



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

10th July 2019

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th July 2019, at 6.30 pm**, 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 6.45pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 6.30pm, 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

- 19/28A To advise the recording of the meeting - Chairman**
- 19/29A To note apologies for absence and approve reason, where appropriate**
- 19/30A Declarations of Interest**
- 19/31A Minutes of the Finance and Administration Committee meeting held on 10th June 2019 for approval**
(sent with Parish Council papers)
- 19/32A Matters from the Minutes – for the purpose of report only**
19/32A (Item 19/21) WASPS Grant (agreed) - update
- 19/33A Parish Office**
19/33.1A (Item 19/20.1A) Repair to Parish Clock - update
- 19/34A Budget**
19/34.1A Detailed Receipts and Expenditure Analysis as at 30th June 2019 (attached)
19/34.2A Summary of Provisions as at 30th June 2019 (to be given at meeting)
- 19/35A Bank Reconciliation for June 2019** (to be carried out at meeting)
- 19/36A Accounts for payment** (to be given at meeting)
- 19/37A Correspondence**
- 19/38A Matters for the next meeting – date to be confirmed**