



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

22nd March 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **28th March 2022, at 6pm**, 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 6.15pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 6pm, 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

- 21/113A To advise the recording of the meeting – Chairman**
- 21/114A To note apologies for absence and approve reason, where appropriate**
- 21/115A Declarations of Interest**
- 21/116A Minutes of the Finance and Administration Committee meeting held on 21st February 2022 for approval. (attached)**
- 21/117A Matters from the Minutes – for the purpose of report only**
- 21/118A Parish Office**
 - 21/118.1A Advertising Parish Office Foyer and Meeting Room as rooms available for hire.
- 21/119A Budget**
 - 21/119.1A Detailed Receipts and Expenditure Analysis as at 28th February 2022 (attached)
 - 21/119.2A Summary of Provisions as at 28th February 2022 (attached)
 - 21/119.3A Allocation of Provisions to be carried over to the next Financial Year
- 21/120A Bank Reconciliation for February 2022 (to agree for Chairman to sign)**
- 21/121A Accounts for payment (to be given at the meeting)**
 - To include payment of WWMRG Subsidy
- 21/122A Correspondence**
 - 21/122.1A NALC National Salary Award 2021-2022 – to note back pay applied to 1st April 2021
 - 21/122.2A S137 Allocation for 2022/2023 - £8.82 per elector – to note
- 21/123A Reinstatement valuation for the office, Barn and Pavilion and Public Conveniences – update**
- 21/124A Matters for the next meeting – to be held on Monday 19th April 2022**
 - Review of Financial Regulations – when update can be given regarding procurement card
 - GDPR Document
 - Parish Office Hire Charges – (Review October 2022)
 - Review of Asset Register and Inventory List
- 21/125A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Commercial Sensitivity**
- 21/126A Leased Area – The Copse**