



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

16th November 2016

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st November 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

- 16/72A To advise the recording of the meeting - Chairman**
- 16/73A To note apologies for absence and approve reason, where appropriate**
- 16/74A Declarations of Interest**
- 16/75A Minutes of the Finance and Administration Committee meeting held on 17th October 2016 for approval**
(sent with Parish Council papers)
- 16/76A Matters from the Minutes – for the purpose of report only**
 - 16/76.1A (Item 16/67.4A) Risk Assessing Workshop
- 16/77A Parish Office**
 - 16/77.1A (Item 16/163.3) Lengthsman Employment – update
 - 16/77.2A (Item 16/63.2A) Parish Council Website – update
 - 16/77.3A (Item 16/63.3A) Presentation of Parish Office - update
 - 16/77.4A (Item 16/63.5A) Purchase of Ladder – update
- 16/78A Budget**
 - 16/78.1A Detailed Receipts and Expenditure Analysis as at 31st October 2016 (to be given at meeting)
 - 16/78.2A Summary of Provisions as 31st October 2016 (attached)
 - 16/78.3A Budget Considerations - attached
- 16/79A Bank Reconciliation for October 2016** (to be carried out at meeting)
- 16/80A Accounts for payment** (to be given at meeting)
- 16/81A Correspondence**
 - 16/81.1A Atwest request for donation
 - 16/81.2A Valuation Office Agency
 - 16/81.3A Connecting Devon and Somerset update (forwarded 07.11.16)
- 16/82A** (Item 16/69A) **New Bank Account**
- 16/83A To pass resolution to exclude the Press and Public from the remainder of the meeting**
- 16/84A To consider Quotations received for decorating Parish Office**
- 16/85A Matters for the next meeting – 23rd January 2017**