



# WILLITON PARISH COUNCIL

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Dear Councillor

15<sup>th</sup> June 2016

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20<sup>th</sup> June 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

- 16/14A To advise the recording of the meeting - Chairman**
- 16/15A To note apologies for absence and approve reason, where appropriate**
- 16/16A Declarations of Interest**
- 16/17A Minutes of the Finance and Administration Committee meeting held on 16<sup>th</sup> May 2016 for approval**  
(sent with Parish Council papers)
- 16/18A Matters from the Minutes – for the purpose of report only**
  - 16/18.1A (Item 16/06A) Repair to Parish Office window
  - 16/18.2A (Item 16/10.3A) Santander Business Bond
  - 16/18.3A 2016 – 2018 National Salary Award
- 16/19A Parish Office**
  - 16/19.1A Carpet Cleaning
- 16/20A Budget**
  - 16/20.1A Detailed Receipts and Expenditure Analysis as at 31<sup>st</sup> May 2016 (attached)
  - 16/20.2A Summary of Provisions as at 31<sup>st</sup> May 2016 (attached)
- 16/21A Bank Reconciliation for May 2016** (to be carried out at meeting)
- 16/22A Accounts for payment** (to be given at meeting)
- 16/23A Correspondence**
- 16/24A End of Year Audit 2015/2016**
- 16/25A** (Item 16/43.2) **New Bank Account**
- 16/26A Electricity Supply Contract**
- 16/27A Matters for the next meeting – 18<sup>th</sup> July 2016**