



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

15th March 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 March 2017**, in the Parish Council Office, Williton, at the rising of the Extra-ordinary meeting, for the purpose of transacting the following business.

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 7.20pm, 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

- 16/117A To advise the recording of the meeting - Chairman**
- 16/118A To note apologies for absence and approve reason, where appropriate**
- 16/119A Declarations of Interest**
- 16/120A Minutes of the Finance and Administration Committee meeting held on 20th February 2017 for approval**
(sent with Parish Council papers)
- 16/121A Matters from the Minutes – for the purpose of report only**
- 16/121.1A** (Item 16/107.1A) Parish Council Website – update
- 16/122A Parish Office**
- 16/122.1A (Item 16/107.2A) Presentation of Parish Office - update
- 16/122.2A (Item 16/114A) Honours Board - update
- 16/123A Budget**
- 16/123.1A Detailed Receipts and Expenditure Analysis as at 28th February 2017 (attached)
- 16/123.2A Summary of Provisions as 28th February 2017 (attached)
- 16/123.3A Allocation of Provisions to be carried over to the next financial year
- 16/124A Bank Reconciliation for February 2017** (to be carried out at meeting)
- 16/125A Accounts for payment** (to be given at meeting)
- 16/126A Correspondence**
- 16/126.1A To consider Engage Membership for 2017/18
- 16/126.2A Employee Pension Contribution bands for 2017/18 (attached)
- 16/127A** (Item 16/112A) **New Bank Account**
- 16/127.1A To agree amount for deposit into Nationwide Business Instant Saver account for recommendation to Parish Council
- 16/128A Audit of Accounts 2016-2017**
- 16/129A Grant Application Form from West Somerset Advice Bureau** (attached)
(Please attend the office to view copies of Annual Report and Financial Statements)
- 16/130A Future roles and responsibilities of Finance and Administration Committee** – (terms of reference attached)
- 16/131A Matters for the next meeting – 17th April 2017**