



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

17th 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 **22nd January 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

- 17/92A To advise the recording of the meeting - Chairman**
- 17/93A To note apologies for absence and approve reason, where appropriate**
- 17/94A Declarations of Interest**
- 17/95A Minutes of the Finance and Administration Committee meeting held on 20th November 2017 for approval**
(sent with Parish Council papers)
- 17/96A Matters from the Minutes – for the purpose of report only**
- 17/96.1A (Item 17/84.1A) Santander Options for Maturing Bond
- 17/96.2A (Item 17/89.1A) The Clerks Essential Legal Library - update
- 17/96.3A (Item 17/85.4A) Salt Bin - update
- 17/97A Parish Office**
- 17/97.1A (Item 17/85.1A) Consideration of Quotation for a new Alarm System (attached)
- 17/97.2A (Item 17/69.3A) Loop system for Parish Office - update
- 17/97.3A IT Equipment for Parish Office - update
- 17/98A Budget**
- 17/98.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2017 (attached)
- 17/98.2A Summary of Provisions as at 30th November and 31st December 2017 (attached)
- 17/98.3A Precept Submission
- 17/98.4A (Item 17/89.4A) Consideration of Internal Auditor - update
- 17/99A Bank Reconciliation for November and December 2017** (to be carried out at meeting)
- 17/100A Accounts for payment** (to be given at meeting)
- 17/101A Correspondence**
- 17/101.1A UK Training – General Data Protection Regulation (attached)
- 17/101.2A Western Power Wayleave Payment Advice
- 17/102A Bank Signatories – To appoint two new signatories to Lloyds Bank account**
- 17/103A Parish Council Website – update**
- 17/104A Matters for the next meeting – 19th February 2018**