



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th March 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 March 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

- 18/134A To advise the recording of the meeting - Chairman**
- 18/135A To note apologies for absence and approve reason, where appropriate**
- 18/136A Declarations of Interest**
- 18/137A Minutes of the Finance and Administration Committee meeting held on 18th February 2019 for approval (sent with Parish Council papers)**
- 18/138A Matters from the Minutes – for the purpose of report only**
 - 18/138.1A (Item 18/127A) Records Retention Schedule - update
 - 18/138.2A (Item 18/128A) Review of Preferred Contractors List - update
- 18/139A Parish Office**
 - 18/139.1A Drain cover missing in car park
 - 18/139.2A Hanging Baskets – to discuss whether to have baskets this year
 - 18/139.3A Annual Service of Office Boiler
- 18/140A Budget**
 - 18/140.1A Detailed Income and Expenditure Analysis as at 28th February 2019 (attached)
 - 18/140.2A Summary of Provisions as at 28th February 2019 (attached)
- 18/141A Bank Reconciliation for February 2019 (to be carried out at meeting)**
- 18/142A Accounts for payment (to be given at meeting)**
- 18/143A Correspondence**
 - 18/143.1A HMRC – Important Information on finishing tax year 2018-2019
- 18/144A Grant Application Policy – to review policy**
- 18/145A Audit of Accounts 2018-2019**
- 18/146A Matters for the next meeting – Monday 18th March 2019**
- 18/147A To pass resolution to exclude the Press and Public from the remainder of the meeting**
- 18/148A Review of Asset Register – To consider quotations received regarding property valuations (To be given at meeting)**