



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

16th January 2019

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st January 2019, at 7pm**, 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

- 18/101A To advise the recording of the meeting - Chairman**
- 18/102A To note apologies for absence and approve reason, where appropriate**
- 18/103A Declarations of Interest**
- 18/104A Minutes of the Finance and Administration Committee meeting held on 19th November 2018 for approval (sent with Parish Council papers)**
- 18/105A Matters from the Minutes – for the purpose of report only**
 - 18/105.1A (Item 18/94.1A) Arnold Baker on Local Council Administration Eleventh edition – *to note the publication had been received*
- 18/106A Parish Office**
 - 18/106.1A To consider Folding tables for the Parish Office
 - 18/106.2A To consider the continuation of the maintenance contract on printer
- 18/107A Budget**
 - 18/107.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2018 (attached)
 - 18/107.2A Summary of Provisions as at 30th November and 31st December 2018 (attached)
 - 18/107.3A Precept Submission
- 18/108A Bank Reconciliation for November and December 2018 (to be carried out at meeting)**
- 18/109A Accounts for payment (to be given at meeting)**
- 18/110A Correspondence**
 - 18/110.1A Public Works Loan Board – payment notification and statement of outstanding liability
- 18/111A Records Retention Schedule – update**
- 18/112A Review of Preferred Contractors list - update**
- 18/113A Review of Asset Register - update**
- 18/114A Matters for the next meeting – Monday 18th February 2019**
- 18/115A To pass resolution to exclude the Press and Public from the remainder of the meeting**
- 18/116A Staffing hours**