



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

13th June 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th June 2018, 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

A G E N D A

- 18/19A To advise the recording of the meeting - Chairman**
- 18/20A To note apologies for absence and approve reason, where appropriate**
- 18/21A Declarations of Interest**
- 18/22A Minutes of the Finance and Administration Committee meeting held on 21st May 2018 for approval**
(sent with Parish Council papers)
- 18/23A Matters from the Minutes – for the purpose of report only**
- 18/24A Parish Office**
 - 18/24.1A (Item 18/07.2A) Office storage and filing cabinets – update - to be given at meeting
- 18/25A Budget**
 - 18/25.1A Detailed Receipts and Expenditure Analysis as at 31st May 2018
 - 18/25.2A Summary of Provisions as at 31st May 2018
- 18/26A Bank Reconciliation for May 2018** (to be carried out at meeting)
- 18/27A Accounts for payment** (to be given at meeting)
- 18/28A End of Year Audit – 2018-2019**
 - 18/28.1A Accounting Statements (K) (Cllr Peeks)
- 18/29A Correspondence**
 - 18/29.1A Responding to Planning Applications – Training event (forwarded 11/06/18)
To consider request from Cllr Burnett to attend
- 18/30A Parish Council Website - update**
- 18/31A Records Retention Schedule - update**
- 18/32A To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 18/33A Secure and Encrypted Email Accounts – to consider quotations** (forwarded 13/06/18)
- 18/34A Matters for the next meeting – 16th July 2018**