



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

12th May 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th May 2021, at 7.00 pm**, in The Brendon Room, Williton Pavilion, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at 7.15 pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 6.30pm, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 21/01A To advise the recording of the meeting – Chairman**
- 21/02A Election of Chairman and Vice Chairman**
- 21/03A To note apologies for absence and approve reason, where appropriate**
- 21/04A Declarations of Interest**
- 21/05A Minutes of the Finance and Administration Committee meeting held on 15th March 2021 for approval.**
(sent with Parish Council papers) (There was no meeting in April 2021 due to the period of Mourning for HRH Prince Philip)
- 21/06A Matters from the Minutes – for the purpose of report only**
- 21/07A Parish Office**
 - 21/07.1A To review Parish Office Hire Charges (current charges attached)
 - 21/07.2A Leased Office – to consider options for its future use, for recommendation to Full Council
 - 21/07.3A PIR Lights around office – to note these had failed and to arrange their replacement
- 21/08A Budget**
 - 21/08.1A Detailed Receipts and Expenditure Analysis as at 30th April 2021 (attached)
 - 21/08.2A Summary of Provisions as at 30th April 2021 (attached)
- 21/09A Bank Reconciliation for April 2021** (to agree for Chairman to sign)
- 21/10A Accounts for payment** (to be forwarded before the meeting)
- 21/11A Correspondence**
 - 21/11.1A Santander Annual Interest Summary £71.79
- 21/12A End of Year Audit 2020-2021** (attached)
- 21/13A Parish Council Website**
Update regarding consideration of alterations to website and addition of information
- 21/14A Citizens Advice West Somerset**
 - 21/14A Services Agreement – to consider revised document for recommendation to Full Council (forwarded 10.02.2021)
- 21/15A Matters for the next meeting – to be held on Monday 21st June 2021**
Review of Financial Regulations – when update can be given regarding procurement card