



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: willitonpc@btconnect.com

Dear Councillor

11th July 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th July 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

- 18/35A To advise the recording of the meeting - Chairman**
- 18/36A To note apologies for absence and approve reason, where appropriate**
- 18/37A Declarations of Interest**
- 18/38A Minutes of the Finance and Administration Committee meeting held on 18th June 2018 for approval**
(sent with Parish Council papers)
- 18/39A Matters from the Minutes – for the purpose of report only**
- 18/40A Parish Office**
 - 18/40.1A (Item 18/24.2A) To consider purchase of Office storage and filing cabinets (attached)
 - 18/40.2A To consider purchase of new office desk (attached)
 - 18/40.3A To consider purchase of new computer screen and keyboard (attached)
 - 18/40.4A To consider carpet cleaning
- 18/41A Budget**
 - 18/41.1A Detailed Receipts and Expenditure Analysis as at 30th June 2018
 - 18/41.2A Summary of Provisions as at 30th June 2018
 - 18/41.3A To consider Enrolment to First Aid Certificate (attached)
- 18/42A Bank Reconciliation for June 2018** (to be carried out at meeting)
- 18/43A Accounts for payment** (to be given at meeting)
- 18/44A End of Year Audit – 2018-2019**
- 18/45A Correspondence**
 - 18/45.1A The Code of Conduct Explained – Training event (forwarded 02/07/18)
To consider request from Cllr Burnett to attend
- 18/46A Records Retention Schedule** - update
- 18/47A To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 18/48A Secure and Encrypted Email Accounts** – to consider quotations (forwarded 21/06/18)
- 18/49A Matters for the next meeting – 17th September 2018**