



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

9th June 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st June 2021, at The Rising of the Extra Ordinary Parish Council Meeting**, at St Peters Church, Williton 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

- 21/16A To advise the recording of the meeting – Chairman**
- 21/17A To note apologies for absence and approve reason, where appropriate**
- 21/18A Declarations of Interest**
- 21/19A Minutes of the Finance and Administration Committee meeting held on 17th May 2021 for approval.**
(sent with Parish Council papers)
- 21/20A Matters from the Minutes – for the purpose of report only**
- 21/21A Parish Office**
 - 21/21.1A Cloud Based IT system - update
 - 21/21.2A The Back Office – to consider its utilisation
- 21/22A Budget**
 - 21/22.1A Detailed Receipts and Expenditure Analysis as at 31st May 2021 (attached)
 - 21/22.2A Summary of Provisions as at 31st May 2021 (attached)
- 21/23A Bank Reconciliation for May 2021** (to agree for Chairman to sign)
- 21/24A Accounts for payment** (to be forwarded before the meeting)
- 21/25A Correspondence**
- 21/26A Parish Council Website**
Update regarding consideration of alterations to website and addition of information
- 21/15A Matters for the next meeting – to be held on Monday 19th July 2021**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document