



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

10th October 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th October 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 7.00pm

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

- 18/69A To advise the recording of the meeting - Chairman**
- 18/70A To note apologies for absence and approve reason, where appropriate**
- 18/71A Declarations of Interest**
- 18/72A Minutes of the Finance and Administration Committee meeting held on 17th September 2018 for approval (sent with Parish Council papers)**
- 18/73A Matters from the Minutes – for the purpose of report only**
 - 18/73.1A (Item 18/61A) Nationwide Bank – signatory update
- 18/74A Parish Office**
 - 18/74.1A To consider Folding tables for the Parish Office
 - 18/74.2A Replacement of Central Heating Pump
- 18/75A Budget**
 - 18/75.1A Detailed Receipts and Expenditure Analysis as at 30th September 2018
 - 18/75.2A Summary of Provisions as at 30th September 2018
 - 18/75.3A Budget Considerations for 2019/20 (attached)
- 18/76A Bank Reconciliation for September 2018 (to be carried out at meeting)**
- 18/77A Accounts for payment (to be given at meeting)**
- 18/78A Correspondence**
- 18/79A Records Retention Schedule - update**
- 18/80A Review of Preferred Contractors list - update**
- 18/81A Review of Financial Regulations (attached with last month's papers)**
- 18/82A Review of Asset Register (attached with last month's papers)**
- 18/83A Review of Risk Management (attached with last month's papers)**
- 18/84A Matters for the next meeting – Monday 19th November 2018**