



# WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: [clerk@willitonpc.org.uk](mailto:clerk@willitonpc.org.uk)

Dear Councillor

18<sup>th</sup> January 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **23<sup>rd</sup> January 2023, 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

- 22/70A To advise the recording of the meeting – Chairman**
- 22/71A To note apologies for absence and approve reason, where appropriate**
- 22/72A Declarations of Interest**
- 22/73A Minutes of the Finance and Administration Committee meeting held on 21<sup>st</sup> November 2022 for approval.** (sent with Parish Council papers)
- 22/74A Matters from the Minutes – for the purpose of report only**  
22/74.1A (Item 22/57.1A) – Co-op and SPAR both had donated goods for the Warm Hub
- 22/75A Parish Office**
- 22/76A Budget**  
22/76.1A Detailed Receipts and Expenditure Analysis as at 30<sup>th</sup> November and 31<sup>st</sup> December 2022 (attached)  
22/76.2A Summary of Provisions as at 30<sup>th</sup> November and 31<sup>st</sup> December 2022 (attached)  
22/76.3A Review of income and expenditure streams, including but limited to:
  - Consideration of back-office usage
  - Consideration of car park building (previously referred to as toilet store)
- 22/77A Bank Reconciliation for November and December 2022** (to agree for Chairman to sign)
- 22/78A Accounts for payment** (to be given at the meeting)
- 22/79A Correspondence**  
22/79.1A Consultation on Street Trading Policy – to consider response for recommendation to Full Council  
22/79.2A Williton Window – breakdown of editorial pages for Parish Council and Memorial Ground  
22/79.3A (Item 22/61.1A) – Business rates – confirmation received confirming no charge on Parish Office
- 22/80A Bellamy's Corner** – update regarding expired lease
- 22/81A Bridge Green (The Copse)** – New lease received for Chairman to sign as agreed by Full Council – to note
- 22/82A Councillor and Staff Training** – update on training courses booked
- 22/83A Matters for the next meeting – to be held on Monday 20<sup>th</sup> February 2023**  
GDPR Document
- 22/84A To pass a resolution to exclude the press and public from the remainder of the meeting due to confidential personnel matters**
- 22/85A Verbal report from Personnel Meeting and recommendations for new Terms of Reference**



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