



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

11th November 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th November 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

- 15/57A To note apologies for absence and approve reason, where appropriate**
- 15/58A Declarations of Interest**
- 15/59A Minutes of the Finance and Administration Committee meeting held on 19th October 2015 for approval**
(sent with Parish Council papers)
- 15/60A Matters to Report**
- 15/60.1A (Item 15/42.2A) Bank Signatories
 - 15/60.2A (Item 15/42.3A) Land between St Peters Close and High Street
 - 15/60.3A (Item 15/35A) Flooding matters – Rate of charges - attached
 - 15/60.4A (Item 15/48A) Youth Service – update
 - 15/60.5A (Item 15/53A) Health and Safety
- 15/61A Parish Office**
- 15/61.1A (Item 15/43.2A) Office Computers
 - 15/61.2A (Item 15/43.3) Salt Box
 - 15/61.3A Carpet Cleaning
- 15/62A Budget**
- 15/62.1A Detailed Receipts and Expenditure Analysis as at 31st October 2015 (attached)
 - 15/62.2A Summary of Provisions as at 31st October 2015 (attached)
 - 15/62.3A (Item 15/44.3A) Budget 2016/17 (attached)
- 15/63A Bank Reconciliation for October 2015** (to be carried out at meeting)
- 15/64A Accounts for payment** (to be given at meeting)
- 15/65A Correspondence**
- 15/66A Matters for the next meeting – 18th January 2016**