



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

13th November 2018

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th November 2018, at the rising of the Extra ordinary Trustee 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

- 18/85A To advise the recording of the meeting - Chairman**
- 18/86A To note apologies for absence and approve reason, where appropriate**
- 18/87A Declarations of Interest**
- 18/88A Minutes of the Finance and Administration Committee meeting held on 15th October 2018 for approval (sent with Parish Council papers)**
- 18/89A Matters from the Minutes – for the purpose of report only**
- 18/90A Parish Office**
 - 18/90.1A To consider Folding tables for the Parish Office
 - 18/90.2A PAT Testing – (to note undertaken 13.11.18)
- 18/91A Budget**
 - 18/91.1A Detailed Receipts and Expenditure Analysis as at 31st October 2018
 - 18/91.2A Summary of Provisions as at 31st October 2018
 - 18/91.3A Budget Considerations for 2019/20 (attached)
- 18/92A Bank Reconciliation for October 2018 (to be carried out at meeting)**
- 18/93A Accounts for payment (to be given at meeting)**
- 18/94A Correspondence**
- 18/95A Records Retention Schedule – to consider for recommendation to Full Council on 3rd December 2018**
- 18/96A Review of Preferred Contractors list - update**
- 18/97A Review of Financial Regulations - to consider for recommendation to Full Council on 3rd December 2018**
- 18/98A Review of Asset Register - to consider for recommendation to Full Council on 3rd December 2018**
- 18/99A Review of Risk Management - to consider for recommendation to Full Council on 3rd December 2018**
- 18/100A Matters for the next meeting – Monday 21st January 2019**