



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th April 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th April 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 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

- 21/127A To advise the recording of the meeting – Chairman**
- 21/128A To note apologies for absence and approve reason, where appropriate**
- 21/129A Declarations of Interest**
- 21/130A Minutes of the Finance and Administration Committee meeting held on 28th March 2022 for approval.**
(attached)
- 21/131A Matters from the Minutes – for the purpose of report only**
21/131.1A (Item 21/126A) The Copse – Awaiting reply
- 21/132A Parish Office**
- 21/133A Budget**
21/133.1A Detailed Receipts and Expenditure Analysis as at 31st March 2022 (attached)
21/133.2A Summary of Provisions as at 31st March 2022 (attached)
- 21/134A Bank Reconciliation for March 2022** (to agree for Chairman to sign)
- 21/135A Accounts for payment** (to be given at the meeting)
- 21/136A Correspondence**
21/136.1A Public Works Loans Board Statement – to note
- 21/137A Reinstatement valuation for the office, Barn and Pavilion and Public Conveniences – update**
- 21/138A Audit of Accounts 2020-2021**
- 21/139A Matters for the next meeting – to be held on Monday 23rd May 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