



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

7th July 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **12th July 2021, at the rising of the Extra Ordinary Parish Council meeting**, Brendon Room, Williton Pavilion, for the purpose of transacting the following business.

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 7pm, 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

- 21/28A To advise the recording of the meeting – Chairman**
- 21/29A To note apologies for absence and approve reason, where appropriate**
- 21/30A Declarations of Interest**
- 21/31A Minutes of the Finance and Administration Committee meeting held on 21st June 2021 for approval.**
(sent with Parish Council papers)
- 21/32A Matters from the Minutes – for the purpose of report only**
- 21/33A Parish Office**
 - 21/33.1A Window Cleaning – either 6 weekly or 12 weekly – to decide upon frequency required
 - 21/33.2A Cloud Based IT system - update
 - 21/33.3A The Back Office – to consider its utilisation after consideration from Personnel Committee
- 21/34A Budget**
 - 21/34.1A Detailed Receipts and Expenditure Analysis as at 30th June 2021 (attached)
 - 21/34.2A Summary of Provisions as at 30th June 2021 (attached)
- 21/35A Current Account Balance** – request from SCC Cllr Davies - consideration to transfer funds into Deposit Account
- 21/36A Bank Reconciliation for June 2021** (to agree for Chairman to sign)
- 21/37A Accounts for payment** (to be forwarded before the meeting)
- 21/38A Correspondence**
- 21/39A Parish Council Website**
Update regarding consideration of alterations to website and addition of information
- 21/40A Report from Personnel Meeting held on 7th July, regarding recruiting process**
- 21/41A Matters for the next meeting – to be held on Monday 20th September 2021**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document