



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

15th February 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th February 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

- 22/86A To advise the recording of the meeting – Chairman**
- 22/87A To receive Apologies for Absence and to approve the reasons given** (LGA 1972 s85 (1))
- 22/88A Declarations of Interest**
- 22/89A Minutes of the Finance and Administration Committee meeting held on 23rd January 2023 for approval.** (sent with Parish Council papers)
- 22/90A Matters from the Minutes – for the purpose of report only**
- 22/91A Parish Office**
 - 22/91.1A Consideration of a card reader for taking payments for hire of room
 - 22/91.2A (Item 22/75A) Front Window, Side Window and Side Door – quotations awaited
- 22/92A Budget**
 - 22/92.1A Detailed Receipts and Expenditure Analysis as at 31st January 2023 (attached)
 - 22/92.2A Summary of Provisions as at 31st January 2023 (attached)
 - 22/92.3A To agree to remove provision lines no longer needed
- 22/93A Bank Reconciliation for January 2023** (to agree for Chairman to sign)
- 22/94A Accounts for payment** (to be given at the meeting)
- 22/95A Correspondence**
 - 22/95.1A SALC – advising the government has increased the threshold for Contracts Finder from £25,000 to £30,000
 - 22/95.2A S106 Funds available for Williton – to consider Parish Council projects
 - 22/95.3A Change of signatory form for Nationwide Building Society – to agree signatories
- 22/96A Bellamy's Corner** – no update regarding expired lease – still chasing
- 22/97A Matters for the next meeting – to be held on Monday 20th March 2023**
 - GDPR Document (after training)