



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

14th October 2020

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th October 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

Topic: Finance and Administration October 2020 Meeting

Time: Oct 19, 2020 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/99117525634?pwd=MUFXakZldnFoRkF1NDV1eWdSSDIXdz09>

Meeting ID: 991 1752 5634

Passcode: 316961

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/39A To advise the recording of the meeting - Chairman**
- 20/40A To note apologies for absence and approve reason, where appropriate**
- 20/41A Declarations of Interest**
- 20/42A Minutes of the Finance and Administration Committee meeting held on 21st September 2020 for approval**
(sent with Parish Council papers)
- 20/43A Matters from the Minutes – for the purpose of report only**
- 20/44A Parish Office**
- 20/45A Budget**
 - 20/45.1A Detailed Receipts and Expenditure Analysis as at 30th September 2020 (attached)
 - 20/45.2A Summary of Provisions as at 30th September 2020 (attached)
 - 20/45.3A Draft Budget Considerations for 2021/2022 (attached)
- 20/46A Bank Reconciliation for September 2020** (to be carried out at meeting)
- 20/47A Bank Signatories – update**
- 20/48A Accounts for payment** (to be forwarded before the meeting)
- 20/49A Correspondence**
- 20/50A Review of Risk Management** (attached)
- 20/51A Parish Council Website**
 - 20/51.1A Update regarding consideration of alterations to website and addition of information
- 20/52A Matters for the next meeting – to be held on Monday 16th November 2020**
Review of Financial Regulations – when update can be given regarding procurement card