



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

9th September 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **14th September 2015, at 7.00 pm**, at Parish Council Office, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at 7.15pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.00pm, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

AGENDA

- 15/25A To note apologies for absence and approve reason, where appropriate**
- 15/26A Declarations of Interest**
- 15/27A Minutes of the Finance and Administration Committee meeting held on 20th July 2015 for approval** (sent with Parish Council papers)
- 15/28A Matters to Report**
 - 15/28.1A (Item 15/18.1A) Pedestrian Crossing and Lighting
 - 15/28.2A (Item 15/18.2A) Bank Signatories
- 15/29A Parish Office**
 - 15/29.1A PAT Testing
 - 15/29.2A (Item 15/92) Office Computers
 - 15/29.3A (Item 15/93) Parish Office Window
- 15/30A Budget**
 - 15/30.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2015 (attached)
 - 15/30.2A Summary of Provisions as at 31st July and 31st August 2015 (attached)
- 15/31A Bank Reconciliation for July and August 2015** (to be carried out at meeting)
- 15/32A Accounts for payment** (to be given at meeting)
- 15/33A Correspondence**
 - 15/33.1A Grant Thornton – Audited Annual Return for year ended 31st March 2015 and Notice of Conclusion of Audit
- 15/34A Recommendation to erect a notice stating intention to claim land between St Peters Close and High Street** from Full Council (Item 15/80.1) (attached)
- 15/35A Flooding Matters – Rate of Charges** (15/22.4B item from EPC)
- 15/36A CCTV – DRB checks** (15/26.4B item from EPC)
- 15/37A Natwest Bank** – report from meeting (attached)
- 15/38A Matters for the next meeting – 19th October 2015**