



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

16th May 2018

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

- 18/01A To advise the recording of the meeting - Chairman**
- 18/02A Election of Chairman and Vice Chairman**
- 18/03A To note apologies for absence and approve reason, where appropriate**
- 18/04A Declarations of Interest**
- 18/05A Minutes of the Finance and Administration Committee meeting held on 16th April 2018 for approval**
(sent with Parish Council papers)
- 18/06A Matters from the Minutes – for the purpose of report only**
 - 18/06.1A (Item 17/136.2A) Parish Plan Allocation - update
 - 18/06.2A (Item 17/143A) Bank Signatories - update
- 18/07A Parish Office**
 - 18/07.1A To review Parish Office Hire Charges (current charges attached)
 - 18/07.2A To consider office storage and filing cabinets
- 18/08A Budget**
 - 18/08.1A Detailed Receipts and Expenditure Analysis as at 30th April 2018
 - 18/08.2A Summary of Provisions as at 1st April 2018 and 30th April 2018
- 18/09A Bank Reconciliation for April 2018** (to be carried out at meeting)
- 18/10A Accounts for payment** (to be given at meeting)
- 18/11A Correspondence**
- 18/12A End of Year Audit 2017-2018**
- 18/13A Parish Council Website - update**
 - 18/13.1A To consider Privacy Policy on Website (forwarded 16.05.18)
 - 18/13.2A To consider SSL Certificate (forwarded 16.05.18)
- 18/14A To consider Records Retention Schedule**
- 18/15A To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 18/16A** (Item 17/137.2A) IT Equipment for Parish Office – *to consider prices* (to be given at meeting)
- 18/17A** (Item 17/137.2A) Repainting of Parking Bays – *to consider prices* (attached)
- 18/18A Matters for the next meeting – 18th June 2018**