



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

18th May 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **23rd May 2022, at 7.00 pm**, in The Parish Office, 2 Killick Way, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at 7.15 pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 6.30pm, 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

- 22/01A To advise the recording of the meeting – Chairman**
- 22/02A Election of Chairman and Vice Chairman**
- 22/03A To note apologies for absence and approve reason, where appropriate**
- 22/04A Declarations of Interest**
- 22/05A Minutes of the Finance and Administration Committee meeting held on 19th April 2022 for approval.**
(sent with Parish Council papers)
- 22/06A Matters from the Minutes – for the purpose of report only**
22/06.1A (Item 21/137A) Reinstatement Valuations – update
- 22/07A Parish Office**
22/07.1A **Second First Aider Required**
- 22/08A Budget**
22/08.1A Detailed Receipts and Expenditure Analysis as at 30th April 2022 (attached)
22/08.2A Summary of Provisions as at 30th April 2022 (attached)
- 22/09A Bank Reconciliation for April 2022** (to agree for Chairman to sign)
- 22/10A Accounts for payment** (to be given at the meeting)
- 22/11A Correspondence**
22/11.1A Santander Annual Interest Summary £71.79
22/11.2A SALC – offer for 5 copies of the Good Councillor's Guide for £20.00 – to consider purchase
22/11.3A Opus Energy – increase in electricity rates
- 22/12A End of Year Audit 2020-2021**
- 22/13A Consideration of Lengthsman on Retainer**
- 22/14A Matters for the next meeting – to be held on Monday 20th June 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