanimously voted to be co-opted onto the Finance Committee.

2. Apologies

2.1. None

3. Minutes of meeting 10th July 2025 (attached)

3.1. Minutes of the last meeting were unanimously approved.

4. Q2 Figures

4.1. A summary of the Q2 budget lines was given for the benefit of MR as a new committee member.

4.2. The accounts were mostly under budget, with no major concerns.

4.3. Water bill for the allotments was £916 owing to a hot summer.

4.4. Website is being moved 'in house', giving more future control over it. Though cost would remain similar to currently for the web hosting.

4.5. Software subscriptions is over budget, in part because Microsoft are now charging £36 per account.

4.6. Any costs for a potential roundabout on A363 would be BANES' with no cost to the Parish Council.

4.7. Requested that internal audit costs be reclassified under 'donations' as currently a payment is made to Julian House in lieu of payment to the auditor, at their request.

5. Scribe software for allotment invoicing

5.1. It was unanimously agreed that the Parish Council should subscribe to Scribe Allotments. This should save a lot of time going forward with invoicing and record management. All costs of the software will be covered by the allotment account.

6. Potential funding issues regarding PC election

6.1. BANES had stated that costs for future Parish Council elections would need to be paid by the Parish Council, previously BANES had covered all the costs. This is for printing, election staff and processing of ballots.

6.2. The cost is only an issue if there is a contested election and only one had taken place in Bathford in the last twenty years.

6.3. The next election will take place in 2027 and at some stage in the next year we will need decide if we allocate anything in the precept for this.

7. Id Verde shortfall

7.1. ID Verde had been invoicing for less than the agreed contracted amount for the Village Grass Cutting.

7.2. The new invoice received was for the contracted and budgeted amount, so would need to be paid.

7.3. The Village Grass Cutting was split into 12 monthly payments, whereas the field payments were billed per cut.

7.4. More quotes were still being sought for next year's grass cutting.

8. Church grant

8.1. St Swithun's receive an annual grant from the Parish Council for their events. Currently these included a toddler group, youth groups and a film club.

8.2. They received £400 last year but have requested this be increased to £500 for this year.

8.3. It was unanimously agreed that the grant will be increased to £500, with a caveat that this be the maximum amount for the next three years.

9. Private Session

9.1. A private session to exclude any public or press, to discuss HR related issues was approved, although none were present at the time.

Parish Clerk left the meeting at this point