



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

13th April 2016

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th April 2016, 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

- 15/104A To note apologies for absence and approve reason, where appropriate**
- 15/105A Declarations of Interest**
- 15/106A Minutes of the Finance and Administration Committee meeting held on 21st March 2016 for approval**
(sent with Parish Council papers)
- 15/107A Matters from the Minutes – for the purpose of report only**
- 15/108A Parish Office**
- 15/109A Budget**
 - 15/109.1A Detailed Receipts and Expenditure Analysis as at 31st March 2016 (attached)
 - 15/109.2A Summary of Provisions as at 31st March 2016 (attached)
 - 15/109.3A Budget Allocation - Pavilion
- 15/110A Bank Reconciliation for March 2016** (to be carried out at meeting)
- 15/111A Accounts for payment** (to be given at meeting)
- 15/112A Correspondence**
 - 15/112.1A Letter from Santander regarding Options for maturing Business Bond funds (attached)
 - 15/112.2A Public Works Loan Board Notice of Repayment
- 15/113A End of Year Audit of Accounts 2015-2016**
- 15/114A Proposed Pedestrian Crossing**
- 15/115A Meeting Voice Recorder** (attached)
- 15/116A Matters for the next meeting – 16th May 2016**