



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th November 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 November 2019, at 7.00 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 7.15pm

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

- 19/71A To advise the recording of the meeting - Chairman**
- 19/72A To note apologies for absence and approve reason, where appropriate**
- 19/73A Declarations of Interest**
- 19/74A Minutes of the Finance and Administration Committee meeting held on 21st October 2019 for approval**
(sent with Parish Council papers)
- 19/75A Matters from the Minutes – for the purpose of report only**
 - 19/75.1A (Item 19/62.2A) Purchase of step ladder – to note this had been purchased
 - 19/75.2A Grievance and Disciplinary Policy and Procedure – to note the document was adopted at Full Council with no amendments
 - 19/75.3A (Item 19/53A) Website – to note the amendments have been made in connection with Accessibility Regulations 2018 – Function 29 Ltd had advised website now compliant
- 19/76A Parish Office**
 - 19/76.1A PAT Testing – (to note due to be undertaken 14.11.19)
- 19/77A Budget**
 - 19/77.1A Detailed Receipts and Expenditure Analysis as at 31st October 2019 (attached)
 - 19/77.2A Summary of Provisions as at 31st October 2019 (attached)
 - 19/77.3A Budget Considerations for 2020/2021 (attached) To consider for recommendation to Full Council
- 19/78A Bank Reconciliation for October 2019** (to be carried out at meeting)
- 19/79A Accounts for payment** (to be given at meeting)
- 19/80A Correspondence**
 - 19/80.1A Somerset County Council – letter advising they have implemented electronic invoicing and all future invoices to be sent as PDF's to apinvoices@somerset.gov.uk
- 19/81A Review of Financial Regulations** – update regarding card/procurement card
- 19/82A Review of Asset Register**
- 19/83A Matters for the next meeting – to be held on Monday 20th January 2020**