



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

10th May 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th May 2023, at the rising of the Extra Ordinary Meeting**, 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

- 23/01A To advise the recording of the meeting – Chairman**
- 23/02A Election of Chairman and Vice Chairman**
- 23/03A To note apologies for absence and approve reason, where appropriate**
- 23/04A Declarations of Interest**
- 23/05A Minutes of the Finance and Administration Committee meeting held on 17th April 2023 for approval.**
(sent with Parish Council papers)
- 23/06A Matters from the Minutes – for the purpose of report only**
23/06.1A (Item 22/119.2A) To note the precept was received, therefore the transfer of funds from Nationwide Building Society, into Lloyds Bank did not proceed
- 23/07A Parish Office**
23/07.1A (Item 22/123A) Projector and Screen – update (Cllr Angell)
- 23/08A Budget**
23/08.1A Detailed Receipts and Expenditure Analysis as at 30th April 2023 (to be forwarded)
23/08.2A Summary of Provisions as at 30th April 2023 (to be forwarded)
- 23/09A Bank Reconciliation for April 2023** (to agree for Chairman to sign)
- 23/10A Accounts for payment** (to be given at the meeting)
- 23/11A Correspondence**
- 23/12A End of Year Audit 2022-2023**
- 23/13A Scheme of Delegation – to consider**
- 23/14A Civility and Respect – to consider**
- 23/15A Bellamy's Corner – no update**
- 23/16A Matters for the next meeting – to be held on Monday 19th June 2023**