



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

12th July 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 July 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. *Please note the meeting will be recorded.*

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

- 16/28A To advise the recording of the meeting - Chairman**
- 16/29A To note apologies for absence and approve reason, where appropriate**
- 16/30A Declarations of Interest**
- 16/31A Minutes of the Finance and Administration Committee meeting held on 20th June 2016 for approval**
(sent with Parish Council papers)
- 16/32A Matters from the Minutes – for the purpose of report only**
 - 16/32.1A (Item 16/18.2A) Santander Business Bond
- 16/33A Parish Office**
 - 16/33.1A Training Courses
- 16/34A Budget**
 - 16/34.1A Detailed Receipts and Expenditure Analysis as at 30th June 2016 (attached)
 - 16/34.2A Summary of Provisions as at 30th June 2016 (attached)
- 16/35A Bank Reconciliation for June 2016** (to be carried out at meeting)
- 16/36A Accounts for payment** (to be given at meeting)
- 16/37A Correspondence**
- 16/38A End of Year Audit 2015/2016**
- 16/39A** (Item 16/43.2) **New Bank Account**
- 16/40A Matters for the next meeting – 19th September 2016**