



# WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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

Dear Councillor

13<sup>th</sup> September 2017

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18<sup>th</sup> September 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

- 17/48A To advise the recording of the meeting - Chairman**
- 17/49A To note apologies for absence and approve reason, where appropriate**
- 17/50A Declarations of Interest**
- 17/51A Minutes of the Finance and Administration Committee meeting held on 17<sup>th</sup> July 2017 for approval**  
(sent with Parish Council papers)
- 17/52A Matters from the Minutes – for the purpose of report only**
  - 17/52.1A (Item 17/43A) **Santander Options for Maturing Bond**
- 17/53A Parish Office**
  - 17/53.1A (Item 17/37.1A) Honours Board
- 17/54A Budget**
  - 17/54.1A Detailed Receipts and Expenditure Analysis as at 31<sup>st</sup> July and 31<sup>st</sup> August 2017 (attached)
  - 17/54.2A Summary of Provisions as at 31<sup>st</sup> July and 31<sup>st</sup> August 2017 (attached)
  - 17/54.3A Budget Considerations for 2018/19
- 17/55A Bank Reconciliation for July and August 2017** (to be carried out at meeting)
- 17/56A Accounts for payment** (to be given at meeting)
- 17/57A Correspondence**
  - 17/57.1A The Pensions Regulator – Advising contributions will be increasing
  - 17/57.2A Lloyds Bank notification of updating Business accounts
- 17/58A Parish Council Website – update**
  - 17/58.1A Consideration of new Alarm System
- 17/59A Review of Financial Regulations** (attached)
- 17/60A Review of Asset Register** (attached)
- 17/61A Review of Risk Management** (attached)
- 17/62A End of Year Audit 2016-2017**
- 17/63A Matters for the next meeting – 16<sup>th</sup> October 2017**