



WILLITON PARISH COUNCIL

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Dear Councillor

15th July 2015

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

- 15/15A To note apologies for absence and approve reason, where appropriate**
- 15/16A Declarations of Interest**
- 15/17A Minutes of the Finance and Administration Committee meeting held on 15th June 2015 for approval (sent with Parish Council papers)**
- 15/18A Matters to Report**
 - 15/18.1A (Item 15/06.1A) Pedestrian Crossing and Lighting
 - 15/18.2A (Item 15/08.3A) Bank Signatories
- 15/19A Parish Office**
 - 15/19.1A (Item 15/07.1A) Office Computers (quotations attached)
 - 15/19.2A Wooden Window Frame – (quotations attached)
- 15/20A Budget**
 - 15/20.1A Detailed Receipts and Expenditure Analysis as at 30th June 2015 (attached)
 - 15/20.2A Summary of Provisions as at 30th June 2015 (attached)
- 15/21A Bank Reconciliation for June 2015 (to be carried out at meeting)**
- 15/22A Accounts for payment (to be given at meeting)**
- 15/23A Correspondence**
 - 15/23.1A Certificate of inspection from West of England Fire Protection Ltd
- 15/24A Matter for the next meeting – 14th September 2015**