



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: willitonpc@btconnect.com

Dear Councillor

10th May 2017

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th May 2017, 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

- 17/01A To advise the recording of the meeting - Chairman**
- 17/02A Election of Chairman and Vice Chairman**
- 17/03A To note apologies for absence and approve reason, where appropriate**
- 17/04A Declarations of Interest**
- 17/05A Minutes of the Finance and Administration Committee meeting held on 20th March 2017 for approval**
(sent with Parish Council papers)
- 17/06A Matters from the Minutes – for the purpose of report only**
 - 17/06.1A (Item 169/121.1A) Photographs of Councillors on website - update
- 17/07A Parish Office**
 - 17/07.1A Recommendation to purchase an extra 2GB RAM for Deputy Clerks computer
 - 17/07.2A (Item 16/107.2A) Irrigation system for hanging baskets – update (Cllr Aldridge)
 - 17/07.3A (Item 16/122.2A) Honours Board - update
- 17/08A Budget**
 - 17/08.1A Detailed Receipts and Expenditure Analysis as at 31st March 2017 (attached)
 - 17/08.2A Detailed Receipts and Expenditure Analysis as at 30th April 2017 (to be given at meeting)
 - 17/08.3A Summary of Provisions as at 31 March 2017 (attached)
 - 17/08.4A Summary of Provisions as at 1st April 2017 and 30th April 2017 (to be given at meeting)
- 17/09A Bank Reconciliation for March and April 2017** (to be carried out at meeting)
- 17/10A Accounts for payment** (to be given at meeting)
- 17/11A Correspondence**
 - 17/11.1A Opus Energy price change due to regulated network and non-energy charges (attached)
 - 17/11.2A Public Works Loan Board statement as of 31st March 2017
 - 17/11.3A Public Works Loan Board – repayment notification
 - 17/11.4A Payment Notification from SCC Youth Grant
 - 17/11.5A WSC Precept Notification of BACS payment
 - 17/11.6A Hitachi Remittance Advice
 - 17/11.7A SCC Pension Contribution Bands for Williton Parish Council
- 17/12A End of Year Audit 2016-2017**



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- 17/13A To pass a resolution to exclude the press and public from the remainder of the meeting
- 17/14A Toilet cost plan and budget
- 17/15A Matters for the next meeting – 19th June 2017