

**BATHFORD PARISH COUNCIL**  
**FINANCE AND ADMINISTRATION COMMITTEE MEETING MINUTES**  
**Thursday 16<sup>th</sup> April 2026, 2.30pm – Community Rooms**

Attendees

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

1. Apologies
  - 1.1. Hillary Carr (HC)
2. Minutes of meeting 11th December 2025
  - 2.1. Minutes of the last meeting were unanimously approved.
3. Q4 Financial Figures
  - 3.1. Year-end figures were discussed and any overspends accounted for. HC will check Bathford Bulletin figures with Clerk to figures.
  - 3.2. Clerk to provide a breakdown of the different software subscriptions to ensure we are getting the best value. He will see if Adobe could provide a corporate licenced account for example.
  - 3.3. Clerk to also confirm the organisation subscriptions, CPRE, BPT etc to ensure the Parish Council is receiving a benefit from these.
  - 3.4. Clerk will inform the Rugby Club about the building rent shortfall and ask for payment. Rather than the building rent increase (in line with RPI) being done every 5 years it will change to annually as is the case with the ground rent.
  - 3.5. Certain budgeted funds will be ring-fenced and the Clerk will provide details of these at the next FC meeting where upper and lower limits will be set.
4. Funding for new defibrillator and bleed packs
  - 4.1. BHF have a funding scheme for defibrillators which should re-open in July. It was agreed that we would wait for this to see if we could obtain one free of charge. If this was not possible it was agreed that the PC would fund the purchase of an additional machine and cabinet.
  - 4.2. It was agreed that the cabinet, battery and new pads would be purchased so the defibrillator at Avonvale RC could be located outside and would therefore be available to the general public.
  - 4.3. New cabinet to be purchased for the existing defibrillator on the side of the shop.

4.4. Two bleed kits to be purchased and placed by shop and near the allotments.

5. Discussion of possible funding requests/donations to Bathford society groups

5.1. Local Groups and the school would be made aware that they could apply for possible funding from the PC in connection with any projects they had in mind.