



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

16th November 2022

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st November 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

- 22/52A To advise the recording of the meeting – Chairman**
- 22/53A To note apologies for absence and approve reason, where appropriate**
- 22/54A Declarations of Interest**
- 22/55A Minutes of the Finance and Administration Committee meeting held on 17th October 2022 for approval.**
(sent with Parish Council papers)
- 22/56A Matters from the Minutes – for the purpose of report only**
- 22/57A Parish Office**
 - 22/57.1A 'Warm Hub' venue – Full Council agreed for Foyer to be used as a venue – to decide upon start date and rota for Councillors to attend.
 - 22/57.2A Office opening over the Christmas period
 - 22/57.3A Parking at Parish Office – reported cars are parking in bays, night and day
- 22/58A Budget**
 - 22/58.1A Detailed Receipts and Expenditure Analysis as at 31st October 2022 (attached)
 - 22/58.2A Summary of Provisions as at 31st October 2022 (attached)
 - 22/58.3A Draft Budget Considerations for 2022/2023 V2 (attached) To consider for recommendation to Full Council
- 22/59A Bank Reconciliation for October 2022** (to agree for Chairman to sign)
- 22/60A Accounts for payment** (to be given at the meeting)
- 22/61A Correspondence**
 - 22/61.1A Business Rates – to note relisted to include all of the Parish Office
 - 22/61.2A Reinstatement Valuations - to note the valuations for the Parish Office and Public Conveniences had been undertaken
 - 22/61.3A Request from Foxes Academy for Parish Council to pay for Pavilion hire, for a Soup Club on Wednesdays, 11am – 2pm at a cost of £46.50 per session
 - 22/61.4A Lloyds Bank – online banking - update
 - 22/61.5A Somerset Emergency Community Contacts which to develop a database who can be used as a first point of contact when an emergency is happening – to consider (attached)
- 22/62A Cash Handling Protocol** – to consider for recommendation to Full Council for adoption (attached)
- 22/63A Bellamy's Corner** – update regarding expired lease
- 22/64A Bridge Green (The Copse)** – to consider new lease for recommendation to Full Council (requested from Savills and to be forwarded once received)
- 22/65A Councillor and Staff Training** – to re-affirm authority for Clerk to book courses



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- 22/66A** **Matters for the next meeting – to be held on Monday 21st November 2022**
GDPR Document
Review of Asset Register and Inventory List
- 22/67A** **To pass a resolution to exclude the press and public from the remainder of the meeting due to confidential personnel matters**
- 22/68A** **Pay increments as per employment contracts and new pay scales - to note**