



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

16th February 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st February 2022, 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

- 21/98A To advise the recording of the meeting – Chairman**
- 21/99A To note apologies for absence and approve reason, where appropriate**
- 21/100A Declarations of Interest**
- 21/101A Minutes of the Finance and Administration Committee meeting held on 24th January 2022 for approval.**
(attached)
- 21/102A Matters from the Minutes – for the purpose of report only**
(Item 21/95A) Office Printer - update
- 21/103A Parish Office**
- 21/104A Budget**
 - 21/104.1A Detailed Receipts and Expenditure Analysis as at 31st January 2022 (attached)
 - 21/104.2A Summary of Provisions as at 31st January 2022 (attached)
- 21/105A Bank Reconciliation for January 2022** (to agree for Chairman to sign)
- 21/106A Accounts for payment** (to be given at the meeting)
- 21/107A Correspondence**
 - 21/107.1A Request from Williton Cubs and Beavers to use the Parish Council carpark for a cake stall fundraiser
 - 21/107.2A British Telecom – notice of increased prices
- 21/108A Review of Asset Register and Inventory List** (attached)
- 21/109A Parish Office Hire Charges** – to consider for recommendation to Full Council (attached)
- 21/110A Review of Grant Application Policy** (current policy attached)
- 21/111A Reinstatement valuation for the office, Barn and Pavilion and Public Conveniences** – to consider obtaining valuations from a qualified surveyor
- 21/112A Matters for the next meeting – to be held on Monday 21st March 2022**
 - Review of Financial Regulations – when update can be given regarding procurement card
 - GDPR Document