



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

15th July 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 July 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. *The Local Authorities (Coronavirus) (Flexibility of Local Authority meetings) (England) Regulations 2020*

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.

Covid-19: changes to how we hold Parish Meetings

- Following changes to government rules, Williton Parish Council will use video conferencing for the purpose of this Parish Meeting.
- Councillors will use "Zoom" to take part in the meetings and vote on agenda items.
- Members of the Public who wish to attend the meeting via video conferencing, or wish to submit statements, questions and petitions ahead of the meetings please contact the Parish Clerk at clerk@willitonpc.org.uk

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/01A To advise the recording of the meeting - Chairman**
- 20/02A To note apologies for absence and approve reason, where appropriate**
- 20/03A Declarations of Interest**
- 20/04A Minutes of the Finance and Administration Committee meeting held on 16th March 2020 for approval**
(sent with Parish Council papers)
- 20/05A Matters from the Minutes – for the purpose of report only**
20/05.1A (Item 19/129A) Insurance Renewal – to note agreement was made at Full Council, due to Covid-19, for continuation with Zurich Insurance
- 20/06A Parish Office**
20/06.1A Cleaning of Parish Windows – Exmoor Windows had passed on the account to Eljet Exterior Cleaning – to decide if the Council are happy to continue
- 20/07A Budget**
20/07.1A Detailed Receipts and Expenditure Analysis as at 31st May and 30th June 2020 (attached)
20/07.2A Summary of Provisions as at 31st May and 30th June 2020 (attached)
- 20/08A Bank Reconciliation for March, April, May and June 2020** (to be carried out at meeting)
- 20/09A Bank Signatories – update**
- 20/10A Accounts for payment** (to be forwarded before the meeting)
- 20/11A Correspondence**
20/11.1A A letter of thanks for the replacement cheque forwarded to West Somerset Advice
20/11.2A Working from home allowance
20/11.3A Nationwide and Santander – Reduction on business savings rates due to The Bank of England base rate change
- 20/12A Review of Financial Regulations – update** regarding card/procurement card
- 20/13A Review of Asset Register - update**
- 20/14A Renewal of Health and Safety Contract**
- 20/15A Audit of Accounts 2019-2020 - update**
- 20/16A Parish Council Website – to consider request from EPC to make more attractive**
- 20/17A Matters for the next meeting – to be held on Monday 21st September 2020**



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