



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

14th February 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th February 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

- 17/105A To advise the recording of the meeting - Chairman**
- 17/106A To note apologies for absence and approve reason, where appropriate**
- 17/107A Declarations of Interest**
- 17/108A Minutes of the Finance and Administration Committee meeting held on 22nd January 2018 for approval**
(sent with Parish Council papers)
- 17/109A Matters from the Minutes – for the purpose of report only**
17/109.1A (Item 17/96.1A) Santander Options for Maturing Bond
17/109.2A (Item 17/97A) Painting of Office - update
- 17/110A Parish Office**
17/110.1A (Item 17/97.2A) Loop system for Parish Office - update
17/110.2A IT Equipment for Parish Office – update (attached)
17/110.3A Use of Parish Council Car Parking spaces
17/110.4A Consideration of Café and Food Store
- 17/111A Budget**
17/111.1A Detailed Receipts and Expenditure Analysis as at 31st January 2018 (attached)
17/111.2A Summary of Provisions as 31st January 2018 (attached)
- 17/112A Bank Reconciliation for January 2018** (to be carried out at meeting)
- 17/113A Accounts for payment** (to be given at meeting)
17/113.1A To consider response from Minehead Eye regarding Williton Youth Club
- 17/114A Correspondence**
17/114.1A Norris & Fisher Insurance Brokers – Local Council Insurance
17/114.2A H M Revenue & Customs – Remittance Advice
17/114.3A CCS Membership – to consider renewal due on 1st April 2018
- 17/115A Bank Signatories – Update**
- 17/116A Parish Council Website – update**
- 17/117A Matters for the next meeting – 19th March 2018**