



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

14th June 2017

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th June 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

A G E N D A

- 17/16A To advise the recording of the meeting - Chairman**
- 17/17A To note apologies for absence and approve reason, where appropriate**
- 17/18A Declarations of Interest**
- 17/19A Minutes of the Finance and Administration Committee meeting held on 15th May 2017 for approval**
(sent with Parish Council papers)
- 17/20A Matters from the Minutes – for the purpose of report only**
 - 17/20.1A (Item 17/07.3A) Carpet Cleaning
- 17/21A Parish Office**
 - 17/21.1A (Item 17/07.3A) Honours Board - update
- 17/22A Budget**
 - 17/22.1A Detailed Receipts and Expenditure Analysis as at 31st May 2017 (attached)
 - 17/22.2A Summary of Provisions as at 31st May 2017 (attached)
- 17/23A Bank Reconciliation for May 2017** (to be carried out at meeting)
- 17/24A Accounts for payment** (to be given at meeting)
- 17/25A Correspondence**
 - 17/25.1A SALC/NALC Affiliation 2017-18
 - 17/25.2A Santander Business Bond Certificate &
 - 17/25.3A Santander Annual Interest Summary
 - 17/25.4A Santander Options for Maturing Bond
- 17/26A** (Item 17/44.1) **Contribution from Somerset County Council for Grass Verge Cutting**
- 17/27A End of Year Audit 2016-2017**
- 17/28A Secure Mailbox** – to consider designated secure email mailbox for all Councillors
- 17/29A To pass a resolution to exclude the press and public from the remainder of the meeting**
- 17/30A Day to Day Management and Administration of Parish Council**
- 17/31A Matters for the next meeting – 17th July 2017**