



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

10th November 2021

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th November 2021, at 7pm**, in the Brendon Room, Williton Pavilion, for the purpose of transacting the following business. If there are items from the public, the meeting will commence at 7.15pm

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

- 21/70A To advise the recording of the meeting – Chairman**
- 21/71A To note apologies for absence and approve reason, where appropriate**
- 21/72A Declarations of Interest**
- 21/73A Minutes of the Finance and Administration Committee meeting held on 18th October 2021 for approval. (attached)**
- 21/74A Matters from the Minutes – for the purpose of report only**
 - 21/74.1A (Item 21/51.4A) First Aid at Work Requalification for current First Aiders - update
- 21/75A Parish Office**
- 21/76A Budget**
 - 21/76.1A Detailed Receipts and Expenditure Analysis as at 31st October 2021 (attached)
 - 21/76.2A Summary of Provisions as at 31st October 2021 (attached)
 - 21/76.3A Draft Budget Considerations for 2022/2023 (attached)
- 21/77A Bank Reconciliation for October 2021 (to agree for Chairman to sign)**
- 21/78A Accounts for payment (to be given at the meeting)**
- 21/79A Correspondence**
- 21/80A To pass resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity and personnel matters**
- 21/81A Gas Supply – to consider entering a new price contract (to be forwarded)**
- 21/82A Fire Extinguisher Annual Service – to consider quotations (to be forwarded)**
- 21/83A Office Printer – to consider service contract (attached)**
- 21/84A Matters for the next meeting – to be held on Monday 24th January 2022**
 - Review of Financial Regulations – when update can be given regarding procurement card
 - GDPR Document
 - Review of Asset Register and Inventory List