



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: willitonpc@btconnect.com

Dear Councillor

12th September 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th September 2018, at the rising of the EPC meeting**, 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 approximately 7.30pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7.30pm, 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

- 18/50A To advise the recording of the meeting - Chairman**
- 18/51A To note apologies for absence and approve reason, where appropriate**
- 18/52A Declarations of Interest**
- 18/53A Minutes of the Finance and Administration Committee meeting held on 16th July 2018 for approval**
(sent with Parish Council papers)
- 18/54A Matters from the Minutes – for the purpose of report only**
 - 18/54.1A (Item 18/45.1A) Councillor Training - update
 - 18/54.2A (Item 18/40.2A) Purchase of Office Desk - update
- 18/55A Parish Office**
 - 18/55.1A (Item 18/40.1A) Office storage and filing cabinets (update)
 - 18/55.2A (Item 18/40.3A) Computer screen and keyboard (update)
 - 18/55.3A (Item 18/40.4A) Carpet cleaning (update)
 - 18/55.4A To consider Folding tables for the Parish Office
 - 18/55.5A Disposal of surplus furniture
- 18/56A Budget**
 - 18/56.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2018
 - 18/56.2A Summary of Provisions as at 31st July and 31st August 2018
- 18/57A Bank Reconciliation for July 2018 and August 2018** (to be carried out at meeting)
- 18/58A Accounts for payment** (to be given at meeting)
- 18/59A End of Year Audit – 2018-2019**
- 18/60A Correspondence**
- 18/61A Signatory Update for Nationwide Bank**
- 18/62A Records Retention Schedule** - update
- 18/63A To review Preferred Contractors list**
- 18/64A To consider proposal to offer a photocopying service**
- 18/65A Review of Financial Regulations** (attached)
- 18/66A Review of Asset Register** (attached)
- 18/67A Review of Risk Management** (attached)
- 18/68A Matters for the next meeting – Monday 15th October 2018**



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: willitonpc@btconnect.com