



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

14th October 2015

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th October 2015, 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

- 15/39A To note apologies for absence and approve reason, where appropriate**
- 15/40A Declarations of Interest**
- 15/41A Minutes of the Finance and Administration Committee meeting held on 14th September 2015 for approval**
(sent with Parish Council papers)
- 15/42A Matters to Report**
- 15/42.1A (Item 15/28.1A) Pedestrian Crossing and Lighting
 - 15/42.2A (Item 15/28.2A) Bank Signatories
 - 15/42.3A (Item 15/34A) Land between St Peters Close and High Street
 - 15/42.4A (Item 15/35A) Flooding matters – Rate of charges
 - 15/42.5A (Item 15/36A) CCTV – DBS Checks
 - 15/42.6A (Item 15/37A) NatWest Bank
- 15/43A Parish Office**
- 15/43.1A (Item 15/29.1A) PAT Testing
 - 15/43.2A (Item 15/29.2A) Office Computers
 - 15/43.3A Salt Box – (attached)
- 15/44A Budget**
- 15/44.1A Detailed Receipts and Expenditure Analysis as at 31st September 2015 (attached)
 - 15/44.2A Summary of Provisions as at 31st September 2015 (attached)
 - 15/44.3A Budget 2016/17
 - 15/44.4A Insurance Premium Tax
- 15/45A Bank Reconciliation for September 2015** (to be carried out at meeting)
- 15/46A Accounts for payment** (to be given at meeting)
- 15/47A Correspondence**
- 15/47.1A Glasdon UK Ltd brochure

- 15/48A Youth Service – Service Level Agreement and Grant Application (forwarded 14.10.15)**
- 15/49A Review of Risk Assessments – (attached)**
- 15/50A Review of Standing Orders – (attached)**
- 15/51A Review of Financial Regulations – (attached)**
- 15/52A Review of Asset Register – (attached)**
- 15/53A Review of Health and Safety**
- 15/54A Bus service to connect Doniford and St Audries to Williton**
- 15/55A Request for Rubbish Bin by Bench in Killick Way**
- 15/56A Matters for the next meeting – 19th October 2015**