



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

12th February 2020

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th February 2020, 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

- 19/99A To advise the recording of the meeting - Chairman**
- 19/100A To note apologies for absence and approve reason, where appropriate**
- 19/101A Declarations of Interest**
- 19/102A Minutes of the Finance and Administration Committee meeting held on 20th January 2020 for approval**
(sent with Parish Council papers)
- 19/103A Matters from the Minutes – for the purpose of report only**
 - 19/103.1A Full Council had agreed the upgrade of IT equipment and it would be installed on 25th February 2020 – to note
- 19/104A Parish Office**
 - 19/104.1A (Item 19/89.1A) Contract for Office Printer - update
 - 19/104.2A Office Building Damp Course – concern had been raised – recommendation to have this checked professionally
- 19/105A Budget**
 - 19/105.1A Detailed Receipts and Expenditure Analysis as at 31st January 2020 (attached)
 - 19/105.2A Summary of Provisions as at 31st January 2020 (attached)
- 19/106A Bank Reconciliation for January 2020** (to be carried out at meeting)
- 19/107A Bank Signatories – update**
- 19/108A Accounts for payment** (to be given at meeting)
- 19/109A Correspondence**
 - 19/109.1A SALC VAT Course – request for Clerk to attend (attached)
- 19/110A Insurance Renewal - update**
- 19/111A Review of Financial Regulations – update** regarding card/procurement card
- 19/112A Review of Asset Register - update**
- 19/113A Parish Office Hire Charges – to consider for recommendation to Full Council** (attached)
- 19/114A** (Item 19/13C) **Mobile Phone for Office Staff – recommendation from Personnel Committee**
- 19/115A Review of Grant Application Policy** (current policy attached)
- 19/116A Expenses and Mileage Allowance Form – to consider recommendation for monthly reimbursement for expenses and mileage**
- 19/117A Matters for the next meeting – to be held on Monday 16th March 2020**