



WILLITON PARISH COUNCIL

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Dear Councillor

10th February 2016

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th February 2016, 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

- 15/77A To note apologies for absence and approve reason, where appropriate**
- 15/78A Declarations of Interest**
- 15/79A Minutes of the Finance and Administration Committee meeting held on 18th January 2016 for approval**
(sent with Parish Council papers)
- 15/80A Matters to Report**
 - 15/80.1A (Item 15/70.1A) Bank Signatories
 - 15/80.2A (Item 15/70.2A) Land between St Peters Close and High Street (attached)
- 15/81A Parish Office**
- 15/82A Budget**
 - 15/82.1A Detailed Receipts and Expenditure Analysis as at 31st January 2016 (attached)
 - 15/82.2A Summary of Provisions as at 31st January 2016 (attached)
- 15/83A Bank Reconciliation for January 2016** (to be carried out at meeting)
- 15/84A Accounts for payment** (to be given at meeting)
- 15/85A Correspondence**
 - 15/85.1A Audit Arrangements 2017 – (forwarded 09/02/2016)
- 15/86A To pass a resolution to exclude the press and public from the remainder of the meeting**
- 15/87A Review of Parish Office Charges from April 2016**
- 15/88A Re-rendering of Parish Office** (to be given at meeting)
- 15/89A Review of Grounds Maintenance Contracts** (to be given at meeting)
- 15/90A CiLCA Qualification** (attached)
- 15/91A Letter from Risdon Hosegood Solicitors** (to be given at meeting)
- 15/92A Matters for the next meeting – 21st March 2016**