



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

12th October 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th October 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

- 22/28A To advise the recording of the meeting – Chairman**
- 22/29A To note apologies for absence and approve reason, where appropriate**
- 22/30A Declarations of Interest**
- 22/31A Minutes of the Finance and Administration Committee meeting held on 18th July 2022 for approval.**
(sent with Parish Council papers)
- 22/32A No meeting was held in September due to the mourning period for HM Queen Elizabeth II – to note**
- 22/33A Matters from the Minutes – for the purpose of report only**
- 22/34A Parish Office**
 - 22/34.1A To consider the use of the Foyer as a 'Warm Hub' venue with access to warmth and a cup of tea to help with fuel poverty – suggested days Mondays and Fridays with Councillors attending on a rota basis
- 22/35A Budget**
 - 22/35.1A Detailed Receipts and Expenditure Analysis as at 31st July, 31st August and 30th September 2022 (attached)
 - 22/35.2A Summary of Provisions as at 31st July, 31st August and 30th September 2022 (attached)
 - 22/35.3A Draft Budget Considerations for 2022/2023 (attached)
- 22/36A Bank Reconciliation for July, August and September 2022** (to agree for Chairman to sign)
- 22/37A Accounts for payment** (to be given at the meeting)
- 22/38A Correspondence**
 - 22/38.1A SWT Council - Precept Remittance Advice
 - 22/38.2A End of Year Audit 2021-2022 - the Notice of Conclusion of Audit from PKF Littlejohn LLP had been received
- 22/39A Lengthsman on Retainer** – to consider specification and advertisement of role (attached)
- 22/40A Review of Protocol for Marking the Death of a Senior National Figure policy** – to consider amendments for recommendation to Full Council (attached)
- 22/41A Bellamy's Corner** – update regarding expired lease
- 22/42A Bridge Green (The Copse)** – to consider new lease for recommendation to Full Council (requested from Savills and to be forwarded once received)
- 22/43A Complaints Procedure** – to consider for recommendation to Full Council for adoption (attached)
- 22/44A Dedicated Councillor Email Addresses**
- 22/45A Parish Office Hire Charges** – to review (attached)
- 22/46A Publication Scheme** - to consider for recommendation to Full Council for adoption (attached)



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22/47A **Review of Financial Regulations** - to consider for recommendation to Full Council for adoption (attached)

22/48A **Matters for the next meeting – to be held on Monday 21st November 2022**

GDPR Document

Review of Asset Register and Inventory List