



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

10th March 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 March 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: Mar 15, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/94384214089?pwd=OGpDR213bUFyRDJLK0NXeE1HV0NMdz09>

Meeting ID: 943 8421 4089

Passcode: 386014

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 20/96A To advise the recording of the meeting – Chairman**
- 20/97A To note apologies for absence and approve reason, where appropriate**
- 20/98A Declarations of Interest**
- 20/99A Minutes of the Finance and Administration Committee meeting held on 15th February 2021 for approval.**
(sent with Parish Council papers)
- 20/100A Matters from the Minutes – for the purpose of report only**
20/100.1A (Item 20/92.2A) Operation London Bridge holding page – to note Full Council declined this option
20/100.2A (Item 20/92.1A) Operation London Bridge training – to note no staff had attended due to the course being full
20/100.3A (Item 20/94A) Citizens Advice West Somerset - draft Service Agreement – no update
- 20/101A Parish Office**
20/101.1A Cloud Based System – to consider quotation for remote access (attached)
20/101.2A Verbal Update regarding health and safety requirements for office equipment and furniture
20/101.3A To consider offer to purchase leased office tables, chairs and filing cabinet
- 20/102A Budget**
20/102.1A Detailed Receipts and Expenditure Analysis as at 28th February 2021 (attached)
20/102.2A Summary of Provisions as at 28th February 2021 (attached)
20/102.3A Allocation of Provisions to be carried over to the next financial year
- 20/103A Bank Reconciliation for February 2021** (to agree for Chairman to sign)
- 20/104A Accounts for payment** (to be forwarded before the meeting)
To include payment of WWMRG Subsidy
- 20/105A Correspondence**

- 20/106A Parish Council Website**
20/106.1A Update regarding consideration of alterations to website and addition of information
- 20/107A Operation London Bridge**
20/107.1A To consider amended protocol for recommendation to Full Council (attached)
- 20/108A Audit of Accounts 2020-2021**
- 20/109A Matters for the next meeting – to be held on Monday 19th April 2021**
Review of Financial Regulations – when update can be given regarding procurement card