



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: willitonpc@btconnect.com

Dear Councillor

18th January 2017

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **23rd January 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. *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

A G E N D A

- 16/86A To advise the recording of the meeting - Chairman**
- 16/87A To note apologies for absence and approve reason, where appropriate**
- 16/88A Declarations of Interest**
- 16/89A Minutes of the Finance and Administration Committee meeting held on 21st November 2016 for approval**
(sent with Parish Council papers)
- 16/90A Matters from the Minutes – for the purpose of report only**
 - 16/90.1A (Item 16/76.1A) Risk Assessing Workshop - update
 - 16/91.2A (Item 16/81.2A) Reply from SALC regarding Business Rate and Hiring of Rooms
- 16/91A Parish Office**
 - 16/91.1A (Item 16/163.3) Lengthsman Employment – update
 - 16/91.2A (Item 16/77.2A) Parish Council Website – update
 - 16/91.3A (Item 16/77.3A) Presentation of Parish Office - update
 - 16/91.4A (Item 16/77.4A) Purchase of Ladder – update
- 16/92A Budget**
 - 16/92.1A Detailed Receipts and Expenditure Analysis as at 31st December 2016 (to be given at meeting)
 - 16/92.2A Summary of Provisions as 31st December 2016 (attached)
 - 16/92.3A Precept Submission
 - 16/92.4A Total Gas & Power Prices – (forwarded 18.01.17)
- 16/93A Bank Reconciliation for November and December 2016** (to be carried out at meeting)
- 16/94A Accounts for payment** (to be given at meeting)
- 16/95A Correspondence**
 - 16/95.1A SAAA announcement of appointed auditors by County area 2017/18 – 2021/22 (forwarded 17.01.17)
 - 16/95.2A Young Equestrian's Youth Club – (forwarded 10.01.17)
 - 16/95.3A Wessex Water changes to account – (attached)
 - 16/95.4A HMRC Bacs Remittance Advice
 - 16/95.5A CLOWNS – request for grant funding – (attached)
- 16/96A** (Item 16/82A) **New Bank Account**
- 16/97A Hiring rates for Meeting Room, Foyer and Kitchen** – (attached)
- 16/98A To consider adoption of Grant Application Policy** – (attached)
- 16/99A To pass resolution to exclude the Press and Public from the remainder of the meeting**
- 16/100A** (Item 16/199.3) **To consider Prices received for designated IT support contractor** – (attached)
- 16/101A Matters for the next meeting – 20th February 2017**



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