



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

13th July 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th July 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

- 22/15A To advise the recording of the meeting – Chairman**
- 22/16A To note apologies for absence and approve reason, where appropriate**
- 22/17A Declarations of Interest**
- 22/18A Minutes of the Finance and Administration Committee meeting held on 23rd May 2022 for approval.**
(sent with Parish Council papers)
- 22/19A Matters from the Minutes – for the purpose of report only**
- 22/20A Parish Office**
- 22/21A Budget**
 - 22/21.1A Detailed Receipts and Expenditure Analysis as at 31st May and 30th June 2022 (attached)
 - 22/21.2A Summary of Provisions as at 31st May and 30th June 2022 (attached)
- 22/22A Bank Reconciliation for May and June 2022** (to agree for Chairman to sign)
- 22/23A Accounts for payment** (to be given at the meeting)
- 22/24A Correspondence**
- 22/25A Lengthsman on Retainer - update**
- 22/26A Reinstatement Valuations**
To consider revised quotation for valuations to be undertaken
- 22/27A Matters for the next meeting – to be held on Monday 19th September 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