



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

15th March 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 March 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

- 22/98A To advise the recording of the meeting – Chairman**
- 22/99A To receive Apologies for Absence and to approve the reasons given** (LGA 1972 s85 (1))
- 22/100A Declarations of Interest**
- 22/101A Minutes of the Finance and Administration Committee meeting held on 20th February 2023 for approval.** (sent with Parish Council papers)
- 22/102A Matters from the Minutes – for the purpose of report only**
- 22/103A Parish Office**
 - 22/103.1A (Item 22/290.2) Confirmation the Full Council had agreed a budget of £500.00 for a card reader for taking payments at Public Conveniences and room hire. Update from Cllr Aldridge on readers
 - 22/103.2A (Item 22/75A) Front Window, Side Window and Side Door – quotations awaited
- 22/104A Budget**
 - 22/104.1A Detailed Receipts and Expenditure Analysis as at 28th February 2023 (attached)
 - 22/104.2A Summary of Provisions as at 28th February 2023 (attached)
 - 22/104.3A Allocation of Provisions to be carried over to the next Financial Year
- 22/105A Bank Reconciliation for February 2023** (to agree for Chairman to sign)
- 22/106A Accounts for payment** (to be given at the meeting)
To include payment of WWMRG Subsidy
- 22/107A Correspondence**
 - 22/107.1A S137 Allocation for 2023/2024 - £9.93 per elector – to note
- 22/108A Eye Test and Glasses Policy** – to consider for adoption
- 22/109A Bellamy's Corner** – no update regarding expired lease – still chasing
- 22/110A Matters for the next meeting – to be held on Monday 17th April 2023**
- 22/111A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Personnel Matters**
- 22/112A To receive a report from Personnel Meeting held on 14th March 2023 and any recommendations**