



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

11th September 2019

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th September 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

- 19/39A To advise the recording of the meeting - Chairman**
- 19/40A To note apologies for absence and approve reason, where appropriate**
- 19/41A Declarations of Interest**
- 19/42A Minutes of the Finance and Administration Committee meeting held on 15th July 2019 for approval**
(sent with Parish Council papers)
- 19/43A Matters from the Minutes – for the purpose of report only**
- 19/44A Parish Office**
 - 19/44.1A (Item 19/33.1A) Repair to Parish Clock - update
 - 19/44.2A (Item 19/33.1A) Carpet Cleaning – to advise this had been completed
- 19/45A Budget**
 - 19/45.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2019 (attached)
 - 19/45.2A Summary of Provisions as at 31st July and 31st August (attached)
- 19/46A Bank Reconciliation for July and August 2019** (to be carried out at meeting)
- 19/47A Accounts for payment** (to be given at meeting)
- 19/48A Correspondence**
 - 19/48.1A Introductory Letter: Internal Audit Services – IAC Audit & Consultancy Ltd (attached)
 - 19/48.2A SALC – VAT for Local Councils – course being run on 20th November – to consider staff to attend (attached)
- 19/49A Renewal of Contract for Phone Line and Broad Band** (attached)
- 19/50A Review of Financial Regulations** (attached)
- 19/51A Review of Asset Register**
- 19/52A Review of Risk Management** (attached)
- 19/53A Website**
 - 19/53.1A NALC LO9-18 The Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018 – to consider cost for Function 28 Ltd to make necessary changes to ensure requirements are met
- 19/54A Matters for the next meeting – to be held on Monday 21st October 2019**
Draft Budget 2019-2020
- 19/55A To pass a resolution to exclude the Press and Public from the remainder of the meeting**
- 19/56A Staffing Hours**