



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

15th February 2017

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th February 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. *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

- 16/102A To advise the recording of the meeting - Chairman**
- 16/103A To note apologies for absence and approve reason, where appropriate**
- 16/104A Declarations of Interest**
- 16/105A Minutes of the Finance and Administration Committee meeting held on 23rd January 2017 for approval**
(sent with Parish Council papers)
- 16/106A Matters from the Minutes – for the purpose of report only**
 - 16/106.1A (Item 16/91.4A) Working at Height Policy
 - 16/106.2A (Item 16/92.4A) Total Gas & Power Contract
- 16/107A Parish Office**
 - 16/107.1A (Item 16/91.2A) Parish Council Website – update
 - 16/107.2A (Item 16/91.3A) Presentation of Parish Office - attached
- 16/108A Budget**
 - 16/108.1A Detailed Receipts and Expenditure Analysis as at 31st January 2017 (attached)
 - 16/108.2A Summary of Provisions as 31st January 2017 (attached)
- 16/109A Bank Reconciliation for January 2017** (to be carried out at meeting)
- 16/110A Accounts for payment** (to be given at meeting)
- 16/111A Correspondence**
- 16/112A** (Item 16/96A) **New Bank Account**
- 16/113A To pass resolution to exclude the Press and Public from the remainder of the meeting**
- 16/114A** (Item 16/91.3A) To consider quotations received for Honours Board (attached)
- 16/115A** (Item 16/91.3A) To consider quotations received for Website (attached)
- 16/116A Matters for the next meeting – 20th March 2017**