



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th January 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th January 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

Time: Jan 18, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/93538774510?pwd=SjFrZnhTTG1yMTQ5b2ZKVjhoUUUzZz09>

Meeting ID: 935 3877 4510

Passcode: 246522

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/67A To advise the recording of the meeting – Chairman**
- 20/68A To note apologies for absence and approve reason, where appropriate**
- 20/69A Declarations of Interest**
- 20/70A Minutes of the Finance and Administration Committee meeting held on 16th November 2020 for approval.**
(sent with Parish Council papers)
- 20/71A Matters from the Minutes – for the purpose of report only**
Laptops and Email capacity – to note this had been agreed at Full Council and were now in place
- 20/72A Parish Office**
- 20/73A Budget**
20/73.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2020 (attached)
20/73.2A Summary of Provisions as at 30th November and 31st December 2020 (attached)
- 20/74A Bank Reconciliation for November and December 2020** (to be carried out at meeting)
- 20/75A Accounts for payment** (to be forwarded before the meeting)
- 20/76A Correspondence**
- 20/77A Parish Council Website**
20/77.1A Update regarding consideration of alterations to website and addition of information
- 20/78A (Item 20/199) Terms of Reference**
20/78.1A To consider current Terms of Reference for Committees (attached)
- 20/79A Matters for the next meeting – to be held on Monday 15th February 2021**
Review of Financial Regulations – when update can be given regarding procurement card
Insurance Renewal