



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

12th 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 **17th April 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

- 22/113A To advise the recording of the meeting – Chairman**
- 22/114A To receive Apologies for Absence and to approve the reasons given** (LGA 1972 s85 (1))
- 22/115A Declarations of Interest**
- 22/116A Minutes of the Finance and Administration Committee meeting held on 20th March 2023 for approval.** (sent with Parish Council papers)
- 22/117A Matters from the Minutes – for the purpose of report only**
Eye Test and Glasses Policy – adopted by Full Council – to note
- 22/118A Parish Office**
22/118.1A Quotations for Front Window, Side Window and Side Door – to be discussed under item 22/129A
- 22/119A Budget**
22/119.1A Detailed Receipts and Expenditure Analysis as at 31st March 2023 (to be forwarded)
22/119.2A Summary of Provisions as at 31st March 2023 (to be forwarded)
- 22/120A Bank Reconciliation for March 2023** (to agree for Chairman to sign)
- 22/121A Accounts for payment** (to be given at the meeting)
- 22/122A Correspondence**
- 22/123A To consider purchase of projector and screen**
- 22/124A Scheme of Delegation – to consider**
- 22/125A Civility and Respect – to consider recommendation to Full Council to adopt**
- 22/126A Bellamy's Corner – no update regarding expired lease – still chasing**
- 22/127A Matters for the next meeting – to be held on Monday 15th May 2023**
- 22/128A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Personnel Matters and Commercial Sensitivity**
- 22/129A To receive Quotations for Front Window, Side Window and Side Door**
- 22/130A Staffing Levels – to consider options for recommendation to Personnel Committee**