



# WILLITON PARISH COUNCIL

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Dear Councillor

14<sup>th</sup> March 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19<sup>th</sup> March 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

- 17/118A To advise the recording of the meeting - Chairman**
- 17/119A To note apologies for absence and approve reason, where appropriate**
- 17/120A Declarations of Interest**
- 17/121A Minutes of the Finance and Administration Committee meeting held 19<sup>th</sup> February 2018 for approval**  
(sent with Parish Council papers)
- 17/122A Matters from the Minutes – for the purpose of report only**
  - 17/122.1A (Item 17/109.1A) Santander Options for Maturing Bond
  - 17/122.2A (Item 17/110.4A) Café and Food Store - update
- 17/123A Parish Office**
  - 17/123.1A (Item 17/110.1A) Loop system for Parish Office - update
  - 17/123.2A (Item 17/110.2A) IT Equipment for Parish Office – update
- 17/124A Budget**
  - 17/124.1A Detailed Receipts and Expenditure Analysis as at 28<sup>th</sup> February 2018 (attached)
  - 17/124.2A Summary of Provisions as 28<sup>th</sup> February 2018 (attached)
  - 17/124.3A Allocation of Provisions to be carried over to the next financial year
- 17/125A Bank Reconciliation for February 2018** (to be carried out at meeting)
- 17/126A Accounts for payment** (to be given at meeting)
  - To include payment of WWMRG Subsidy
  - To include provision transfer for donation to WWMRG Pavilion as resolved at November 2017 Parish Council meeting
- 17/127A Correspondence**
  - 17/127.1A Somerset Youth and Community Grant
- 17/128A Audit of Accounts 2017-2018**
- 17/129A Bank Signatories – Update**
- 17/130A Parish Council Website – update**
- 17/131A Matters for the next meeting – 16<sup>th</sup> April 2018**