



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

11th March 2020

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

- 19/118A To advise the recording of the meeting - Chairman**
- 19/119A To note apologies for absence and approve reason, where appropriate**
- 19/120A Declarations of Interest**
- 19/121A Minutes of the Finance and Administration Committee meeting held on 17th February 2020 for approval**
(sent with Parish Council papers)
- 19/122A Matters from the Minutes – for the purpose of report only**
19/122.1A (Item 19/116A) **Expenses and Mileage Allowance Form** – to agree new layout (attached)
- 19/123A Parish Office**
19/123.1A Hanging Baskets – to consider whether to have baskets outside the office this year
19/123.2A Presentation of Parish Office – to consider touch-up painting
- 19/124A Budget**
19/124.1A Detailed Receipts and Expenditure Analysis as at 29th February 2020 (attached)
19/124.2A Summary of Provisions as at 29th February 2020 (attached)
19/124.3A Allocation of Provisions to be carried over to the next financial year
- 19/125A Bank Reconciliation for February 2020** (to be carried out at meeting)
- 19/126A Bank Signatories** – update
- 19/127A Accounts for payment** (to be given at meeting)
19/127.1A To include payment of WWMRG Subsidy
19/127.2A To consider request from Cllr Peeks to purchase of stamps due to price increase due 23rd March 2020
- 19/128A Correspondence**
19/128.1A Santander Business Banking – changes to terms and conditions of account (copy available in the office)
- 19/129A Insurance Renewal** - update
- 19/130A Review of Financial Regulations** – update regarding card/procurement card
- 19/131A Review of Asset Register** - update
- 19/132A Renewal of Health and Safety Contract**
- 19/133A Review of Grant Application Policy** (proposed revised policy forwarded)
- 19/134A Audit of Accounts 2019-2020**
- 19/135A Matters for the next meeting – to be held on Monday 20th April 2020**