



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

15th November 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 November 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

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

- 17/80A To advise the recording of the meeting - Chairman**
- 17/81A To note apologies for absence and approve reason, where appropriate**
- 17/82A Declarations of Interest**
- 17/83A Minutes of the Finance and Administration Committee meeting held on 16th October 2017 for approval**
(sent with Parish Council papers)
- 17/84A Matters from the Minutes – for the purpose of report only**
 - 17/84.1A (Item 17/68.1A) Santander Options for Maturing Bond
- 17/85A Parish Office**
 - 17/85.1A (Item 17/69.2A) Consideration of new Alarm System
 - 17/85.2A (Item 17/69.3A) Loop system for Parish Office
 - 17/85.3A Parish Notice Board – consideration for a new position of board
 - 17/85.4A IT Equipment for Parish Office
- 17/86A Budget**
 - 17/86.1A Detailed Receipts and Expenditure Analysis as at 31st October 2017 (attached)
 - 17/86.2A Summary of Provisions as at 31st October 2017 (attached)
 - 17/86.3A Budget Considerations for 2018/19
- 17/87A Bank Reconciliation for October 2017** (to be carried out at meeting)
- 17/88A Accounts for payment** (to be given at meeting)
- 17/89A Correspondence**
 - 17/89.1A Local Councils Update – The Clerks Essential Legal Library (attached)
 - 17/89.2A Nationwide Instant Saver change of terms and conditions
 - 17/89.3A Notification of external auditor appointments for the 2017-18 financial year (forwarded 15.11.17)
 - 17/89.4A To consider appointment of Internal Auditor for the 2017-2018 financial year
- 17/90A Parish Council Website** – update
- 17/91A Matters for the next meeting – 20th November 2017**