



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: willitonpc@btconnect.com

Dear Councillor

14th September 2016

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

- 16/41A To advise the recording of the meeting - Chairman**
- 16/42A To note apologies for absence and approve reason, where appropriate**
- 16/43A Declarations of Interest**
- 16/44A Minutes of the Finance and Administration Committee meeting held on 18th July 2016 for approval**
(sent with Parish Council papers)
- 16/45A Matters from the Minutes – for the purpose of report only**
 - 16/45.1A (Item 16/33.1A) First Aid Course – Cllr Bennett
- 16/46A Parish Office**
 - 16/46.1A PAT Testing
 - 16/46.2A Lengthsman Employment
 - 16/46.3A Parish Council Website
 - 16/46.4A Presentation of Parish Office
 - 16/46.5A Security Lighting
 - 16/46.6A Purchase of Ladder
- 16/47A Budget**
 - 16/47.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2016 (attached)
 - 16/47.2A Summary of Provisions as 31st July and 31st August 2016 (attached)
 - 16/47.3A S106 List (Cllr Richards)
 - 16/47.4A Budget Considerations
- 16/48A Bank Reconciliation for July and August 2016** (to be carried out at meeting)
- 16/49A Accounts for payment** (to be given at meeting)
- 16/50A Correspondence**
 - 16/50.1A Notification of BACS payment from West Somerset Council re War Memorial
 - 16/50.2A Ideal Boiler guarantee expiring
 - 16/50.3A Subscription to Engage due for renewal (forwarded 13.09.16)
 - 16/50.4A Subscription to SLCC due for renewal (attached)
- 16/51A Review of Financial Regulations** (attached)
- 16/52A Review of Asset Register** (attached)
- 16/53A Review of Risk Management** (attached)
- 16/54A End of Year Audit 2015/2016**
- 16/55A** (Item 16/39A) **New Bank Account**



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16/56A Employment Hub Computers

16/57A Matters for the next meeting – 17th October 2016