



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

11th October 2017

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

- 17/64A To advise the recording of the meeting - Chairman**
- 17/65A To note apologies for absence and approve reason, where appropriate**
- 17/66A Declarations of Interest**
- 17/67A Minutes of the Finance and Administration Committee meeting held on 18th September 2017 for approval**
(sent with Parish Council papers)
- 17/68A Matters from the Minutes – for the purpose of report only**
17/68.1A (Item 17/52.1A) Santander Options for Maturing Bond
- 17/69A Parish Office**
17/69.1A (Item 17/37.1A) Honours Board
17/69.2A Consideration of new Alarm System
17/69.3A Loop system for Parish Office
- 17/70A Budget**
17/70.1A Detailed Receipts and Expenditure Analysis as at 31st July, 31st August 2017 and 30th September (attached)
17/70.2A Summary of Provisions as at 31st July, 31st August 2017 and 30th September (attached)
17/70.3A Budget Considerations for 2018/19 (attached)
- 17/71A Bank Reconciliation for July, August and September 2017** (to be carried out at meeting)
- 17/72A Accounts for payment** (to be given at meeting)
- 17/73A Correspondence**
17/73.1A The Pensions Regulator – Advising contributions will be increasing
17/73.2A Lloyds Bank notification of updating Business accounts
17/73.3A WSC Precept BACS notification
- 17/74A Parish Council Website – update**
- 17/75A Review of Financial Regulations** (forwarded with September papers)
- 17/76A Review of Asset Register** (forwarded with September papers)
- 17/77A Review of Risk Management** (forwarded with September papers)
- 17/78A End of Year Audit 2016-2017**
- 17/79A Matters for the next meeting – 20th November 2017**