



# WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: [willitonpc@btconnect.com](mailto:willitonpc@btconnect.com)

Dear Councillor

12<sup>th</sup> July 2017

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17<sup>th</sup> July 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

- 17/32A To advise the recording of the meeting - Chairman**
- 17/33A To note apologies for absence and approve reason, where appropriate**
- 17/34A Declarations of Interest**
- 17/35A Minutes of the Finance and Administration Committee meeting held on 19<sup>th</sup> June 2017 for approval**  
(sent with Parish Council papers)
- 17/36A Matters from the Minutes – for the purpose of report only**
  - 17/36.1A (Item 17/26A) Response from Somerset County Council regarding contribution for Grass Verge Cutting
- 17/37A Parish Office**
  - 17/37.1A (Item 17/21.1A) Honours Board
  - 17/37.2A Electrical Installation Condition Report – *confirmation hard wiring test completed and satisfactory*
- 17/38A Budget**
  - 17/38.1A Detailed Receipts and Expenditure Analysis as at 30<sup>th</sup> June 2017 (attached)
  - 17/38.2A Summary of Provisions as at 30<sup>th</sup> June 2017 (attached)
- 17/39A Bank Reconciliation for June 2017** (to be carried out at meeting)
- 17/40A Accounts for payment** (to be given at meeting)
- 17/41A Correspondence**
  - 17/41.1A Information about the Financial Services Compensation Scheme
- 17/42A Parish Council Website** – (forwarded 20.06.17)
- 17/43A** (Item 17/25.4A) **Santander Options for Maturing Bond**
- 17/44A End of Year Audit 2016-2017**
- 17/45A Secure Mailbox** (forwarded 21.06.17)
- 17/46A** (Item 17/30A) **Day to Day Management and Administration of Parish Council**  
*To consider recommendations to Parish Council*
- 17/47A Matters for the next meeting – 18<sup>th</sup> September 2017**