



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

10th February 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th February 2021, 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 Committee Meeting

Time: Feb 15, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/99885042605?pwd=elRhQVhQNTV2UjVhSFdaWmdMWjZuZz09>

Meeting ID: 998 8504 2605

Passcode: 858103

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/80A To advise the recording of the meeting – Chairman**
- 20/81A To note apologies for absence and approve reason, where appropriate**
- 20/82A Declarations of Interest**
- 20/83A Minutes of the Finance and Administration Committee meeting held on 18th January 2021 for approval.**
(sent with Parish Council papers)
- 20/84A Matters from the Minutes – for the purpose of report only**
- 20/85A Parish Office**
- 20/86A Budget**
 - 20/86.1A Detailed Receipts and Expenditure Analysis as at 31st January 2021 (attached)
 - 20/86.2A Summary of Provisions as at 31st January 2021 (attached)
- 20/87A Bank Reconciliation for January 2021** (to agree for Chairman to sign)
- 20/88A Accounts for payment** (to be forwarded before the meeting)
- 20/89A Correspondence**
 - 20/89.1A Section 137 Expenditure: The Limit for 2021/22 - The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2021-22 is £8.41 per elector
 - 20/89.2A Information Commissioner's Office - Registration Certificate – to note
- 20/90A Parish Council Website**
 - 20/90.1A Update regarding consideration of alterations to website and addition of information
- 20/91A Insurance Renewal**
 - To note the current policy is in a long term agreement, which will finish on the 1st June 2022



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20/92A Operation London Bridge

20/92.1A To consider Clerk to attend SLCC training on 2nd March 2021 (forwarded 10.02.2021)

20/92.1A To consider adoption of a protocol (samples attached)

20/92.2A To consider Operation London Bridge, holding page for the website (forwarded 10.02.2021)

20/93A Hinkley Point C

20/93.1A Update from Chairman on recent HPC zoom attendance and to consider any projects for which funding could be applied for

20/94A Citizens Advice West Somerset

20/94.1A Services Agreement – to consider document for recommendation to Full Council (forwarded 10.02.2021)

20/95A Matters for the next meeting – to be held on Monday 15th March 2021

Review of Financial Regulations – when update can be given regarding procurement card
Cloud Based System