



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

13th February 2019

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th February 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

- 18/117A To advise the recording of the meeting - Chairman**
- 18/118A To note apologies for absence and approve reason, where appropriate**
- 18/119A Declarations of Interest**
- 18/120A Minutes of the Finance and Administration Committee meeting held on 21st January 2019 for approval**
(sent with Parish Council papers)
- 18/121A Matters from the Minutes – for the purpose of report only**
- 18/122A Parish Office**
 - 18/122.1A To consider Folding tables for the Parish Office – to be discussed under item 18/131A
- 18/123A Budget**
 - 18/123.1A Detailed Receipts and Expenditure Analysis as at 31st January 2019 (attached)
 - 18/123.2A Summary of Provisions as at 31st January 2019 (to be given at meeting)
- 18/124A Bank Reconciliation for January 2019** (to be carried out at meeting)
- 18/125A Accounts for payment** (to be given at meeting)
- 18/126A Correspondence**
- 18/127A Records Retention Policy and Schedule – to consider Policy and Schedule for recommendation to Full Council**
(attached)
- 18/128A Review of Preferred Contractors list - update**
- 18/129A Matters for the next meeting – Monday 18th March 2019**
- 18/130A To pass resolution to exclude the Press and Public from the remainder of the meeting**
- 18/131A To consider folding tables for the Parish Office – To consider price options for various tables** (To be given at meeting)
- 18/132A Review of Asset Register – To consider quotations received regarding property valuations** (To be given at meeting)
- 18/133A** (Item 18/224) **Grant Application** – referred from Full Council to give further consideration to WASPS grant application and to discuss the questions asked on the application form which Councillors felt needed reviewing