



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

15th September 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th September 2021, at 7pm**, 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

- 21/42A To advise the recording of the meeting – Chairman**
- 21/43A To note apologies for absence and approve reason, where appropriate**
- 21/44A Declarations of Interest**
- 21/45A Minutes of the Finance and Administration Committee meeting held on 12th July 2021 for approval.**
(attached)
- 21/46A Matters from the Minutes – for the purpose of report only**
- 21/47A Parish Office**
 - 21/47.1A Cloud Based IT system - update
 - 21/47.2A Venue for future meetings – to consider returning to Parish Office for committee or all meetings and procedures to be put in place
- 21/48A Budget**
 - 21/48.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2021 (attached)
 - 21/48.2A Summary of Provisions as at 31st July and 31st August 2021 (attached)
- 21/49A Bank Reconciliation for July and August 2021** (to agree for Chairman to sign)
- 21/50A Accounts for payment** (to be forwarded before the meeting)
- 21/51A Correspondence**
 - 21/51.1A SALC – Opening Up Safely and Reconnecting Communities Fund – closing date 30th September (forwarded 02/08 and reminder 15/09)
 - 21/51.2A SWT Remittance Advice – 2nd instalment of precept
 - 21/51.3A SALC – Future of Parish Elections – (forwarded 15.09.21) to decide upon a response
 - 21/51.4A First Aid refresher course required – request to be held in March 2022 – to consider
 - 21/51.5A Opus Energy – Where energy came from last year – sourced 100% renewable
- 21/52A Parish Council Website**
Update regarding consideration of alterations to website and addition of information
- 21/53A Report from Personnel** – update on recruitment and utilisation of back office
- 21/54A Matters for the next meeting – to be held on Monday 18th October 2021**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document