



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

15th January 2020

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th January 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

- 19/84A To advise the recording of the meeting - Chairman**
- 19/85A To note apologies for absence and approve reason, where appropriate**
- 19/86A Declarations of Interest**
- 19/87A Minutes of the Finance and Administration Committee meeting held on 18th November 2019 for approval**
(sent with Parish Council papers)
- 19/88A Matters from the Minutes – for the purpose of report only**
- 19/89A Parish Office**
 - 19/89.1A Office Printer to note contract will be ending and to consider way forward
 - 19/89.2A To consider quotation regarding upgrading office IT equipment due to Microsoft no longer supporting Windows 7 and whether to recommend to Full Council (attached)
- 19/90A Budget**
 - 19/90.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2019 (attached)
 - 19/90.2A Summary of Provisions as at 30th November and 31st December 2019 (attached)
 - 19/90.3A Precept Submission – to note submission had been made and confirmed
- 19/91A Bank Reconciliation for November and December 2019** (to be carried out at meeting)
- 19/92A Bank Signatories** – confirmation Cllr Payne had been added to the mandate and to consider a further additional signatory
- 19/93A Accounts for payment** (to be given at meeting)
- 19/94A Correspondence**
 - 19/94.1A (Item 19/32A) Letter from WASPS with an update on the withdrawal of their affiliation from Parkinson's UK – to consider releasing the grant that had been put in reserves (copy of letter attached)
 - 19/94.2A Note of Thanks from RBL Poppy Appeal regarding donations box in the Parish Office
- 19/95A Insurance Renewal**
- 19/96A Review of Financial Regulations** – update regarding card/procurement card
- 19/97A Review of Asset Register**
- 19/98A Matters for the next meeting – to be held on Monday 17th February 2020**