



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

13th October 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th October 2021, at the rising of the WWMRG Charity Extra Ordinary Meeting**, in the 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

- 21/55A To advise the recording of the meeting – Chairman**
- 21/56A To note apologies for absence and approve reason, where appropriate**
- 21/57A Declarations of Interest**
- 21/58A Minutes of the Finance and Administration Committee meeting held on 20th September 2021 for approval.**
(attached)
- 21/59A Matters from the Minutes – for the purpose of report only**
21/59.1A (Item 21/51.1A) SALC – Opening Up Safely and Reconnecting Communities Fund – to note the application had been successful and Foxes Academy had agreed to undertake supplying the lunches
- 21/60A Parish Office**
21/60.1A Cloud Based IT system - update
21/60.2A PAT Testing – to advise this had been booked in for November to ensure compliance
21/60.3A PIR Lights around Parish Office – to note the lights are not working and to agree for the lights to be checked and replaced where necessary
- 21/61A Budget**
21/61.1A Detailed Receipts and Expenditure Analysis as at 30th September 2021 (attached)
21/61.2A Summary of Provisions as at 30th September 2021 (attached)
21/61.3A Draft Budget Considerations for 2022/2023 (attached)
- 21/62A Bank Reconciliation for September 2021** (to agree for Chairman to sign)
- 21/63A Accounts for payment** (to be given at the meeting)
- 21/64A Correspondence**
21/64.1A British Telecom - new contract prices for telephone and broad band – to consider for agreement
- 21/65A Review of Risk Management Policy** (attached)
- 21/66A To pass resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity and personnel matters**
- 21/67A Lease on The Copse expiring** – to decide a recommendation for Full Council
- 21/68A Update from Personnel** – on recruitment and to consider prices to run cabling into the back office and equipment for staff members
- 21/69A Matters for the next meeting – to be held on Monday 15th November 2021**
Review of Financial Regulations – when update can be given regarding procurement card
GDPR Document
Review of Asset Register and Financial Regulations