



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

16th October 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 October 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

- 19/57A To advise the recording of the meeting - Chairman**
- 19/58A To note apologies for absence and approve reason, where appropriate**
- 19/59A Declarations of Interest**
- 19/60A Minutes of the Finance and Administration Committee meeting held on 16th September 2019 for approval**
(sent with Parish Council papers)
- 19/61A Matters from the Minutes – for the purpose of report only**
- 19/62A Parish Office**
 - 19/62.1A (Item 19/44.1A) Repair to Parish Clock – to note this had been completed
 - 19/62.2A Purchase of small step ladder
- 19/63A Budget**
 - 19/63.1A Detailed Receipts and Expenditure Analysis as at 30th September 2019 (attached)
 - 19/63.2A Summary of Provisions as at 30th September 2019 (attached)
 - 19/63.3A Budget Considerations for 2020/2021 (attached)
- 19/64A Bank Reconciliation for September 2019** (to be carried out at meeting)
- 19/65A Accounts for payment** (to be given at meeting)
- 19/66A Correspondence**
 - 19/66.1A (Item 19/48.1A) Response from IAC Audit & Consultancy Ltd regarding cost of Internal Audit (attached)
 - 19/66.2A British Telecom – Notification paper invoices will be start to be charged – to advise switched to paper-free
 - 19/66.3A Public Works Loans Board – notification of next loan repayment date 1st November 2019
 - 19/66.4A Somerset West and Taunton Council – confirmation regarding payment details of precept for current financial year
- 19/67A Review of Financial Regulations** – update regarding card/procurement card
- 19/68A Review of Asset Register**
- 19/69A Grievance and Disciplinary Policy and Procedure** – to agree document and recommend to Full Council for adoption (attached)
- 19/70A Matters for the next meeting – to be held on Monday 18th November 2019**