



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

10th June 2015

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

- 15/01A Election of Chairman and Vice Chairman**
- 15/02A Election of Personnel Sub-Committee and Disciplinary Panel**
- 15/03A To note apologies for absence and approve reason, where appropriate**
- 15/04A Declarations of Interest**
- 15/05A Minutes of the Finance and Administration Committee meeting held on 20th April 2015 for approval (attached)**
- 15/06A Matters to Report**
 - 15/06.1A (Item 14/130.3A) Pedestrian Crossing and Lighting
- 15/07A Parish Office**
 - 15/07.1A Office Computers
- 15/08A Budget**
 - 15/08.1A Detailed Receipts and Expenditure Analysis as at 31st May 2015 (attached)
 - 15/08.2A Summary of Provisions as at 30th April 2015 and 31st May 2015 (attached)
 - 15/08.3A Bank Signatures
- 15/09A Bank Reconciliation for April and May 2015 (to be carried out at meeting)**
- 15/10A Accounts for payment (to be given at meeting)**
- 15/11A Correspondence**
- 15/12A Room Hire Charge for Christmas Festival Meetings**
- 15/13A End of Year Audit**
- 15/14A Matter for the next meeting – 20th July 2015**